



COLLEGE READY

CAREER READY

WORLD READY

Elementary Student Handbook

eStem Public Charter Schools, Inc.
200 River Market Avenue, Ste. 225
Little Rock, AR 72201

eStem Downtown Elementary
112 W. 3rd Street
Little Rock, AR 72201

eStem East Village Elementary
410 Shall Avenue
Little Rock, AR 72202

Grades: K - 6

2023 - 2024 School Year

Student Guide to Success

- Attend school every day and be on time to class
- Come to school ready to learn
- Participate in class and turn in all of your classwork
- Follow the rules
- Be positive and respectful in your words and actions



Our Mission

The mission of eStem PCS is to develop students who are critical thinkers, problem solvers, and collaborative members of a learning community and society. We will encourage students to be risk takers and enthusiastic life-long learners who are versed in engineering, science, technology, economics, math and literacy.

Our Vision

We recognize that all learners require high-quality, individualized, differentiated instruction. We will provide all of our students with a rigorous, data-driven experience that holds all learners to high expectations. We will also create a learning environment where all students feel safe to take risks, collaborate, and problem solve.

At eStem, we believe in these values:

A graphic featuring a light blue globe background. Overlaid on the globe are the words "Humility", "Enthusiasm", "Authenticity", "Reflection", and "Trust", each on a new line. The first letter of each word is in a large, bold, yellow font, and the rest of the word is in a blue font.

Humility
Enthusiasm
Authenticity
Reflection
Trust

Our Culture

What differentiates eStem PCS from other school districts is our HEART. Our values: Humility, Enthusiasm, Authenticity, Reflection, and Trust drive our decision making and have allowed us to build strong communities within our schools and across our organization. Our culture allows us to create a space where students, teachers, and staff strive to be the best versions of themselves. We foster communication, collaboration, cooperation, support, and mutual respect and we encourage our students and staff to use every opportunity as an opportunity for learning, growth, and development.

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Admissions

Admission

eStem admits students of any race, color, nationality, and ethnic origin to all the rights and privileges, programs, and activities made available to students at the school. eStem does not discriminate on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap in administration of its educational policies or school administered programs. Unlike other public schools, a charter school is populated by students who have freely chosen to attend that school. Students who choose to accept the academic program of a charter school also assume the obligation imposed by the policies of the school. Students who are transferring to eStem from other school districts may not be granted admission if their transcripts reflect poor academic performance.

Admission - Documents

The schools of the District (eStem Public Charter Schools) shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

The documents required for a child to be admitted to a public school in Arkansas are determined by state law. Prior to a child's admission to an eStem school:

1. The parent/legal guardian shall furnish the child's social security number, or if requested, eStem Public Charter Schools, Inc. will assign the child a nine-digit number designated by the Arkansas Department of Education.
2. The parent/legal guardian shall provide eStem Public Charter Schools, Inc. with one of the following documents indicating the child's age:
 - Birth certificate;
 - Statement by the local registrar or a county recorder certifying the child's date of birth;
 - Attested baptismal certificate;
 - Passport;
 - Affidavit of the date and place of birth by the child's parent or guardian;
 - Previous school records; or
 - Military identification.

3. State law requires that the child be appropriately immunized against poliomyelitis, diphtheria, tetanus, pertussis, measles, rubella, mumps, hepatitis B, varicella and other diseases as designated by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician, health department or the military service. Students will not be allowed to enroll in the school if they do not have the required documented proof of immunization.

A student must be enrolled in **good standing** at his/her present school before the student can be eligible for admission to an eStem school. The parent/legal guardian shall indicate on school registration forms whether the child has been expelled from school in any other school district, is a party to an expulsion proceeding, or is under short- or long-term suspension.

Application - Kindergarten

eStem Elementary Public Charter School will accept preliminary applications during Open Enrollment for students who are eligible to enter kindergarten for the upcoming school year. For the 2023-2024 school year and afterwards, students may enter kindergarten in the public schools of this state if they attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will (1) become five (5) years old during the year in which he/she is enrolled in kindergarten, and (2) who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the school district.

If there are more preliminary applicants than seats available, kindergarten seats will be assigned by a random, anonymous lottery as prescribed by state law. Under the terms of the eStem charter, siblings of students already enrolled in an eStem school will be given preference for available seats.

Application - First Grade through Sixth Grade

Students seeking admission to eStem Elementary Public Charter School in grades one through six may submit a preliminary application at any time during the current school year. If all seats in both elementary schools are currently filled, each applicant will be assigned to a waiting list specific to the student's current grade level. If the student is not assigned a seat by the conclusion of the present school year, the student will be transferred automatically to the waiting list specific to the student's next grade level. It will not be necessary to reapply. The student's position on the waiting list will remain the same as the student's position on the waiting list on the final day of the current school year.

Academics

Academic Integrity Policy

The purpose of the Academic Integrity Policy is to prepare students for the world of college and beyond, where cheating and plagiarism have dire consequences. eStem Elementary Public Charter School expects all its students to abide by ethical academic standards.

Cheating is a serious offense. If a student copies another student's work, or if a student gives another student his/her work, it is considered cheating. Plagiarism is stealing someone else's ideas or words and using them as one's own, or imitating the language, ideas, and thoughts of another author or person, and representing them as one's original work. The first time either cheating or plagiarism occurs, the student's teacher will notify the student's parent/guardian and the Director of School, and a grade of zero may be given to the student on the assignment. If a student cheats or plagiarizes a second time, the matter may require a conference with the student, parent/guardian, and Director of School. Continued cheating and plagiarism are grounds for suspension or expulsion.

Alternative Methods of Instruction (AMI)

eStem Public Charter Schools has been approved by the Arkansas Department of Education on behalf of the high school to participate in [Alternative Methods of Instruction](#). AMI provides school districts the option to forego a certain number of student attendance days for public school districts that have an alternative instruction plan. eStem has agreed to implement AMI during any exceptional or emergency circumstances. (i.e. Snow Days)

In order to appropriately execute our participation in AMI, eStem students will be asked to log into Google Classroom and complete lessons created by their classroom teachers. Again, this action would only be necessary in the event of an emergency school closing due to exceptional or emergency circumstances.

Grading - Third Grade through Sixth Grade

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, teachers, or school administration. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parent/guardian, a plan for remediation which

may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each of the four grading periods to keep parents/guardians informed of their student's progress. Student grade reports will also be posted to the Home Access Center to ensure consistent notification of parents regarding student academic progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help affect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

Grades during each marking period are entered into the teacher's gradebooks using the following formula: **% Grade = Total points earned/Total points possible**. Grades come from tests, quizzes, projects, in-class practice, participation, and homework.

The grading scale for all third through twelfth grade students in the district is as follows:

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 and below

Kindergarten through second grade students will receive a standards' based report card that indicates how the student is progressing in regards to the Arkansas State Standards for the grade level and subject.

Homework

Every child K-6 must read or be read to for 20 minutes a night. Homework may consist of work not completed in class, extra practice work to build skills, study assignments for tests and special projects. There may be times when students will be required to complete certain homework or special projects that may require work at home.

Honor Roll

All students are encouraged to earn academic honors. Students earning straight A's or any combination of A's and B's will receive an official eStem certificate recognizing their hard work at the end of each semester.

Learning Compact

A child's education is a team effort involving the student, the student's teachers, the student's parents and the student's school administrators. Expectations for academic

effort and behavior have been deliberately set high for students. For individual student academic growth to occur, all members of the team must be aligned to the same high standards. The Learning Compact defines eStem standards so that each member of the team knows what efforts are required for a student to succeed academically. The student, the student's parent/guardian, teacher and school administrator are required to sign and date the Learning Compact for each student.

Make-Up Work

All schoolwork missed because a student was absent must be completed. It is the student's responsibility to collect missed work. The time allowed for the student to complete missed work will be the number of days the student was absent from school. For example, if a student was absent for two days, then the student will have two days to make-up the work missed. If a student fails to meet the time requirement for completing missed work, the student may receive a lower grade, or a zero.

Promotion

eStem has high expectations for student academic achievement. It cannot be assumed that students automatically will be promoted from one grade to the next. Students must earn their promotion by demonstrating mastery of the essential knowledge and skills at their grade level.

In grades 3 - 12, promotion to the next grade requires students to earn a passing grade of 60% or better for each of their core classes which include Reading/Writing or Language Arts, Math, Science, and Social Studies. Students earning grades lower than D in non-core classes will be promoted to the next grade only at the discretion of the Director of School. Special Education students who have IEPs will be promoted to the next grade based on successful completion of the promotion criteria listed in their IEP. A student with excessive unexcused absences during the school year may not be promoted at the discretion of the Director of School.

Students may not be promoted if they have missed an excessive amount of days during the year.

All promotion or retention decisions are at the discretion of the Director of School.

A disservice is done to students through social promotion. Promotion or retention of students shall be primarily based on their ability to succeed in the next grade and/or an excessive amount of days have been missed. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and Director of

School shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the Director of School.

Reporting Student Progress

Teachers provide students and their parents/guardians ongoing updates of academic performance through eSchool Home Access Center, frequent quizzes and tests, and student work that is sent home for a parent/guardian signature. Teachers also may contact a parent/guardian by telephone or email.

Progress Reports

Interim reports are sent home during the 5th week of each quarter. The report is designed to inform parents/guardians about their child's current academic progress and is not part of a student's academic record. A parent/guardian whose child is failing a course when a progress report is issued may be asked to meet with the child's teacher. Likewise, a parent/guardian may request a conference with the teacher. All progress reports must be signed by a parent/guardian and returned to the teacher who issued the report.

Report Cards

The school year is divided into four grading periods called quarters, each lasting approximately 9-10 weeks. A report card, containing a grade for each class a student is taking, is issued at the end of each quarter.

A student's reading level will be reported twice a year to the parent/guardian.

Grades are posted using the following scale:

3rd through 6th Grading Scale

A (90-100%)	The student demonstrates a deep mastery of the content and skills taught.
B (80-89%)	The student demonstrates a solid mastery of the content and skills.
C (70-79%)	The quality of the student's work meets minimum requirements.
D (60-69%)	The student has significant skill or content deficits.
F (59% and lower)	The student has major skill or content deficits requiring additional instruction and student effort. Warrants a parent conference and may result in retention.

Kindergarten through 2nd Grading Scale

M = Meets standard	The student has demonstrated Mastery of grade-level standard
P = Progressing	The student is growing at a pace appropriate in order to reach mastery.
E = Emerging	The student is showing slow progression toward meeting the standard.
NS = Needs Support	The student is still progressing toward mastering prerequisite skills needed to meet the standard

If student skills are below grade level, the student may require remedial instruction.

Testing

Testing protocol for all Arkansas public schools is determined by the state. eStem PCS will uphold and enforce all state mandated requirements for public school assessments.

Textbooks

Textbooks primarily will be kept at school. When textbooks are distributed to students, it will be the student's responsibility to keep the textbooks in the condition in which they were received. Students will pay for books that are damaged or lost. Students must return books at the end of the school year.

Campus Information

Building Hours

Students are not allowed to be inside the school building before 7:20 a.m. or after dismissal, unless they are enrolled in an after school program. eStem is unable to provide adult supervision before 7:20 a.m. eStem students must be picked up by 4:00 p.m. If children are not picked up by 4:00 p.m., parents will be given the option to enroll them in the free after school program. Given the age of elementary students, it is unlawful for parents to leave students unattended/unsupervised.

Closed Campus

Students at eStem schools are not allowed to exit the campus grounds during the school day unless it is part of a field trip sanctioned by the school.

Daily School Schedule

eStem Elementary Public Charter Schools

Earliest Arrival 7:20 a.m.

School Starts 7:45 a.m.

School Dismissal 3:15 p.m.

Minute of Silence

At 7:45 a.m. each day, the Director or designee shall conduct a one minute period of silence with the participation of all students and staff in the building. During the period of silence a student may, without interfering or distracting another student, reflect, pray, or engage in a silent activity. The teacher or staff member in charge of the classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

Office Information

The main Elementary School offices are staffed from 7:30a.m – 3:30p.m.

The contact information to the offices are:

- eStem K6 Downtown - (501)748-9200
112 West Third Street, Little Rock, AR 72201
- eStem K6 East Village - (501)214-6810
410 Shall Avenue, Little Rock, AR 72202
- All eStem schools use the website - www.estemschools.org

Outdoor Activities

When there is a heat index of 100 degrees or higher, we will not have outdoor activities.

When there is a wind chill of 32 degrees or lower, we will not have outdoor activities.

Pledge of Allegiance

The Pledge of Allegiance shall be recited in the morning of each school day during morning announcements. Students that wish to participate in the recitation of the pledge of allegiance shall face the flag with their right hand over their heart during its recitation, or if the student is in uniform displaying a proper salute. Students who choose not to participate may either stand or sit at their desks quietly.

Reciting the Pledge of Allegiance is not mandatory for students, but those wishing not to participate shall not distract or disrupt those who are reciting the Pledge. Choosing not to recite the Pledge shall not result in any form of discipline, comments, or stigmatization from other students or faculty.

Discipline

Behavior

eStem schools hold high expectations for student performance and behavior. Students are expected to show respect for fellow students, staff members, volunteers and members of the community with whom they have contact during the school day and at school events. Students are expected to take responsibility for their own behavior and for working towards their academic goals. **Repeated violations of our policies, procedures, & expectations could result in removal from school. All rules will be strictly enforced.**

Bullying

eStem Public Charter School District strives to provide a positive learning environment, free of bullying and harassment, for all of its students.

eStem utilizes the BRIM anti-bullying app as a reporting resource for students, parents, teachers, and other stakeholders to anonymously report incidents of bullying. Each school's website includes a red, highly visible BRIM button on the front page, and anyone may submit a report by clicking on the button and answering questions about the incident.

Bullying is defined as "the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against any other student or public school employee,

- by written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated; and causes or creates actual or reasonably foreseeable
 - a. physical harm to a public school employee or student or to their property,
 - b. substantial interference with a student's education or with a public school employee's role in education;
 - c. a hostile educational environment for one or more students or public school employees due to the severity, persistence, or pervasiveness of the act, or;
 - d. substantial disruption of the orderly operation of the school or educational environment.
- In other words, bullying is when someone repeatedly and systematically on purpose says or does mean or hurtful things to another person who has a hard time defending themselves.

Cyberbullying is defined as bullying in the form of an electronic act. An electronic act includes written communication or images transmitted by using an electronic device such as a telephone, tablet, or computer.

Cyberbullying is prohibited even if the incident did not originate on school property or with school communication systems/tools. eStem Public Charter Schools prohibit bullying, meaning that it is not allowed in the following areas:

- in school,
- on school equipment or property,
- in school vehicles, at school bus stops,
- at school sponsored activities, or at school sanctioned events,
- or by an electronic act that results in the substantial disruption of the educational environment; does not matter whether the electronic act originated on school property or with school equipment

If a staff member of the school has witnessed or has reliable information regarding an act of bullying as defined by the outlined definition of bullying, the staff is required to report the incident via BRIM or notify the Administration. Once the incident is reported, the director, assistant directors, deans, and/or counselors will be alerted.

When an incident of bullying is reported to the school either through BRIM or by notifying an Administrator, the school will follow the school's bullying investigative process which includes the following steps:

- An administrator will be assigned to investigate the report of bullying and will begin an investigation no later than 24 hours after a report is received. Parents of the students involved will be communicated to within this same timeframe, regarding the alleged incident of bullying.
- The investigation shall be completed no later than 5 school days following the date of the initial report. The parents of the students involved will receive communication regarding the completion of the investigation and what follow up steps will be taken.
- Once an investigation is complete, the administrator assigned to the case will finish the report, including the findings from the investigation as well as any disciplinary action that was handed out. The report will also include any additional follow up actions that will be completed for the individual(s) involved.

Students found to be in violation of the bullying policy will be subject to disciplinary action, up to and including expulsion. The consequence for a student engaging in an act or bullying will vary depending on the age and grade of the student.

- In addition to any disciplinary actions that may be handed out, the school will take appropriate steps to remedy the effects of bullying that may have been incurred from those students and/or public school employees that were involved in the incident(s).

The student or staff member that files the complaint of bullying will not be subject to retaliation or reprisal in any form.

Discipline

The Director has discretion to move past any steps and administer consequences that may jump categories or steps in our process based on the nature of the action.

Our K-6 discipline process includes a system in which we listen and conference with students regarding their behaviors. When the behaviors continue, we then proceed with appropriate consequences. Our goal is to provide more feedback to parents, allow students to learn from their mistakes, and provide a chance to correct behaviors before more serious consequences are assigned. The steps below will be followed in classrooms kindergarten through sixth grade.

Tier 1: Redirection/Classroom Managed

This is a chance to simply acknowledge the behavior and give the student an opportunity to change the undesired behavior. Students may receive verbal or non-verbal cues from the teacher to encourage them to change their behavior. The student will have an opportunity to then change the said behavior to ensure positive learning experiences continue to happen. During this step, the conversation may also be paired with a logical consequence for the student.

Examples of Tier 1 behaviors include but are not limited to:

<ul style="list-style-type: none">● Sleeping in class● Failure to return homework● Disruption of classroom instruction● Arguing● Mild horseplay● Teasing	<ul style="list-style-type: none">● Instigating others● Obscene gestures● Random profanity● Fighting words● Name calling● Insubordination
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The teacher will follow a sequence of classroom interventions and consequences in order to allow the student to self-correct the behavior. These interventions may include but are not limited to:

- Verbal warning
- Dojo points taken
- Time out (In class, with Buddy Teacher, or Behavior Interventionist) or loss of privilege and student conference (loss of recess or physical activity cannot be used as a form of punishment)
- Contact parent/parent conference
- Morning or lunch detention
- Behavior document (after the 3rd document for the same behavior student receives referral to the Dean of Students)

Tier 2: Dean Managed

Students will automatically receive a referral to their Dean of Students for Tier 2 Behaviors which include but are not limited to:

<ul style="list-style-type: none"> ● Inappropriate or offensive language about race, culture, sexual orientation, or intelligence ● Defacement of school property or the property of others ● Truancy or leaving class and/or campus without permission ● Pulling alarms ● Malicious pranks ● Possession of tobacco products 	<ul style="list-style-type: none"> ● Physical violence; threats of intimidation; spitting, biting, using profanity or slander toward a staff member or peer ● Fighting ● Plagiarism or cheating ● Inappropriate use of technology ● Repeated violations of cell phone or other electronic devices during school hours ● Repeated Tier 1 offense ● Documented reports of bullying
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These offenses will be handled with the following consequences:

- Conference with Dean of Students and parent contact/possible send home
- Assignment to morning or lunch detention or Saturday school
- Parent/Guardian conference with Behavior Intervention Specialist, Dean of Students, and Assistant Director of School Culture
- Referral to School Counselor and/or Behavioral Health Services
- Develop Behavior Intervention Plan with Discipline Team and Parent/Guardian

Tier 3: eCARE Team

Students will automatically receive a disciplinary referral to the eCARE Team. Parents are not required to attend but must be notified/invited. The following offenses will constitute this type of referral: student assault or battery; theft/theft by receiving; indecent exposure; sexual misconduct; sexual harassment; vandalism; tampering with any safety device on school property; use or distribution of drugs, including alcohol; disorderly conduct that interferes with the function of the classroom, school operations, school activities or programs; harassing communications through email, phone, voice, social media, etc.; physical assault on staff; verbal abuse of staff; possession of firearm or weapon; terroristic threatening; repeated violations of Tier 2 offenses:

<ul style="list-style-type: none">• Repeated violations of Tier 2 offenses• Student assault or battery• Theft/theft by receiving• Indecent exposure• Sexual misconduct• Sexual harassment• Harassing communications through email, phone, voice, social media, etc• Possession of firearm or weapon	<ul style="list-style-type: none">• Vandalism; tampering with any safety device on school property• Use or distribution of drugs, including alcohol• Disorderly conduct that interferes with the function of the classroom, school operations, school activities or programs• Physical assault on staff• Verbal abuse of staff• Terroristic threatening
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The following disciplinary actions for Tier 3 behaviors are included below:

- Mandatory eCARE Team meeting, Behavior Plan, or Special Education plan review
- In School Suspension
- Out of School Suspension
- Asynchronous Learning
- Expulsion

Overall, our goal in discipline is to help our students develop successful skills in managing their behavior. Just as we strive to create and support students' individual academic needs, we will also meet their individual behavior needs as well. All disciplinary actions for students are left up to the discretion of the Director.

Due Process Procedures

Due process for students will include, at a minimum, the following steps: 1) notice of charge; 2) opportunity for denial; 3) evidence against him/her (if denies); 4) opportunity to tell his/her side; 5) decision, timely notice, and an opportunity for a fair hearing. The degree of due process required is directly proportional to the degree of loss to the student. Any penalty that effectively denies a student's education will require the greatest degree of due process.

Expulsion

eStem Public Charter Schools may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Chief Executive Officer may make a recommendation of expulsion to eStem Board of Directors for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Chief Executive Officer or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the eStem Board of Directors that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the eStem Board of Directors will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of eStem Public Charter Schools and the student may agree in writing to a date not conforming to this limitation.

The Board President of eStem or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the eStem Board of Directors unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the eStem Board of Directors shall be in open session.

During the hearing, the Chief Executive Officer or his/her designee will present evidence, including the calling of witnesses, which gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be

permitted. However, any member of the eStem Board of Directors, the Chief Executive Officer, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Chief Executive Officer shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Chief Executive Officer shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Chief Executive Officer and the eStem Board of Directors shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

Legal Reference: A.C.A. § 6-18-507

Gangs & Gang Activity

eStem is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur which cause fear, intimidation or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited on school property or at school functions:

- Wearing or possessing any clothing, bandanas, jewelry, symbol or other sign associated with membership in or representative of any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang;
- Extort payment from any individual in return for protection from harm from any gang;
- Gang graffiti

- Social media posts depicting students displaying gang related posturing or affiliated clothing on eStem property or wearing eStem attire.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring away from school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Harassment

Harassment is any form of uninvited and unwanted physical, verbal or written behavior that creates an intimidating, hostile, or demeaning environment for education. The eStem Public Charter Schools will not tolerate this type of behavior.

Harassment - Sexual

eStem recognizes that harassment on the basis of sex is a violation of law, school district policy and common courtesy. eStem is committed to providing a learning environment free from sexual harassment and will not tolerate such conduct on the part of employees, students, non-employees, vendors, board members or any others having business or contact with eStem students. Sexual harassment when perpetrated on any student by an employee or student will be treated as sexual harassment under this policy.

Sexual harassment of students consists of unwelcome sexual advances, requests or demands for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of a student's academic status or advancement;
- Submission to or rejection of such conduct is used as a basis for academic decisions affecting the student(s); or
- Such conduct has the purpose or effect of interfering with a student's academic performance or of creating an intimidating, hostile or offensive learning environment.

Forms of sexual harassment include, but are not limited to:

- Verbal harassment, including derogatory comments, jokes, requests, or other sexually oriented language;
- Uninvited letters, telephone calls, electronic communications or materials of a sexual nature;

- Physical harassment, including unnecessary or offensive touching, repeatedly brushing against another person's body, or impeding or blocking movement;
- Visual harassment, including offensive posters, cards, cartoons, graffiti, drawings, or gestures; and
- Attempted or actual rape or sexual assault.

Harassment - Verbal

Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur. eStem is a place where everyone must be comfortable and treated with due respect. Verbal harassment when perpetrated on any student by an employee or student will be treated as verbal harassment under this policy.

Harassment – Response

The eStem Public Charter Schools are committed to the equitable and swift resolution of harassment issues. Any student experiencing harassment should follow these measures:

1. Make a Brim report
2. Notify a teacher. The Director of Schools will ensure that the student discipline policy is used for handling the case.

Verbal Abuse of Staff

State law specifically prohibits insults or verbal abuse directed to a school employee in the course of his or her duties. Those who violate this policy will be prosecuted to the fullest extent of the law and may be banned from campus and all school related events.

Medical Information/Student Support Services

Counseling Services

The eStem schools employ full-time counselors who work closely with students. Students removed from class for behavioral issues, returning from suspensions, or who have been referred by the school administration may meet with the counselor on an informal basis. In addition, students may be referred by the school administration to the counselor for more regular one-on-one or group counseling.

Homeless Students

The term “homeless” means individuals who lack a fixed, regular, and adequate nighttime residence, and are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because the children are living in circumstances described above.

Homeless children will have access to education and other services that help to ensure they have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

The school is committed to providing the same educational opportunities to migrant, homeless, and highly mobile students as it provides to all students. A school employee will be selected to fill the role of the local educational liaison for homeless children. The children’s status as homeless shall not lead to their stigmatization or segregation from other students, and it is the responsibility of the liaison to ensure these and other policies prescribed by law are enforced.

If a homeless student is moved from the school contrary to the wishes of the student’s parent or guardian, the school must provide a written explanation of why the move is being enacted. That explanation must contain notice to the parents or guardians of a right to appeal.

Immunizations

In order to enroll at an eStem Public Charter School, every student must have an up-to-date age-appropriate immunization record. Students will be excluded from school until records are provided. Students are **required to have proof of immunizations** that are required by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician, health department or the military service. Students will not be allowed to enroll in the school if they do not have the required documented proof of immunization. Students enrolling in kindergarten must also have proof of a physical from their physician.

Infection Control

The District shall follow the most current Centers for Disease Control (CDC) "Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Bloodborne Pathogens in Health-Care Settings."

As prescribed by CDC guidelines, training about techniques for preventing the spread of infectious diseases shall be comprehensive and shall be provided for students and staff. The Superintendent shall be responsible for the effective implementation of these training programs and procedures which shall be developed in collaboration with local or state health agencies and be a part of the District's safety program.

The facility shall be cleaned and decontaminated after any incident involving blood or other potentially infectious materials. All equipment and contaminated work surfaces shall be decontaminated immediately or as soon as feasible after any spill of blood or other potentially infectious materials. Contaminated sharps, such as needles, broken glass, knives, etc., shall be placed in a sharps container for disposal.

Medical Information

In the event of a medical emergency during the school day, eStem will notify the proper medical and emergency authorities, set aside an area where the injured student(s) can be taken, and notify the student's parent/guardian or the emergency contact identified on the student's school records. eStem will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured student to a designated medical facility. It is at the discretion of the nurse when a 911 call is deemed necessary if a student is in distress. It is up to the discretion of the building administration in the absence of a nurse. eStem will make every effort to provide support, assistance and resources to the injured student until medical attention is secured. Students who are suicidal, homicidal, experiencing hallucinations or delusions, or any other serious mental disturbances will be sent home for a safety/mental health evaluation. Before returning, the student must provide the school with a letter signed by a licensed physician or therapist stating that he or she is not a danger to themselves or anyone else.

Medical - Illness During School Hours

As a general rule, students will not be sent home for upset stomachs, common colds, sore throats without a fever, or headaches. If a child reports feeling ill or injured during the school day, the School Nurse will record the student's name, the time and the nature of the illness. If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick-up the child. Students with fever 100 degrees F or higher or have

vomited more than once will be sent home. The student can return to school when they have been fever free without fever-reducing medication for 24 hours. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. Students who are ill should be picked up within one hour of the phone call notification.

Medical-Medications

If a student requires medication during school hours, the administration of the medications will be supervised by the Coordinator of Medical Services/Nurse under the following guidelines, as required by state law:

- Medications should be given at home unless it is given more than three times a day or must be given at a specific time as indicated on the prescription bottle.
- Medications may be administered only when the critical health and well being of the student is at stake and will be documented when administered.
- Prescribed medications to be given at school should be delivered to the nurse by the parent/guardian and counted and documented by the nurse and the parent together.
- All prescribed and/or controlled medications must be supplied in the original pharmaceutical container/packaging and labeled with the following information: student's legal name, date the prescription was filled, ordering provider's name, pharmacy name, name of medication, dose, route, and frequency.
- All medications will be given according to labeling directions on the container. Deviations from label directions will require a written provider order.
- Over-the-counter medications that have been approved for use in the health room may be administered as needed at the nurse's discretion and with written permission from the parent. This written permission must be renewed annually. Administration of OTC medications will be documented and the parent informed.
- Over-the counter medications must be supplied in the original container and identified with the student name, parent name, and phone number.
- All prescribed/controlled medications will be kept in a locked cabinet in the health room.

The School Nurse is the primary person designated and authorized to administer medication. In the event the school nurse is unavailable to administer medications, there will be designated school personnel to administer medications in accordance with the Arkansas State Board of Nursing and ADE rules. All medication must be placed in a locked box in the school's medical office. In order to administer any prescribed medication or over-the-counter medication to a student, a note from the student's physician must be on file with the school. Students are responsible for coming to the medical services office to receive their medication at the appropriate time. Students are not allowed to have any medication, including over-the-counter medication, in their backpacks or in their possession. Students with prescribed emergency rescue medications (i.e. asthma inhalers, EpiPens, Glucagon) may be able to self-carry these medications with approval from the student's physician, the school nurse, and the parent. A signed self-carry form must be in the student's medical file in the school health room.

All medications shall be picked up by the parent/guardian of the student or they will be disposed of by the school nurse at the end of the school year. The school shall also dispose of outdated or expired medications after giving parents or guardians a 10 day notice of their intention to dispose of the medication.

Medical – Records

Students with chronic medical conditions such as asthma, severe allergies, diabetes, seizures, etc. that may have ongoing or urgent health needs while at school must have an Action Plan in their school medical file. This Action Plan can be obtained from the student's physician and must be renewed at least annually or when changes in the management plan are made by the physician.

In order to enroll at an eStem Public Charter School, every student must have an up-to-date age-appropriate immunization record. Students will be excluded from school until records are provided. Students will not be allowed to enroll in the school if they do not have the required documented proof of immunization.

Medical - Screenings

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/her full potential. The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18)

years old. Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 1F or by providing certification from a physician that he/she has recently examined the student.

NOTE: THIS IS YOUR NOTIFICATION OF HEALTH SCREENINGS. NO OTHER NOTICES WILL BE SENT HOME.

Arkansas public school mandates that students must be screened for the following items in grades noted below:

Vision and Hearing – Kindergarten, First, Second, Fourth, Sixth and Eighth grade

Scoliosis – Boys – Eighth grade, Girls – Sixth and Eighth grade

BMI – Kindergarten, Second, Fourth, Sixth, Eighth and Tenth grade

Pregnant Students

A pregnant student shall provide the Director of School a written statement from a licensed physician including recommendations concerning advisability of school attendance for the pregnant student. An additional statement from her physician shall be provided each 6 weeks, verifying that she is physically able to continue in school.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to the special needs of the pregnant student. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy. A student shall be readmitted after delivery, upon a statement from her physician recommending her readmission.

Legal References: US Cons. Amend XIV §1:20 USC §1681 et.seq; Ark Stat. Ann §§80-1656.

Self-Harm Policy

Any eStem staff member who is aware of a student engaging in or suspected to be at risk of engaging in self-harm will report this directly to building leadership. The parents of the student will be informed immediately and asked to report to the school. To ensure the safety of the student, he or she will leave the school building with his or her parent(s). Additionally, parents may be asked to provide documentation of professional counseling received by the child and/or family. To provide a safe and productive learning environment for all students, the school will collaborate with families and any outside professionals to determine when the student will return to school. In the event that parents cannot be reached OR a parent is unable to report to the

school building in a timely manner, a school representative will contact Arkansas Department of Health's Suicide Prevention Hotline.

Special Education

The district has the responsibility to identify, evaluate, and if the student is determined to be eligible, to (provide) access to appropriate educational services. The district ensures the establishment and implementation of due process procedural safeguards including the opportunity and encouragement for parent participation in meetings with respect to the identification, evaluation, educational placement, and the provision of FAPE.

Areas of disability recognized and defined by the Individuals with Disabilities Education act (IDEA) Amendments of 1997, 2004 are:

1. Autism
2. Deaf-blindness
3. Hearing impairment
4. Emotional disturbance
5. Intellectual disability
6. Multiple disabilities
7. Orthopedic impairment
8. Other health impairment
9. Speech or language impairment
10. Specific learning disability
11. Traumatic brain injury
12. Visual impairment

No discrimination against any person with disability shall knowingly be permitted in any program or practice in the eStem Public Charter School District.

Parent Information

Accidents

The school must always have the correct home and place of employment contact information for parents/guardians in case the parent's/guardian's child becomes ill or is injured at school. The name and telephone number of a friend or relative of parent/guardian also is helpful in case the parent/guardian cannot be reached in an emergency. To update any contact information, contact the school's Registrar. It is at the discretion of the nurse when a 911 call is deemed necessary if a student is in distress. It is up to the discretion of the building administration in the absence of a nurse.

Attendance

If a student is unable to attend school, the parent/guardian must notify the school attendance office either by email or by phone by 7:45 a.m. on the day of the absence. It is the student's responsibility to collect and complete missed school work within 24 hours of returning to school.

eStem Public Charter Schools has set forth a policy of no more than **10 absences per year**. Notice will be given once a student reaches **4 absences** and **8 absences**.

The student's parent or guardian may petition the school or district administration for additional absences. The petition must be made **before** the student accumulates 10 absences.

When a student has 4 absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification may be by first class mail or in the student's backpack.

- When a student reaches 8 absences his/her parents, guardians, or persons in loco parentis shall be notified. Notification may be by first class mail or in the student's backpack.
- Whenever a student reaches 10 absences, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

Except for those circumstances otherwise allowed by rule, any student who is absent from daily attendance for more than 10 consecutive school days shall be dismissed or dropped from the attendance records of the school. Any student who fails to attend school by the tenth regular school day of the semester shall be retroactively dropped from the attendance records from the first day of the school semester.

If a student has an IEP or a 504 plan that includes attendance modifications, that student's IEP or 504 plan takes precedent.

Ark. Code Ann. § 6-18-222(a) (4) (A) (i), absences must not be categorized as excused or unexcused. Credit, promotion, or graduation may be denied if a student exceeds the maximum number of absences allowed under the policy, regardless of whether the absences were excused or unexcused.

In accordance with the Arkansas Department of Education guidelines, eStem Elementary will record half day attendance for grades K-6. If a student arrives more than an hour late, they will be counted absent for the morning. If a student is checked out before 1:59 pm, they will be counted absent for the afternoon. Students may not be checked out after 2:00 pm.

Students with 10 absences in a course in a semester shall not receive credit for that course. At the discretion of the school Director after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

Notwithstanding the above, a district may distinguish between excused and unexcused absences in its policy for all other purposes. These could include, without limitation, discipline, homework or test makeup, extracurricular participation, etc.

Truancy Policy

Whenever a student reaches 10 absences, the District will file truancy paperwork to the prosecuting authority and the parent, guardian, or persons in loco parentis and shall be subject to a civil penalty as prescribed by law. Students with excessive tardies and/or absences may be retained in the same grade for the following school year.

Change of Address/Phone Numbers

Parents must inform their child's eStem school office immediately if an address, phone number, or place of employment changes. The correct contact information must be on file in case of an emergency.

Check-Out Policy

Check-outs should be reserved for medical appointments or emergencies only. When students are checked out early, they are missing important instruction.

- A student may be checked out of school in the case of an emergency or for a medical appointment. Please provide documentation to the office for appointment.
- The student will be released from class when the parent/guardian arrives at the student's school office.
- No check-outs after 2:15 p.m.
- Early check-out may not be used to avoid the carpool line.
- Early check-outs will be monitored and excessive use may result in parent conference with Administration.

Child Custody and Court Orders

The school strives to be sensitive to all family structures. Parents or guardians who possess court documents for the care and custody of a student should present these documents to the building Director/Executive Director as soon as possible.

The school will keep on file any valid court orders, provided by a parent or guardian, regarding child custody, etc., and will strive to abide by them as is practicable. However, the school and its employees are not covered or bound by such orders. Disagreements between parents on custody, pick-up or drop-off at school, visiting at school, etc. will not be decided by the school, and parents will be required to settle such matters without intervention or participation by School employees. In addition, inasmuch as such court orders are not directed at the school or its employees, the school is not charged with carrying them out and will not be liable for any lack of adherence to any court orders directed at parents. The Director may request a certified copy or other verification of any order which arouses suspicion as to its validity. Validity shall be determined by the presence of a written order, a judge's signature, a current effective date or time span indicating that the order has not expired, and a court file-mark or seal.

In absence of a valid order to the contrary, school employees shall provide any parent or guardian with information as to their student's academic performance and school activities, invite any parent to participate in parent-teacher conferences, allow any parent to attend school events or field trips, allow any parent to check their student in or out of school, and permit any parent to pick up their student from school. Parents and guardians are responsible for providing updated orders to the school as they arise.

Mailings and student information are directed to the custodial parent.

Classroom Visits/Birthday Parties

Classroom visits may be permitted depending on the situation and with approval from the Director. Visits must be pre-arranged for a day and time. Parents may only stay for 15 minutes and may not disrupt the learning environment. Parents are there to observe only their child.

eStem Public Charter Schools follows federal and state guidelines concerning classroom celebrations and food provided at school. We have two classroom celebrations each year – a winter holiday party in December and a Valentine's party in February. Due to these guidelines, we cannot have any additional classroom parties

and/or birthday parties. For the two holiday parties, all snacks must be store bought with ingredients listed on the package.

Dismissal

Downtown Elementary

- **Yellow – 3rd Street (Heading WEST towards Broadway) - Kindergarten & 1st Grade**

Approach from the EAST on 3rd Street. After drop-off/pick-up proceed west on 3rd Street. **You will not be able to turn right onto Louisiana Street.**

- **Blue – 3rd Street Alley - 4th, 5th, and 6th Grades**

Approach from the east on 3rd Street. Turn RIGHT into the alley behind the school. After drop-off/pick-up proceed through the alley to 2nd Street. Turn left onto 2nd Street, which is a one way street going west.

- **Green – Louisiana Street – 2nd & 3rd Grades**

Approach from the SOUTH on Louisiana Street. You are unable to turn left or right onto Louisiana Street from 3rd Street. You will pick-up at the **Louisiana Street Playground Gate**. After drop-off/pick-up proceed north.

- **Orange – 3rd Street (heading east- Toward Main St): 7-9th Grades**

Approach from the WEST on 3rd Street. After drop-off/pick-up proceed east.

Elementary Siblings: Elementary students (K-6) with younger siblings will dismiss at the location of the youngest sibling.

Jr. High Siblings: eStem Jr. High students with siblings in K-3 will go to the dismissal location of the youngest sibling at the elementary school. Siblings in grades 4-6 will dismiss at the Jr. High with their older sibling. All other elementary students will be dismissed from the locations listed above.

Please remember you cannot park at the meters on Louisiana Street, directly in front of the school, from 7:00-9:00 a.m. and 3:00-5:00 p.m. We must have all of these spaces open for traffic flow. You will receive a ticket if you are parked in these areas during these times.

Please read and acknowledge the following dismissal procedures and standards

*** Parents/Guardians are **NOT** to walk up to dismissal gates or doors to pick up their students. It is our responsibility and part of our safety regulations that the carpool line must be addressed first and foremost. (If you wish for your child to meet you at a location so as not to be in the carpool line - read and fill out the "walker information" below.)

*** If your child is a walker, once they are released, they are **NOT** allowed to return to the building. (Once walkers are released, they are no longer under eStem supervision and returning to the building causes confusion for our dismissal workers and leaves the students without an assigned dismissal location.)

*** Because of the severe safety concerns, any student not following our dismissal procedures and standards is subject to consequences handed down as outlined by the eStem Handbook.

*** UNLESS YOU HAVE AN APPOINTMENT, ONCE DISMISSAL HAS BEGUN, NO PERSON WILL BE ADMITTED INTO THE BUILDING.

***Changes to a student's dismissal method must be made prior to 2:00 using the School Dismissal Manager app.

Adult supervision of students begins at 7:20 a.m. Students must be in their first class by 7:45 a.m. to be considered on time. If a student arrives after 7:45 a.m., the student will be considered tardy.

All students will be dismissed using the School Dismissal Manager app. All students must be picked up no later than 4:00 p.m., unless enrolled in the after school program.

East Village Elementary

All students riding home in a car will be dismissed through the double doors leading to the driveway between the Elementary and Jr. High Schools.

- Elementary walkers will exit the door on World Avenue. All students will cross World Avenue and walk to the destination where you have instructed them to meet you.
- All students will be dismissed using the School Dismissal Manager app.

- Changes to a student's dismissal method must be made prior to 2:00 using the School Dismissal Manager app.
- The gates will not be opened until 2:50 each day.
- Checkouts will not be allowed after 2:15.
- All students must be picked up by 4:00 p.m. unless enrolled in our afterschool program.

Students will be dismissed following this schedule:

***Do not attempt to enter the queue before your scheduled time.**

2:50 Walkers: Elementary students will exit the door on World Avenue. All students will cross World Avenue and walk to the destination where you have instructed them to meet you.

3:00 Green: K-2 Students with No Siblings

3:05 Blue: 3-6 Students with No Siblings

3:10 Yellow: All Students with Siblings

3:15 Orange: K6 Walkers with Jr. High Siblings

3:35: All K6 students with Jr. High Siblings

Other Information:

- Do not get out of your car in the drop off area.
- There is **NO PARKING** next to eStem on World Avenue.
- If you would like to park in one of the public parking lots around the school and have your child walk to your car, please select that option using the school dismissal manager app. An eStem staff member will be helping students cross World Avenue.
- Please make sure you are not on your phone when in the arrival/dismissal line.
- Police officers will be issuing tickets to anyone who is not following the specified traffic pattern.
- Anyone picking a student up using the carpool line should be prepared to share the parent code from the School Dismissal Manager app.

eTeam Program (Volunteerism)

The eStem Public Charter Schools rely on volunteer parents to assist with school activities such as chaperoning field trips, helping in the school offices, and organizing special events. This volunteer effort is organized under the eTeam program. eShare participation strongly encourages parents to complete 10 hours of volunteering per family during the school year. Contact your child's school for more information. These hours count as an in-kind contribution for eStem schools.

Family Educational Rights and Privacy

The Family Educational Rights and Privacy Act (FERPA) was enacted to protect the privacy of student and parent records. Parent(s) or guardian(s) may exercise their right to inspect and obtain a copy of their student's records. The school may charge a fee for copies, not to exceed the actual cost of materials.

Custodial and non-custodial parents or guardians have the right to access their student's records, however, if the custodial parent has presented a valid court order barring non-custodial access, the school will abide by that order.

The school will immediately disclose a student's educational records, without parental consent, to any requesting caseworker or other representative of a State child welfare agency when that agency demonstrates that it is legally responsible for the care and protection of the student. The school will also immediately disclose a student's educational records, without parental consent, upon receipt of a valid subpoena or court order calling for the release of such records.

When a student turns 18, all rights afforded to the parents under FERPA transfer to the student, and access to the student's records is denied to the parent(s) or guardian(s) unless the student permits. Students who are 18 years old are hereafter referred to as "eligible students."

Student records are defined as those documents which include personally identifiable information including but not limited to:

- GPA and final course grades, including full transcripts
- Admission materials
- Financial aid records
- Disciplinary records
- Attendance records
- Academic counseling records
- Student health records

Subject to the limited exceptions listed within this policy, no disclosures will be made unless there is express written consent from the parents or eligible students. Among these exceptions are access granted to school officials with legitimate educational interests, schools receiving a transferring student's records, audit or evaluation officials, financial aid parties, studies for or on behalf of the school, emergency personnel in the course of protecting the student's health or safety, and authority figures in the juvenile justice system.

Eligible students or parents or guardians of students under 18 may request information in the student's record be amended or deleted if they find that it is inaccurate. Requests for amendment are to be submitted in writing to the Director of the school, and will be reviewed and accepted or rejected by the Director in writing within 30 days of receiving the written request.

Notice of parents' rights under this policy will be distributed each year in the student handbook.

Free-Reduced Lunch

Parents who wish to participate in the National School Breakfast/Lunch Program must complete a federal free/reduced meal application. You can access these forms at the beginning of the school year online via [MySchoolApps](#) through our school website (www.estemschools.org). Paper forms are available at the school office however, we encourage the online application process as this is the quickest way to apply for meal benefits. Once the application has been processed, you will receive a letter in the mail regarding the status of your application and the appropriate information will be entered into the eStem meal payment system. We encourage all families to complete the application even if your child will not be eating a school breakfast/lunch every day.

If you are the parent/guardian of a student who currently participates in the free/reduced meal program, you must reapply at the beginning of every school year. The prior year's application is only valid for the first 30 days of school. After 30 days, all students pending approval for free/reduced meals are required to pay full price. Meals may be packed and brought from home or make a deposit to the student's lunch account to cover meals while your application is being processed. Students not participating in the free/reduced meal program last year will be charged full price for meals until their application has been processed and their eligibility has been determined. Families are responsible for all charges until application approval.

If your circumstances change, you may apply/reapply at any time during the school year for financial consideration. Looking for additional information regarding the Free/Reduced meal program? Visit www.estemschools.org under 'Campus Life'.

Non-Discrimination Statement:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

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

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at

<https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW Washington, D.C. 20250-9410;

or fax: (833) 256-1665 or (202) 690-7442;

email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Law Enforcement's Access to Students

Students will be subjected to questioning by non-school personnel only if a court order directing the questioning is presented, the student's parent or guardian (or eligible student) gives permission, or if responding to a legally issued arrest warrant or subpoena.

If the school makes a report to any law enforcement agency concerning student misconduct, grants a law enforcement officer (other than the school resource officer acting in the normal course of his or her duties) access to a student, or knows a student has been taken into custody by law enforcement personnel while under school supervision, the school shall make a reasonable good faith effort to notify the student's parents or guardians.

Lost and Found

Lost and found items will be kept in a central location. Unclaimed items will be donated to a charitable organization. Parents will receive advance notice of donation dates. Please mark all personal items with the child's name.

Meal Program

Breakfasts and lunches are provided by Elior and served daily. Breakfast is available from 7:20 a.m. to 7:45 a.m. Menus and nutritional information can be found on the eStem website (www.estemschools.org) under 'Campus Life'.

Meal Prices

Meal prices are listed on our website www.estemschools.org under [Campus Dining Information](#). Based on a new Arkansas law (ACT 656), families who qualify for reduced price meals will receive free meals at school.

Payment Methods

Parents who wish to have their student(s) eat meals at school have the following payment options:

- Deposit funds to your students' MySchoolBucks account via www.MySchoolBucks.com.
- Submit cash/check payment to the school office

- Pay by mail - send a check to *eStem Public Charter Schools Attn: Food Service Department, 200 River Market Ave, Suite 225, Little Rock, AR 72201*. Checks should be made payable to 'eStem Public Charter Schools'. Be sure to include your student's name/student ID/school when submitting your payment via mail. You will receive confirmation from the district office once your payment has been processed.

Refunds may be requested at any time by completing the [Meal Account Refund Request Form](#) online or emailing stacy.awbrey@estemschools.org. Students that become inactive by leaving the district or graduating may request any positive balances to be transferred to another student account, refunded, or transferred into the general lunch fund for use by students that are unable to pay. Any positive balance that is left in an inactive account must be claimed within 60 days of the students last day otherwise the funds will be subject to transfer to the general lunch fund.

Meal Charges

Students who are unable to pay for their meals at the time of meal service are allowed to charge. Students charging breakfast and/or lunch will receive a regular meal tray. The meal will be charged to the students account and the parents/guardians will be responsible for payment. Families wishing to avoid these charges on their students account must send a meal to school with the student. At no point can a student charge 2nd meals and/or a la carte items.

Any account that has a negative balance greater than \$5.00, will receive weekly balance reminder emails. Any account that reaches a negative balance greater than \$25.00 will be subject to additional communication via printed notifications, email and/or phone. Failure to make payments towards your students negative account balance will result in direct communication from the school Director and possible actions that may be taken. Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact your school office to discuss repayment plan options.

Payment of unpaid meal charges is the responsibility of the parent/guardian, regardless of the meal benefit eligibility. Families who have unpaid meal charges prior to being approved for the Free/Reduced Lunch Program are responsible for remitting payment for the charges accrued prior to eligibility determination.

Parent Concerns

Parents/guardians with a concern about school policy, their child's academic grades, a discipline decision, or any other issue related to their child's eStem education may address that issue with their child's teacher or school administrator. The following procedure will be used:

1. Parent/guardian must make the child's teacher aware of their concern. Where possible, parents/guardians should suggest a solution.
2. The teacher or staff member contacted will discuss the concern with the parent/guardian as soon as is practical and work toward creating a solution.
3. Parents/guardians who are dissatisfied with the response of the teacher or staff member may forward their concern to the Assistant Director. The Assistant Director will respond to the parent/guardian as soon as practical.
4. If the parent/guardian is dissatisfied with the response of the Assistant Director, the parent/guardian may forward the concern to the Director of Schools who will respond as soon as practical.
5. If a resolution has not been met, the parent/guardian may forward the concern to the Executive Directors who will respond as soon as practical.
6. If a resolution has not been met, the parent/guardian may then forward the concern to the Chief Executive Officer. The decision of the Chief Executive Officer of eStem Public Charter Schools, Inc. will be the final resolution.

Parent Conduct

Parent conduct on campus, any eStem event off campus and written and verbal communication will remain respectful and professional at all times. Parents using inappropriate language or causing a disturbance will be asked to leave campus or the event and may be banned from campus. Any repeated or severe disturbances may result in law enforcement being contacted.

Parent/Teacher State Required Conferences

There are two Parent/Teacher Conferences throughout the school year, one per semester. During these conferences, parents/guardians have an opportunity to discuss the progress of their child with their child's teacher(s). Parents/guardians and teachers also will discuss strategies to improve the academic performance of their child.

Parents/guardians are required to attend Parent/Teacher Conferences; the child can attend the conference as well.

Parent/Teacher/Student Meetings

Teachers may request individual conferences with a student's parent/guardian to discuss academic or character-related issues. The request may require the student's attendance. Likewise, parents may request an individual conference with their child's teacher(s) to discuss student-related issues. To request a meeting with a teacher, the parent must contact the teacher by telephone or email. If a parent comes to school to meet with a teacher without first setting an appointment, there is no guarantee that the parent will be able to meet with the teacher at that time.

Parents can have very strong feelings about issues concerning their child. Progress for a student can be achieved only if all parties deal with issues calmly and with mutual respect.

School Supplies

School supply lists will be available prior to the beginning of school for the next school year. Parents have the option to purchase the supplies from the schools. Go to www.myschoolbucks.com to purchase now. The school is able to buy in bulk and often charge less than if an individual family purchases the supplies. This fee should be paid prior to the first day of school.

Student Records

Parents and legal guardians of students may have access to student records as provided by the federal Family Educational Rights and Privacy Act of 1974. This act allows for the inspection of the content of records and for the right of a parent or guardian to challenge anything contained within the records they consider to be inaccurate or misleading. The person making the request is also entitled to the opportunity to receive an interpretation of the records. Requests to view such records must be made in writing to the person responsible for the maintenance of the records.

Requests shall be complied with as soon as administratively possible within 45 days of the request. The request should include a specification of the exact information sought. A small charge may be made to cover photo-copying charges.

Tardy Policy

Students and families commit to coming to school every day on time. A student who arrives after 7:45 a.m. will be marked tardy. It is extremely important that students arrive at school on time. Excessive tardies may result in additional consequences such as, parent conference and/or retention. If a student has a scheduled doctor's appointment, which causes him/her to be late for school, he/she must bring a note from the doctor to have the tardy excused. The appointment must be for the student, and not for the parent, sibling, or relative.

Transfer Requests

The School Registrar processes all requests for student transfers after the School Director and/or Director of Admissions has given approval. All obligations including the payment of school fees and the return of school materials must be met before a transfer can be processed.

Transportation - Students

Parents are responsible for transporting their children to and from school; however, eStem Public Charter Schools, Inc. will provide for a monthly bus pass for eStem students using the Rock Region Metro bus system. These student pass application forms are available at the main office for each school.

Parents must contact their child's teacher or the main office if they would like the child to go home in a way that is not the child's normal mode of transportation.

Visitors

The eStem Public Charter Schools are learning organizations that welcome guests for a variety of reasons. Guests must sign in at the security desk and wear a visitor tag at all times while in the building.

Classroom visits may be permitted depending on the situation and with approval from the Director. Visits must be pre-arranged for a day and time. Parents may only stay for 15 minutes and may not disrupt the learning environment. Parents are there to observe only their child.

Withdrawal Process

The Registrar processes all requests for student transfer to another school district once a withdrawal form has been submitted. All obligations including the payment of school fees, lunch charges, and the return of school materials must be met before a transfer can be processed. Once a transfer is granted, a student who wishes to re-enroll at eStem must fill out a new application.

Student Information

Dress Code

Students shall be dressed and groomed in a manner that is clean and neat and that shall not be disruptive or a safety hazard to themselves or others. The eStem schools prohibit any clothing or grooming that, in the administrator's judgment, may reasonably be expected to cause disruption of normal operations. The administration has final authority on all matters relating to the dress code. This criterion pertains to all schools unless indicated below.

Dress Code – Clothing Choices

Bottoms:

Khaki or Navy

- Must be hemmed or cuffed
- Length must be to the fingertips or longer
- Sweat pants and warm-ups are not permitted
- Jeans/denim on Fridays only with eStem t-shirt

Tops:

Any shade of solid blue, yellow, white, or gray

Boys: collared shirts (golf or oxford)

Girls: collared shirts (golf, oxford, or blouses)

OR

eStem t-shirt (purchased from school)

Note:

- Collared shirts may NOT have logos except for the official eStem logo
- Undershirts must adhere to the same guidelines (no camisoles)

Footwear:

Any closed toe shoes with an ankle strap.

Students may not wear any open toe shoes.

The following shoes are NOT allowed: open toe shoes of any kind, crocs, slippers/house shoes, shoes that resemble house shoes, or shoes with wheels.

Jackets/Hoodies/Sweatshirts:

Any shade of solid blue, yellow, white, or gray

If worn inside the school, they MUST adhere to the color and logo guidelines for tops.

Dress Code – Specific Guidelines

1. The school prohibits pictures, emblems, writing, or any logos (other than the approved eStem logo) on clothing. Clothing with offensive or suggestive slogans or advertisements is not permitted.
2. Torn or patched clothing of any kind is not permitted.
3. Clothing such as shirts and blouses are required to have sleeves.
4. Multiple earrings in one ear, piercings other than ears, or any earrings or jewelry that are inappropriate or cause safety concerns are not allowed. Tongue rings and other visible body piercings are not allowed.
5. Tattoos and body art shall not be visible. Hairstyles and hair colors that are disruptive to the learning environment are not allowed.
6. Baggy clothing and clothes that sag or fall below the waistline shall not be allowed.
7. Clothing with low-cut necklines and clothing that exposes the midriff shall not be worn.
8. Hats, hoods, or other headgear, sunglasses, and pins may not be worn inside the building.

Dress Code Violations

The dress code will be strictly enforced, and the Director of School has final authority on all matters relating to the dress code. All students violating the dress code will be given a school uniform to change into, if available, and their other clothes will be kept in the office. At the end of the day, they will be allowed to

change back into their original clothes. If a school uniform is not available, the school will contact the parents to bring a change of clothes. Repeated violations of the dress code may result in detention, loss of privileges, or suspension. If a student misses class due to a dress code violation, the student will be responsible for making up any missed work.

Vendor Options

Short sleeve t-shirts, long sleeve t-shirts, sweatshirts, hoodies, and jackets may be purchased from the school in the main office or online at www.myschoolbucks.com. Additional items with the official eStem logo may be purchased locally at The Toggery (Pleasant Ridge Town Center, and The Heights.) <https://toggerykids.com/>

Cash for Casual

Every Friday, students will have the option of paying \$1 to dress out of uniform. We also have the option for parents to pay for the entire year (rather than paying \$1 every Friday). Clothing should be appropriate and dress code guidelines should still be followed.

Food and Drinks From Off Campus

No outside food or drinks are allowed in the building at any time. (ie. fast food, food delivery, or parent delivery). Students with a medical condition that may require frequent drinks or snacks must provide supporting medical documentation to the Director for approval.

Personal Belongings

Students are not allowed to bring toys, excessive amounts of cash, food or drink (unless water or food is in their lunch box). Any personal items causing a disruption to the learning environment will be confiscated and may be retrieved by the parent from the office at the end of the school day. Additional restrictions apply to certain electronic items.

Student Rights

Freedom of Religion

Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify the school office in writing prior to absence.

An absence for religious reasons counts as an excused absence from school.

Search and Seizure

Any searches of student belongings will be conducted solely for the safety and well being of the eStem community. A mass search of student belongings is permitted when the Director of a school or designee deems that a theft of property or threat to the safety of the school exists. Ownership of storage space is maintained by eStem and student use is subject to the right of the school administration to have access to the storage space at any time for cleaning or to search for illegal or dangerous materials.

Right to Equal Education

eStem students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

Violation of Rights

Students are encouraged to talk to teachers, the Director of School, or someone else in the eStem administration. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a written complaint with the Director of School. The Director of School will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the Chief Executive Officer.

School Safety

Bomb Threat

A bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Any bomb threat will be regarded as an extremely serious matter and will be treated accordingly.

A map detailing the required building evacuation plan is posted in every room. Students must follow the instructions of their teacher, stay with their class, and must not make any stops during evacuation unless instructed to do so by their teacher. Students must proceed directly to their designated location outside the building without talking until given further instruction. A student violating this procedure is jeopardizing the

safety of other students and may face disciplinary action, which could include suspension.

Crisis Intervention Training (Handle with Care)

Designated personnel are certified as practitioners to practice the transportation and personal safety techniques and procedures incorporated in the Handle with Care program. This training teaches a wide range of nonphysical and verbal strategies for the prevention of crisis situations and de-escalating techniques.

Drugs & Alcohol

An orderly and safe school environment that is conducive to promoting student achievement requires a student population that is free from the harmful 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 school. State law prohibits smoking or use of tobacco, e-cigarettes or products containing tobacco in any form in or on any property owned or leased by eStem Public Charter Schools, Inc. The illegal manufacture, distribution, dispensation, possession or use of illegal drugs, alcohol or other controlled substances on school premises or during school-sponsored activities is strictly prohibited for both students and all school personnel. If a student is suspected of being under the influence of drugs or alcohol, local law enforcement will be contacted.

Students who violate this policy will be subject to discipline, up to and including expulsion, and may be subject to criminal prosecution. Satisfactory completion of a rehabilitation program may be substituted for part or all of the proposed disciplinary measures at the discretion of the superintendent. The school may not require that a student seek treatment as a condition of return, whether through an administrator or Board, nor will the school be financially responsible for any portion of treatment or rehabilitation. Such expenses are the responsibility of the parent or student. The decision to seek treatment or rehabilitation shall be the sole decision of the affected student, of the affected student's parent(s) or guardian(s).

Emergency Lock-Down

Each school will work with local law enforcement to determine the best safety plan for that campus.

The school building will be placed in emergency lock-down when the threat of danger from outside the building is imminent. Students, teachers, and staff will be notified when an emergency lock-down is in effect via a broadcast over the school public address system.

Schools may institute a non-emergency lock down if necessary. During this time, students will be kept in the classroom and instruction will continue as normal.

False Alarms

The act of pulling or attempting to pull or calling in an alarm of a fire, bomb threat or other emergency without a lawful purpose is prohibited. The act of communicating a false alarm to or about a school, at a school-sponsored or related activity or any public facility is a Class D Felony. According to our school's discipline policies, this is a category III offense and may result in suspension, removal, or expulsion.

Firearms & Weapons

In accordance with federal and state law, any student who brings or possesses a firearm on school property or at any school activity will be referred to the appropriate legal authorities and will be expelled from school for a period of no less than one year. The expulsion shall be noted on the student's permanent school record. The expulsion may be modified on a case-by-case basis upon recommendation of the Director of Schools and the approval of the Chief Executive Officer of eStem Public Charter Schools, Inc.

The director of each school shall report within a week to the department the name, current address, and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or for committing other acts of violence.

The possession of a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, billy club, sap, facsimile weapon or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school-related activity. The act of using a weapon or a firearm to cause injury or to threaten injury to another person is prohibited. Expulsion for a full calendar year is required by law.

Fire Evacuation

A map detailing the required building evacuation plan is posted in every room. Students must follow the instructions of their teacher, stay with their class, and must not make any stops during evacuation unless instructed to do so by their teacher. Students must proceed directly to their designated location outside the building without talking until given further instruction. A student violating this procedure is jeopardizing the safety of other students and may face disciplinary action which could include suspension.

Searches

Each student's privacy rights are of high value to the school, and as such, the school shall ensure that arbitrary searches are not conducted by school officials. However, in order to maintain a safe, and positive educational environment, and to protect the health and well-being of the entire student body, the school recognizes its right to reasonably inspect, search, and seize evidence pertaining to violations of law or rules of the school.

Students are advised that there is no reasonable expectation of privacy in most school areas, including lockers, and that searching school property generally does not constitute a search for purposes of the 4th Amendment to the United States Constitution. The school does recognize a reasonable expectation of privacy in restrooms, dressing rooms, or other areas in which an expectation of privacy has been traditionally recognized. The school may also search the student's person or personal property upon establishing reasonable grounds to believe evidence of a violation will be found in the areas to be searched. Upon finding evidence of a violation, the school may seize it and discipline the student accordingly. If the evidence found is illegal according to state or federal law, the appropriate authorities shall be notified.

Included in "school property" are lockers, desks, and parking lots on school grounds. Personal effects of students left in these areas may also be considered part of school property, and subject to search. Student vehicles parked on school grounds do not enjoy an expectation of privacy. Items in plain sight that violate school rules or that are illegal may warrant an intrusion into student vehicles. Search of a vehicle is also warranted if there is probable cause that evidence of a violation will be found. If school

personnel decide a search is necessary, an attempt to notify the student shall be made, and the student shall be permitted to be present with an adult witness. However, neither notice nor student assent are requirements for the School to conduct a search.

No searches of a student's person shall occur unless there is a reasonable suspicion that an infraction has or is occurring. Reasonable searches shall be conducted by a School employee of the same sex as the student, and observed by an adult witness. Searches shall not be overly intrusive. The intrusiveness of a search should be determined by balancing the nature of the infraction against the sex and age of the student.

At the discretion of the superintendent or his or her designee, law enforcement officials may be consulted to help administer searches. Law enforcement officials may utilize trained dogs to assist in the search of school property.

Security

The eStem school building is protected during the day and during non-school hours by a security surveillance video system and an alarm system. All non-staff members and/or visitors must use the front entrance of the school and check-in/register with the front desk attendant. Due to the privacy of all students, camera footage can not be viewed by parents and is under the discretion of the Director.

Terroristic Threatening

A person commits the offense of terroristic threatening in the first degree if the purpose of terrorizing another person, the person threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty. (A.C.A. 5-13-301). Terroristic threatening in the first degree is a class D felony.

A person commits battery in the second degree if the person intentionally or knowingly, without legal justification, causes physical injury to a person he or she knows to be a teacher or other school employee while acting in the course of employment. (A.C.A. 5-13-202). Battery in the second degree is a class D felony.

Tobacco/Vaping

State law prohibits smoking or use of tobacco, e-cigarettes or products containing tobacco or any other illegal substance in any form in or on any property owned or

leased by eStem Public Charter Schools, Inc.

Tornado/Severe Weather Conditions

In the event of severe weather conditions during the school day, teachers will relocate students to the designated safe areas and will ensure that all students are accounted for. While moving to a safe location, students must refrain from talking. All students and staff will remain in their locations until the all clear is sounded. A student violating this procedure is jeopardizing the safety of other students and may face disciplinary action which could include suspension. During a tornado or severe weather warning, any parents on campus will follow the school's safety procedures until the warning expires.

Technology

Cell Phones/Smart Watches/Tablets

Students must keep electronic devices off and out of sight (in backpack, etc) if they are carried to school. An eStem staff member will confiscate any cell phone that is on, visible, or emits an audible signal. A cell phone holder, even if it is empty, will be confiscated if observed by an eStem staff member. The parent/guardian of a student whose cell phone or smart watch was confiscated may pick up the item in the main office of the school by 3:15 on the day of the confiscation or the next school day.

Parents concerned about their child's cell phone or smart watch becoming lost or stolen should not allow the child to bring the device to school. eStem cannot guarantee that any cell phone or other electronic equipment will be safe. eStem Public Charter Schools, Inc. is not responsible for any electronic device that is lost or stolen during school hours. eStem staff members will not be held personally responsible for lost or stolen items.

Cell phones should be out of sight and turned off during the regular school day. Administration reserves the right to use discretion in disciplining for violating the cell phone policy.

If a student is found to be using a cell phone or electronic devices to bully other students or causing a disruption to the school day by what has been posted or shared with other students, the student may be required to turn the cell phone into

the office in the morning and retrieve the cell phone at the end of the school day. If cyberbullying continues, the student may lose the privilege of having a cell phone on campus.

Computer/Internet Use

The eStem Public Charter School District has policies in place that address all CIPA and FERPA laws.

Guidelines regulating the use of the District's network--Acceptable Use Policy--also include policies and consequences for violation of policies posted on the eStem website and printed in the student handbook. These guidelines apply to all minors, anyone under the age of 17, and employees. Students, parents, employees and users must sign this agreement if they are to use the District's network. The student handbook is posted on the website and is issued to every student at registration and upon entering the school district. New employees are issued the agreement upon employment.

This policy governs the acceptable use of district technology by all users. User access is a privilege with no entitlement guaranteed and access may be revoked at any time at the discretion of eStem administrators. As an administrative authority for the eStem Public Charter School District, the Board is authorized to make CIPA certifications. This policy may be revised at any time by a majority vote of the Board or as state and federal law dictates.

Purpose

The Internet and its vast access to information provide an enormous resource for education and assistance in our goal to increase student achievement and professional development. The computer, computer related devices and software are valuable tools in the efforts of a successful educational process. This, combined with the need of creating and maintaining a safe educational environment requires the need for an adequate acceptable use policy for the eStem Public Charter School District.

eStem Public Charter School District Responsibilities

eStem Public Charter School District will take the following steps to assure proper

use of the computer network:

- Teachers and/or support staff will supervise Internet sessions while in the classroom or computer lab.
- Filtering and network management software will be used to limit the risk of inappropriate material being accessed by students and other users. These programs monitor 'HTTP' traffic and block inappropriate content based on an expanding database of sites and information related to trends in best practices, known information, and constant system monitoring.
- Teachers will be provided with training and resources to understand the current trends and policies of Internet usage and safety practices.
- Staff will be required to instruct students on the proper use of Internet resources enabling them to make appropriate choices for appropriate content and its use
- Current virus protection and anti-Spyware software will be used as an added layer of protection for users against malicious software that may otherwise expose students and other users to inappropriate or harmful material.

Definitions

Internet: A network of computer networks. Networks on the internet are connected so they can communicate with each other regardless of their manufacturer.

Mobile Devices: Portable handheld computing device that mimics desktop computers in their function. These devices include Wi-Fi capability and may or may not have a touch screen, keyboard or cellular data connections. Users may access Internet content, email stream video and have access to take and or post electronic photos/videos. Devices include, but are not limited to, tablet devices, smartphone and e-readers.

Asynchronous Communication: A type of communication protocol that allows an amount of time to pass between communications. This communication includes, but is not limited to, emails, discussion forums, weblogs (blogs) and social networking sites (any Social media)

Synchronous Communication: A type of communication protocol that allows users to communicate instantly in real time. This communication includes, but is not

limited to, chat rooms, instant messages, voice over IP and certain 3D environments.

Users

- A. Users are defined as authorized personnel as defined by the district to operate computers, computer-related devices and other technology related equipment within the boundary of use of the District.
- B. Users are described, but not limited to, administrators, teachers, students, substitutes, long-term substitutes, parents, support staff and district-authorized guests who are defined as vendors and presenters.
- C. The amount of access to the district equipment and network for each of these uses will be determined by function and need by the appropriate technology personnel.
- D. Any user under the age of 17 is considered a minor as determined by state and federal law.

Social Networks: Websites that are "virtual communities" of people with common interest who are invited to share likes and dislikes on any particular subject, cause and/or theme or to just have an online meeting place for extemporaneous discussion. Members create accounts that consist of biographical information including, but not limited to, birthdays, gender, photos, occupation and email addresses. Communication consists of both synchronous and asynchronous communication such as chat, voice over IP, blogs, discussion forums, and video.

Mobile Apps (Mobile Applications): Programs specifically designed to run on mobile devices that at times mimic desktop computer programs. These applications may or may not need Internet access. These programs range from games to productivity applications.

Malware: Various types of computer programs that use various techniques to duplicate themselves and travel between computers which can cause serious damage to computers such as erasing important data or disrupting a system or network. These programs may collect personal information about the user for exploitation which may or may not be for financial gain.

CIPA-Children's Internet Protection Act

Under CIPA, schools and libraries subject to CIPA do not receive the discounts offered by the "E-Rate" program (discounts that make access to the Internet

affordable to schools and libraries) unless they certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors.

Schools subject to CIPA are required to adopt a policy to monitor online activities of minors.

Schools and libraries subject to CIPA are required to adopt a policy addressing: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults.

FERPA- Family Educational Rights Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

The Digital Millennium Copyright Act (DMCA) passed in 1998 to protect software copyright holders, as well as owners of other digital media, from illegal copying of their products. Among other things, the DMCA prohibits circumventing commercial software's anti-copying or anti-piracy measures; prohibits the "manufacture, sale or distribution" of programs or devices used to circumvent software's anti-piracy measures, except when these items or programs are used to test anti-piracy measures or to conduct research on encryption; allows nonprofit libraries, archives and educational institutions to make copies of software that is otherwise protected

by anti-piracy measures; requires Internet service providers to remove software programs posted to users' websites if the programs appear to be posted in violation of copyright. The fair use provisions of the Copyright Act are still available to individuals charged with copyright infringement under the DMCA.

Fair Use: One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies of phone records. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, US Code). One of the more important limitations is the doctrine of "fair use". The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair use for the purpose of researching and teaching.

Illegal Behavior: Defined as use that violates all applicable laws, municipal ordinances, state and federal law which includes but are not limited to gaining unauthorized access to district computers, systems and networks or attempting to gain unauthorized access, copyright violations, distribution of pornography or obscene material, the creation and distribution of malicious code (malware) and theft either of district or personal devices while on district property. Other types of illegal violations include, but are not limited to:

Flaming: To send an e-mail message that is abusive or that offends. Typing in all capital letters is considered shouting and may be offensive.

Spamming: To send an annoying or unnecessary message to a large number of people. An example might be a chain letter asking a user to forward the message to x number of people.

Virus: A computer program that uses various techniques to duplicate itself and travel between computers. Viruses can cause serious damage to computers such as erasing important data or crashing a system.

Spyware: This is a program designed to collect personal information about the user for exploitation which may or may not be for financial gain.

Cyber bullying: The intentional act of posting, transmitting or the displaying of embarrassing, defaming and/or untrue information about a particular person or persons for the purpose of causing intimidation, ridicule, threat, harassment, embarrassment and/or an act of violence toward a student or public school employee. This behavior substantially disrupts the educational process within the classroom, overall school climate and the orderly operation of the school and the educational environment. The information is communicated through all forms of electronic communication including but not limited to text messaging, weblogs, podcast and social networking sites such as but not limited to Instagram, Facebook, and YouTube.

General Requirements

1. Mobile devices, computers, computer related devices, telephonic and other communication devices, and networks are provided for conducting school business and for the educational development of students and staff. They are not intended for private or personal use. Internet and other network communications are being monitored for effective use and resource management. Users and their immediate supervisors may be notified of suspected abuse of network resources.
2. Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws.
3. Users are responsible for the use of their own account, including security and proper use. Users are not to allow others to use their username and password. Access to other user profiles is reserved for authorized network administrators. Users assigned user names and passwords are responsible for safeguarding this information, and will be held accountable for the consequences of intentional or negligent disclosure of this information. This includes posting account/passwords and access codes in public view or giving unauthorized users such as but not limited to students, parents or vendors access to the district network resources. Users in violation will be held accountable for the consequences of intentional or negligent disclosure of this information.
4. Users are responsible for respecting the policies of other networks, which

they access, and for adhering to those policies.

5. Users may not deliberately damage or disrupt a network, computer or computer related device, telephonic or other communication device, and/or removable media that they have been given authorized use. System components such as hardware, software, or other property will not be removed, destroyed, modified, or abused. Examples of activities that are prohibited: altering security codes or passwords and introducing computer viruses and/or malware, removing memory chips, hard drives and other hardware components.
6. No eStem network, phone, or computer system will be used to terrorize, intimidate, threaten, or harass.
7. Users will not use the district network for financial or commercial gain or to advertise, promote or endorse products or personal services.
8. The district will not be responsible for financial obligations or legal infractions arising from unauthorized use of the system.
9. Network resources, information, Internet and intranet traffic, folders, drives, mobile devices and district provided removable media and electronic mail have no expectation of privacy. Routine maintenance and monitoring of the system may lead to the discovery that a violation of a law or regulation has occurred. If there is reasonable suspicion that a law or regulation has been violated, an investigation will be conducted, and items seized and searched. Any suspected illegal activity in the district which may or may not be computer or network related in nature may result in the search of said resources.
10. Long-term substitutes may be granted network privileges at the request of the director. If granted, the long-term substitute must sign the Employee Use Agreement.
11. Users may not store student or employee personal data on their personal computing, mobile or storage device.
12. Users are restricted from viewing, downloading or sharing pornographic, sexually explicit, obscene and/or inappropriate content using personal mobile devices in the presence of other users, on school district property and/or while performing school district business.
13. Users may not gain unauthorized access or attempt to gain unauthorized access to other users' accounts, computers or devices.

Hardware

1. Only authorized individuals will install, service, or maintain district-owned hardware.
2. All personal hardware such as media players of any kind and their content are subject to eStem policies that refer to electronic communication devices.

Software

1. Only software that is authorized by the district may be installed on computer hardware.
2. Only authorized individuals will install software on district equipment. The District reserves the right to remove any software that violates district software policy, software that is deemed illegal or inappropriate, or degrades network performance.
3. Authorized users of student and employee data will take proper care to guard the privacy of such information. Any violation of privacy to such information should be reported to authorities immediately.
4. Mobile Apps that are to be purchased for use in the classroom must be submitted for software approval before purchase.

Internet

1. The primary purpose of providing Internet access to employees is for conducting official business. The purpose of providing Internet access to students is for educational benefit only.
2. Students are not allowed to access the Internet, until both the student and parent sign the Student Use Agreement. Students and parents will sign the AUP each time a student enrolls at a new campus.
3. Email accounts will be issued to district employees. Elementary students will be issued individual email accounts through eStem Google Apps for Education. These email accounts are used only within the LRSTEM domain unless specifically requested by a director.
4. Users will not post personal contact information about themselves or other people.
5. Users are not allowed to intentionally transmit or receive obscene, pornographic, or inappropriately suggestive content or language in the form of images, files or multimedia files types through any synchronous or asynchronous communication device or software used in the district network. Use of the system to access, store or distribute obscene, pornographic, or inappropriately suggestive material is prohibited.

6. All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate. Engaging in flaming or spamming is not appropriate. Students are prohibited from using chat rooms and instant messenger services. Participation in cyber bullying (original, secondary, or distributed), is prohibited.
7. Use of the system to access, store, or distribute obscene, pornographic, or inappropriately suggestive material is prohibited.
8. Use of the district network and computers to access, store, or distribute materials or sites that are considered racially derogatory or "hate sites" is strictly prohibited.
9. Students are to report immediately any inappropriate material they access to a teacher or other staff person. Students are not to share inappropriate materials or their sources with other students.
10. Users who receive files that contain personal information about employees or students either by intentional or unintentional means must maintain all privacy regulations as stated in this policy. They may not copy, forward or distribute such information.
11. Use of the district's networks and computers to access, store or distribute materials or sites that are considered racially derogatory, homophobic or "hate sites" is strictly prohibited.
12. Teachers and staff should report any inappropriate, illegal behavior or misuse of district devices, systems or networks immediately to their supervisors.

Social Networks

All users must maintain a high level of respect when using social media as a charter school employee or as students. Educators should follow the Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators when dealing with students in online activities. See Standards of Professional Conduct 5.01.

A. Use of Personal Electronic Devices

eStem will grant teachers and students permission to bring a personal web-enabled device to campus for academic use. Student owned devices must be a laptop or tablet. No smartphones will be allowed. Student use of personally owned devices will be granted only after a BYOD form has been submitted by a parent or guardian. All policies stated in this document apply

to personal devices used on eStem campuses.

Students who use personally owned web-enabled devices will have access to wireless Internet but will not have access to any charter school drives such as network folders. Network drives can only be accessed via charter school machines.

eStem is not liable for any loss or damage incurred, nor will eStem staff offer technical support or load software on any personal device. All users are responsible for the security of any equipment brought with them to school. All laptops and other devices should contain proper antivirus software as well as fully patched operating systems and should be clearly marked with the user's name for identification purposes.

Users will not loan their device to someone else. The user is responsible for the content contained on the device regardless of how it originated. All devices brought onto an eStem campus are subject to search and seizure. Improper use will result in the loss of privileges for such devices.

eStem is not responsible for lost, damaged, or stolen personally owned devices.

B. Supervision of the Computer Network

1. Coordination of the district computer network is under the supervision of the school director or designee. The principal or designee will be responsible for coordination of activities related to the network.
2. The principal or designee will establish a system that ensures that all employees and students receive instruction in district policies that address computer systems and networks. The principal or designee will also establish a process for supervision of students using the system and will maintain user and account agreements.
3. The director or designee will establish a process for reviewing these regulations with employees annually. All employees must sign the Employee Use Agreement annually. The students will sign the Acceptable Use Policy, once in Elementary, Middle, and Senior High. Parent's signature will be required even when a student transfers to another school.

4. Monitoring for proper use and/or violations of any type are performed through, but not limited to, teacher observations, filtering and network management software.

Social Networks: All users must maintain a high level of respect when using social media as a district employee or as students. Educators should follow the Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators when dealing with students in online activities. See Standards of Professional Conduct 5.01.

C. Penalties for Non-Permitted Activities

1. Any user who violates this policy and accompanying regulations is subject to loss of computer, phone, and network privileges as well as other district disciplinary actions.

Students will have access to desktop computers, laptop computers, and other types of technology. If a student intentionally damages technology that is the property of eStem Public Charter School, the student and parent will be responsible for the cost of the damages. *Intentional damage includes, but is not limited to:

- removing keys
- applying pressure to the screen to cause damage
- hinge covers removed
- left on floor and stepped on

Negligent or intentional damage will result in the student/parent assuming the financial responsibility based on the current market value.

Damage Fees(Prices are subject to change):

- Broken Screen – \$65.00
- Broken Keyboard – \$30.00
- Shell/Frame Damage – \$75.00
- Full Replacement – \$260.00

Insurance

If you want to protect yourself in the event that your child's device is lost, stolen, or accidentally damaged, you can participate in our optional School Device Coverage (SDC) Program. To obtain coverage, visit schooldevicecoverage.com and click on 'Sign Up'. More information regarding insurance will be provided by your school.

Google Apps for Education

Google Apps for Education is available as a tool for our students and staff. It is an online web service and may be used from any computer with internet access. This education version of Google Apps provides a self-contained environment for students and staff to collaborate and share information and to publish some resources publicly. The features and options available will be based on grade level, student awareness, requirements for coursework and formal permission from parents/guardians. By signing the student handbook, a parent is agreeing to allow his or her student to have a Google Apps for Education account that can be used on any computer connected to the internet. The parent understands that the account is for educational purposes and use must meet the expectations outlined below. Any misuse of the account will be handled exactly as if it were done in school on a district account.

If a parent does not agree to his or her child using the Google Apps for Education resources, please submit that request in writing to the school director.

Student accounts may include a variety of Google Apps such as (but not limited to) Google classroom, email, shared documents, websites and blogs. Document sharing and email, when activated, can only be shared within the district domain.

Student Responsibility

Along with opportunity comes responsibility. Student use of Google Apps follows the expectations and disciplinary action outlined in the District's Acceptable Use Policy and Student Handbook which can be reviewed on the District website. Although the Apps can be accessed outside of school, any use of the account on the LRstem.com domain is bound by the same rules and guidelines as use of a eStem student account on the eStem network. It must always be used for educational purposes just as if the student were in school.

School Responsibility

Google Apps student accounts created by the school district will be managed based on parent permission and requirements for use in classes. Internet safety education will be included as part of introducing new web based tools. In school, teacher supervision and state provided content filters are used to prevent access to inappropriate content and to ensure that student use of digital tools follows the District Acceptable Use Policy

referenced above. District school administrators and teachers will use GoGuardian to supervise students' use of network hardware. Alerts from GoGuardian will alert administrators, teachers, and staff of inappropriate use. Student accounts can be accessed by domain administrators at any time.

Parent/Guardian Responsibility

Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss family rules and expectations for using Internet-based tools, including Google Apps for Education. Parents are encouraged to report any evidence of cyber-bullying or other inappropriate use to the school.

Photo/Video Use

eStem Public Charter Schools may want to photograph by still camera, movie camera or video camera for use or for potential use on www.estemschools.org, eStem eNews, eStem social media, or other medium; or by news gathering organizations, including television stations, radio stations, newspapers, and other video or print production representatives authorized by eStem Public Charter Schools, Inc. eStem Public Charter Schools, Inc., may use your child's name, voice likeness in any and all promotional material that benefits eStem Elementary, Junior High, High Public Charter School or eStem Public Charter Schools, Inc. Your child will NOT receive a publicity fee for publication of his/her photograph or use of video.

Click [here](#) for a summary of our 22-23 Parent & Family Engagement Plan.

Disclaimer: The Student Handbook provides you with important information about eStem Public Charter Schools. It also serves as a reference for looking up critical policies and procedures that will affect you and your child during your time at the school. These policies, procedures, and benefits as described in the handbook do not constitute a contract or implied contract with students or personnel. The school administration reserves the right to interpret, revise, amend, or withdraw them at its discretion. Changes to the school policies in the handbook will be communicated to parents during the school year.

eStem Public Charter School
LEARNING COMPACT

Student's Name: _____

Grade _____

STUDENT AGREEMENT

It is important that I work to the best of my ability; therefore, I shall do the following:

- Attend school regularly and be on time for all classes
- Come to school each day with the necessary supplies and tools for learning
- Complete and turn in all class assignments
- Keep hands and feet to self at all times
- Conform to rules of student conduct
- Conform to rules of dress code
- Respect school property and materials

Student Signature _____

Date _____

PARENT/GUARDIAN AGREEMENT

I want my child(ren) to achieve; therefore, I will encourage him/her by doing the following:

- See that my child(ren) are punctual and attend school regularly
- Pick-up my child(ren) at the designated time daily
- Demonstrate respect for all staff members.
- Support the school in its efforts to maintain proper discipline
- Attend required academic and disciplinary conferences
- Stay aware of what my child(ren) is learning. Read the weekly newsletter and monthly calendar to stay aware of what is happening at school
- Notify the office if there are changes in my address, email, and/or contact numbers

Parent/Guardian Signature _____

Date _____

TEACHER AGREEMENT

It is important that students achieve; therefore, I shall do the following:

- Comply with policies and procedures of the school
- Provide relevant, challenging assignments for students
- Provide necessary assistance to parents so that they can help with assignments
- Encourage students and parents by regularly (at least weekly) posting student progress to eSchool
- Use special activities in the classroom to make learning meaningful and interesting
- Work proactively with parents to maintain classroom discipline and procedures

- Demonstrate professionalism in all aspect of my role as an educator

Teacher Signature _____ **Date**_____

ADMINISTRATOR AGREEMENT

We support this partnership on behalf of the student; therefore, I will do the following:

- Provide an environment that allows for positive communication between the school and the home
- Encourage teachers to regularly provide instruction that is rigorous and will challenge the student to think
- Encourage teachers, students, and parents to be involved in the learning process
- Adhere to the expectations as outlined in both the school and employee handbook
- Monitor and adapt systems of structure that provide a safe and supportive learning environment for students and staff.

Director Signature: _____ **Date**_____