FRIENDSHIP ASPIRE STEM ACADEMY

EST. 2018

STUDENT HANDBOOK

LEARN • LEAD • INNOVATE • INSPIRE

Excellence in Everything We Do!

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About Friendship Aspire Academy

Our Mission

The mission of Friendship Aspire Academy is to provide a world-class education that motivates students to achieve high academic standards, enjoy learning
and develop as ethical, literate, well-rounded, and self-sufficient citizens who contribute actively to their communities.

What We Do

Friendship Aspire Academy offers innovative and challenging standards-based classroom learning experiences and extended learning programs. We instill an appreciation for education and set high academic and personal standards that prepare students to become responsible contributors to their communities and world.

Who We Are

Beginning with just two locations in 1998, Friendship now spans over 20 campuses, including online, for students in grades Pre-K to 12. Our rigorous curriculum, exemplary instruction, resource-rich forums, and total commitment to student advancement have made Friendship one of the nation's top charter systems.
The road to college can be daunting. But thanks to 20 years of experience guiding students to and through higher education, Friendship has developed one of the most comprehensive roadmaps for student success anywhere. Our culture is driven by great educators, academic rigors that cultivate curiosity and confidence, and the belief that every child can achieve the highest standards. Friendship empowers students to grow and thrive as scholars.

The Friendship system’s knowledge-building approach to student instruction has produced remarkable results: Tier I elementary and middle schools. A robust Advanced Placement program. Graduation and college acceptance rates are tough to top anywhere.

Beyond the classroom, extended learning and athletic programs round out the whole student. Friendship’s award-winning teams know the tough and the technical, from resilience in robotics to grit on the gridiron. They will enter a fast-paced world with a running start.
We are deeply committed to the communities we serve. Because of that, Friendship is uniquely equipped to take an extraordinary journey with students and their families. We are proud of our challenging approaches, insistence on accountability, high academic expectations, and relentless emphasis on college completion. That’s because we’ve seen the results. We know what students can accomplish with the right opportunities and environment.

General Information

School Contact Information

FAA Pine Bluff
3911 South Hazel Street
Pine Bluff, AR 71603
Phone: (870) 395-7401
School Hours: 7:30-4:00 pm
Grades: Kindergarten – 5th

FAA Downtown Pine Bluff
700 Main Street
Pine Bluff, AR 71603
Phone: (870) 515-4001
School Hours: 7:30-4:00 pm
Grades: Kindergarten – 3rd

FAA Southeast Middle/High Pine Bluff
1501 W 73rd Avenue
Pine Bluff, AR 71603
Phone: (870) 218-1250
School Hours: 7:30 – 4:00 pm
Grades: 6th – 11th

FAA Elementary Little Rock
3615 W 25th St
Little Rock, AR 72204
Phone: (501) 500-0558
School Hours: 7:30 – 4:00 pm
Grades: Kindergarten – 5th

FAA Middle School Little Rock
3615 W 25th St
Little Rock, AR 72204
Phone: (501) 621-1500
School Hours: 7:30 – 4:00 pm
Grades: 6th – 8th

FAA Elementary North Little Rock
3901 Virginia Drive
North Little Rock, AR 72118
Phone: (501) 621-1500
School Hours: 7:30 – 4:00 pm
Grades: Kindergarten-3rd

Friendship Lab Schools for Dyslexia
3901 Virginia Drive
North Little Rock, AR 72118
Phone: (501) 800-1080
School Hours:
Grades: Kindergarten – 8th

Principals

Friendship Elementary Pine Bluff
Marques Collins, Principal
Nicolette Laurent, Academy Director
Phone: (870) 395-7401
Email: mcollins@friendshipaspire.org

Friendship Downtown Pine Bluff
Ashley Williams, Principal
Phone: (870) 515-4001
Emails: aswilliams@friendshipaspire.org

Friendship Southeast Middle/High Pine Bluff
Anitra Rogers, Principal
Michael Anthony, Academy Director
Phone: (870) 218-1250
Email: arogers@friendshipaspire.org
Email: manthony@friendshipaspire.org

Friendship Elementary Little Rock
Johnny Laine, Principal
Tonikka Dickerson, Academy Director
Phone: (501) 621-1500
Email: jlaine@friendshipaspire.org

Friendship Middle Little Rock
Johnny Laine, Principal
Tonikka Dickerson, Academy Director
Phone: (501) 621-1500
Email: tdickerson@friendshipaspire.org

Friendship Elementary North Little Rock
Mr. William Kendrick, Principal
Phone: (501) 301-4400
Email: wkendrick@friendshipaspire.org

Friendship Lab School for Dyslexia
Ms. Natasha Jones, Principal
Phone: (501) 800-1080
Email: njones@friendshipaspire.org

Enrollment

Every year students must be re-enrolled regardless of prior year enrollment and attendance. Parents must take advantage of the early enrollment opportunity and submit an Intent to Return form by the applicable deadline. Registration information, including residency verification, must be submitted by the deadlines provided to reserve enrollment slots. All applications for new students must be submitted through the school website or turned into the school office. Preference is given to new students who are siblings of students re-enrolling from the prior school year. Please see www.friendshipaspire.org for more detailed information.

Transfer or Withdrawal of a Student

Parents/guardians of record are required to sign in person at the campus main office the necessary forms for a student's withdrawal or transfer from Friendship Aspire Academy. The transfer and records release will be complete upon receipt of a documented formal request from the enrolling school. Additionally, grades and transcripts will not be released until all accounts/fees are cleared.

School Breakfast and Lunch Program

Friendship Aspire participates in the National School Lunch Program and School Breakfast Program and offers high-quality, nutritionally balanced meals that meet USDA guidelines for healthy school meals and the requirements outlined in the Healthy Schools Act. All students enrolled in a qualifying after-school program will also receive a snack at no charge.

Helpful links on School Nutrition:
www.usda.gov/topics/food-and-nutrition www.fns.usda.gov/school-meals/child-nutrition-programs
https://osse.dc.gov/health-and-wellness-0

Friendship Aspire Academy abides by a "nut-free" policy. Food allergies can be life-threatening, and Friendship Aspire is committed to offering a safe, educational environment for all students including students with food allergies. Cooperative efforts between students, parents, physicians, and school staff members can help minimize risks.

Nut-Free Policy

Friendship Aspire Academy is aware of the risk children and adults who are allergic to nuts can face from even the smallest exposure to peanut butter or types of nuts. The consequences are life-threatening in many cases and require immediate intervention with medication, hospitalization, or even life support. We want to do all we can to eliminate the possibility of such an occurrence in our schools.

Parents are asked to adhere to the following school-wide protocols:

- Please do not send any peanuts, peanut butter, or foods containing peanuts or peanut butter. There will be no classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects).
- Please do not send any of these projects into the classroom with your child.
- Please do not enclose candy or other treats with holiday cards.
- If your child ate peanut butter for breakfast, please ensure that your child has washed his/her hands with soap and water before leaving for school. Water alone does not do the trick!

A list of other tree nuts that may trigger an allergic reaction is provided below:

- Almond
- Coconut
- Pecan
- Beechnut
- Filbert Pine Nut
- Brazil Nut
- Gingko Nut
- Pistachio
- Bush Nut
- Hazel Nut
- Shea Nut
- Butternut
- Lichee Nut
- Walnut Cashew
- Macadamia Nut
- Chestnut
- Nangai Nut

Your understanding and support in helping us to provide a “NUT-FREE ZONE” within the lobby, lunchroom and classrooms areas are greatly appreciated.

Resources for Parents

Office of Parent Relations/Social Worker

The Office of Parent Relations provides support and information to the parents and families of Friendship Aspire Academy. Services to parents include:

- keeping parents in touch with Friendship Aspire Academy news and happenings and providing programs and services that keep parents connected throughout the year
- listening to parent concerns
- providing referral information
- coordinating informal resolution meetings
- helping parents connect with any special help or services.

Parent Advisory Council (PAC)

The PAC (Parental Advisory Council) is an organization that brings parents and teachers together to promote the education and welfare of our children.

The primary role of the PAC is to provide a forum through which parents can become more involved in the education of their children. The PAC coordinates a number of activities and services, including

- outreach to its members to determine the needs and interests of membership
- recruitment of parents to build a robust parent involvement program
- information and available educational resources to all parents
- support and aid for parents with concerns or other issues
- professional development for its parent membership
- partnerships with members of the school community (e.g., Director of Parent Relations, Learning Leaders) to offer services to families and share resources
- representation of parents on School Leadership Teams
- fundraising activities to benefit the children and PAC
- parent participation in school activities; and communications (e.g., newsletters, email accounts, websites, phone trees)

Call your child's school and ask for the name of the PAC president or simply come to the next meeting. You will be welcomed with open arms.

When Do PACs Meet?

Please contact your child's school for more information.

Parent University

Parent University is an initiative to inform, involve, and empower Friendship Aspire families. It provides a combination of resources and course offerings to help parents become full partners in their children's education. Parent University offers parents and other family members a variety of meaningful classes and workshops that will add to their existing skills and give them opportunities for continued growth and development.

The goal of Friendship Parent University is to educate, engage, and involve our parents/guardians as partners and advocates in their children's education.

Parent University's purpose is to:

- Increase access to and understanding Friendship's core values, policies and practices
- Increase parental involvement and participation in schools
- Allow parents an opportunity to network with professionals and other parents
- Help parents develop the skills needed to implement positive parenting practices
- Empowering parents to become effective advocates for their children
- Strengthening home-school-community partnerships
- Equip parents with knowledge and awareness of resources available to them
- Increase the number of parents who feel positively connected to their children's school
- Provide opportunities and support for families to achieve personal academic and non-academic goals.

Parent University will offer workshops/courses in one of five areas:

- Social Emotional Learning: These workshops will focus on the social-emotional development of children and how it can impact a student's academic and social progress. Information and experiences that empower parents to raise self-confidence, disciplined, motivated, and educated children from birth through young adulthood will be shared.
- Technology: These workshops will provide families with current information on technology and how it can be used to increase learning for students and parents.
- Academic Intervention and Support: These workshops will focus on steps that can be taken to assist a student in their academic progress. Parents will learn how to determine whether their children are on track with their learning.
- Growth and Personal Development: These workshops will provide opportunities for parents to increase their own personal and professional growth, enabling them to effectively advocate for themselves and their children.
- Education: These workshops will cover information on topics that are beneficial to families for everyday living.

By providing our parents/guardians with the knowledge and experiences to advocate and support in their child's learning, parents will become more engaged in supporting quality education for their children in ways that result in improved student outcomes and school improvement.

How do I sign up to volunteer?

Friendship Aspire Academy encourages parents to volunteer. Volunteers may serve as tutors, mentors, chaperones, classroom, and office assistants. To volunteer, please contact the school office and we can assist you with the application process.

Do you have an inquiry or recommendation?

We encourage family and staff to collaborate in strengthening our schools. Teamwork, shared understanding of our mission, and agreement in moving forward are critical to our success. If parents require support outside of the school campus, please contact the Friendship Arkansas Superintendent, Dr. Phong Tran, at ptran@friendshipusa.org.

What are Semester Learning Contract (SLC) Conferences?

A key part of every parent's engagement is understanding the academic progress your children make throughout the year. Parents will receive information about their children's progress including classroom grades, attendance, behavior, and most recent assessment data. Parents, students, and teachers will work collaboratively to set performance goals and targets. To that end, parents are required to attend the SLC day conferences. During the academic year, these semester conferences are scheduled at the end of every quarter. On SLC days, parents, students and teachers will:

- review student grade-level proficiency assessment data (Benchmarks, Principal's Assessments, unit tests, student portfolios, etc.)
- Discuss behavior and attendance
- Discuss student promotion status
- Discuss enrichment opportunities
- Review and develop new SLC goals as needed
- Develop and sign a plan to reach written goals

The SLC goals serve as a contractual agreement between three parties: parent, teacher and student. The goals will be reviewed and discussed to determine the continuation of goals not met or the development of new goals when mastered. Parents will receive a copy of the Scholar Report Card and SLC at the time of the conference. A final review of SLC goals will be held prior to the end of the school year.

Please contact your child's school if additional information is needed regarding SLC conference times.

Campus Visits and Classroom Observations

Parents/guardians of record or their documented designees who are interested in observing classrooms must make arrangements in advance through the main office and teacher. Classroom observations are not conferences and parents are therefore asked to observe instruction quietly. All visits are at the principal's discretion.

Friendship Aspire requires all guests to use the main entrance to our buildings. Guests are required to report to the front office to sign in and retrieve a visitor badge that must be worn for the duration of your visit. Guests must follow the direction of staff and may not roam the school building. At the completion of the visit, guests must sign out at the secretary's desk. Friendship reserves the right to bar suspicious or disruptive activity or behavior.

Additional Opportunities for Conferences with Staff

Friendship Aspire Academy places a great deal of emphasis on parental involvement, and we welcome parents/guardians to contact the school with requests for assistance or to express concerns. Contact with Friendship Aspire staff regarding concerns should be made in the following order:

(1) Teacher or staff member

(2) Principal

(3) Superintendent/And or Community Officer Leader

If a parent/guardian wants to discuss a matter with a member of the school staff, use the following procedure:

- The parent/guardian should schedule an appointment with the faculty member prior to the meeting date. It is possible that an adequate response can be provided through a telephone discussion. Please refer to your child's schedule, teacher syllabus, or phone the school to schedule a meeting with a teacher or other staff member.

- The parent/guardian must report to the office at the time of the agreed appointment, and the main office will notify the staff member of your arrival. To avoid disruption of classes or other school activities, parents/guardians or their designees are not permitted to go to a classroom or other location without prior consent from the main office.

- If no resolution can be reached through a discussion with a teacher, the parent/guardian must contact the main office to schedule an appointment with the Principal. Parents/ guardians may contact the Superintendent after they have spoken with the principal at the school site.

- With regard to discipline hearings for suspensions of 10 days or more and recommendations for expulsion, student/parents/legal guardians can contact the Superintendent to request a hearing.

School Health Services

School health services are available at Friendship Aspire. The school nurse provides the following services that do not replace the care a student should receive from a regular physician or clinic.

- Basic first aid
- Administration of certain medications
- Referrals for emergencies and other care if an injury or other condition requires a service the nurse is unable to provide
- Assistance to students with chronic illnesses that require ongoing prescribed medical treatment including monitoring blood sugar levels, administering tube feedings and performing catheterizations
- Health screenings, assessments and referrals for health problems and medical conditions (e.g., vision, hearing, and scoliosis). Prevention and containment of communicable diseases by ensuring all students are immunized in accordance with Arkansas laws and regulations; and
- Identification of suspected child abuse, illegal drug use, or depression and determine the appropriate intervention.

Parents and guardians can assist the school nurse in serving our students by

- Informing the school nurse of any medical conditions or concerns about your child(ren)'s health
- Making sure the school nurse has accurate, up-to-date emergency contact information
- Getting your child's immunizations updated in accordance with requirements and promptly submitting your immunization form
- Completing and promptly submitting the authorization form for administering medications along with any medications, medical equipment or supplies needed during the school day; and
- Providing follow-up information about the outcome of your child's health care referral

Immunizations

State law requires all students to be immunized unless you waive the right for immunization due to religious or medical reasons. In the event of waiver due to religious or medical reasons, submission of a notarized letter to the school nurse and signed by you and your child's physician is required.

- Parents must submit forms or waivers to the main office and should retain copies in the event the information is requested again. Students without complete, up-to-date immunization forms will receive letters requesting up-to-date records.
- Please note: Upon accruing unexcused absences for missing health information, you and your child will be subject to the Attendance Policy of this handbook and Arkansas Truancy Law.

Authorization for Administering Medication During School Hours

Please Note: No medication will be administered at school without a complete, approved Authorization to Administer Medication form.

If a parent requests that a student take medication during the school day, including but not limited to administering an asthma inhaler or Epi-Pen, please follow these procedures

1. The Authorization for Administering Medication form must be completed by the parent or guardian. (Please see your child's school nurse to receive the form)
2. The Authorization for Administering Medication form must also be completed by the physician.
3. The complete Authorization for Administering Medication form must be on file at school before the medication can be administered at school
4. The medication must be in the original labeled container as dispensed or in the manufacturer's labeled container. The label must contain the student's name, name of the medication, directions for use, and date

Parents or other authorized adults must transport medications and medical supplies to and from school, and all medications and medical supplies must be given directly to the nurse.

Students may not carry medications (prescription or non-prescription) or supplies except for an inhaler for asthma. Parents who wish to have their children carry or possess an inhaler must still follow the above procedures and communicate directly with the school nurse.

All unused medications that have not been picked up by parents by the last day of each school year will be discarded by health office staff.

Immediate written notification of changes in medication and/or prescription directions must be provided to the school by the parent/guardian. *Annual renewal of authorization is required.*

Food Allergies

If your child is allergic to certain foods, please provide a note to the front office, your child's classroom teacher, and the food service coordinator. When submitting documentation to the school, please list all allergies.

If medication is being taken at school (i.e., Epi-Pen, etc.), you are also required to fill out the Authorization to Administer Medication form.

Friendship Aspire Promotion

What are the requirements for student promotion?

Students will be promoted when their educational growth shows they are prepared to successfully complete the next grade.

Parents of students at risk of not being promoted will be notified through quarterly report cards, during parent conferences / Semester Learning Contract (SLC) days and at other times throughout the school year as academic assessment, attendance and other student performance data are available.

Parents must track their child(ren)'s academic progress throughout the school year by attending the mandatory SLC days and reviewing their child(ren)'s assessment and grade reports in order to determine whether their child may have to attend summer school.

All students who are candidates for retention will be closely monitored and will be required to attend Summer Learning Academy. Final decisions may be made as late as May as to what is most appropriate for the child and the circumstances.

Students with IEPs

Promotion criteria for students with IEPs are the same as above. Prior to retaining a student with an IEP, the IEP team (including parents, relevant teachers, and administrators from the school and from the Special Populations Dept) will convene to review each student's performance and progress toward meeting his/her IEP goals. Retention of students with IEPs will only occur with the agreement by the IEP team.

Promotion Criteria

Promotion Kindergarten through 11th Grade

A student will be promoted based on performance in each of the following areas:

- Attendance: Students must have fewer than twenty (20) cumulative absences. If a child has 20 or more absences, the student will be retained.
- Academics (K–1st Grade): A student must demonstrate grade-level mastery to be promoted to the next grade. In addition, if the child is not meeting social-emotional development standards, the school reserves the right to retain the student.
- Academics (Grades 2-5): Students must demonstrate grade-level mastery in order to be promoted. To demonstrate grade-level mastery, students must pass (D or better) their core classes.
- Academics (Grades 6-11): Students must demonstrate grade-level mastery in order to be promoted. To demonstrate grade-level mastery, students must pass (D or better) their core classes.

Students with more than 10 days of unexcused absences must repeat the grade. Refer to the Attendance section in this handbook for details.

Any student who does not complete the required summative state testing may be subject to grade retention.

Refer to LEARNS Act

- 3rd grade retention policy starting 2025-26 school year
    - The Arkansas 3rd grade retention law, part of the LEARNS Act, requires students to meet a minimum reading standard to be promoted to fourth grade. If a student fails to meet this standard based on the ATLAS test, they may be held back, though several "good cause exemptions" allow for promotion, such as a student having an established reading improvement plan, a history of intensive support, or a disability. The law aims to ensure students are reading on grade level by the end of third grade, as it is a critical turning point for future learning.

      See information provided by Arkansas Department of Education/DESE:

      https://dese.ade.arkansas.gov/Offices/learning-services/third-grade-promotion

Failure to achieve ready or exceeding on ATLAS state summative exams may result in required mandatory tutoring and/or summer school. Failing to attend such required tutoring or summer school may result in grade retention.

Teacher and principal recommendations

Students who fall below certain standards are recommended to repeat their current grade and are encouraged to participate in Summer Learning Academy and/or after-school tutoring for additional support.

Friendship Aspire Attendance

Why is Attendance Important?

Students who are not in school consistently and on time miss valuable instruction and the opportunity to progress to their fullest potential. Instilling in your child the need to attend school daily and on time will also foster good habits for later in life when they enter college and the workforce. Please let us know if you are experiencing any circumstances that are preventing you from partnering with us to make sure your child attends school regularly and on time.

Students are expected to be present every day. Students must arrive at school prior to the official start of the school day, remain in school until the official end of the school day and arrive at all classes on time in accordance with the school's bell schedule.

Friendship Aspire Academy Policy & Legal Consequences Regarding Absences

The accumulation of absences will harm your child's academic standing and will result in your violation of Arkansas's compulsory school attendance requirements. Failure to meet established attendance guidelines will result in the following consequences except in extenuating circumstances left to the discretion of the principal or school administrator.

Note: *Students who are unenrolled from Friendship Aspire Academy are not eligible to return during the school year in which they are un-enrolled. If an unenrolled student wants to return for the next school year, he or she will need to enroll through the website or in the front office.*

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Triggering Event	Mandated Truancy Intervention
1-3 Absences	Reasonable and diligent efforts at personal contact with the parent to obtain an explanation of reason for absence
3 Absences within marking period	Referral of student to school-based student support team School-based student support team meets to determine underlying causes of absences. Implement action plan for addressing absenteeism
5 Cumulative Absences	Notification to parent(s) regarding absences Mandatory parent conference with school-based student support team to develop a plan for immediate intervention Home visit, if necessary
10 Cumulative Absences	Notification to parent(s) regarding excessive absences Mandatory parent conference with school-based student support team to develop a plan for immediate intervention if grade(s) begin to fail in courses
10 Absences during a semester	Provide plans to School Administrator for immediate truancy intervention including delivery of community-based or other services on an emergency basis Notice to the Prosecuting Attorney.
10 Absences during a semester by a child age 5-13	Referral of students to Pine Bluff /Little Rock Department of Child and Family Services (DCFS) for educational neglect investigation
10 Consecutive Absences	School may recommend drop or withdrawal from enrollment

Tardiness and Early Pick-Up

Late arrival and early pick-up are violations of the attendance policy. Students who are tardy must sign in with the main office and must provide a valid reason for their tardiness. Students arriving late may also be assigned to tardy hall to prevent classroom disruption.

Students will be integrated into the classroom as soon as possible. We request that parent/guardian schedule medical, dental and other appointments for students outside of school hours. All absences accrued as a result of tardiness and early pick-up are subject to the Friendship Aspire Academy's attendance requirements.

Late Pick-Ups

If your child has not been picked up by the official end of the day, we are required to notify Pine Bluff/Little Rock Child and Family Services. Your child may be picked up by a local police officer. Please make sure you call the front office in the event of an emergency.

Absences

Absences may be for the reasons listed below:

- Student Illness
- Quarantine
- Death in the family
- Judiciary proceedings
- Religious holiday
- Temporary closing of the school facility
- Medical or dental appointments
- Allowances for the student to visit a parent before or after military deployment
- Other extenuating circumstances left to the discretion of the principal or school administrator
- Out of school suspensions

Attendance/Truancy Due Process

Truancy Cases of Up to 10 Days of Absences

1. Upon receipt of notification citing truancy up to 10 days, a parent/guardian may request a file review by phoning the campus administrator.
2. The file review must be requested by a parent/ guardian of record within three days of the date indicated on the notice of truancy.
3. The file review will be conducted by Community Office panel.
4. Failure to request a hearing will result in the Community Office panel automatically rendering a determination.
5. The parent/guardian may submit documentation demonstrating that an absence should be excused in accordance with the attendance policy or any other documentation s/he deems relevant to the truancy case.
6. The hearing panel shall render a final truancy determination and inform the parent/guardian of record in writing of the determination and related consequences/mandatory interventions.
7. The parent/guardian will be required to sign an agreement with the panel regarding student attendance consequences and/or related interventions for the remainder of the school year.

Attendance/Truancy Due Process

Truancy Cases of Greater Than Ten (10) Days Absences

Upon receipt of a truancy violation greater than ten (10) unexcused absences, the student or student's parent/guardian of record may request a hearing by contacting Arkansas Superintendent at ptran@friendshipusa.org.

- The hearing must be requested by a student/parent/ guardian of record within three (3) days of the date indicated on the notice of truancy.
- The hearing will be conducted by a Community Office panel.
- Failure to request a hearing within 3 school days of receipt of notice will disqualify a student/parent/ guardian from being able to request a hearing and the Community Office panel will automatically render representation on his/her behalf.
- The student or parent/guardian may bring witnesses, evidence, character letters and/or representation on his/her behalf.
- The hearing panel shall determine that all due process procedures have been followed or waived.
- The hearing panel may question any witness or party upon the direct or cross-examination testimony and shall examine all documentary evidence.
- The hearing panel shall ensure that the hearing is conducted in a fair and orderly manner and shall have the authority to exclude any party or other person from the hearing on the grounds of substantial interference or obstruction of the orderly process.

After the hearing panel's deliberation and recommendation, the student/parent/guardian of record shall be notified of the final determination in writing along with related consequences/mandatory interventions. This decision is final.

The student/parent and/or guardian may be required to sign an agreement with the panel regarding student attendance, consequences and/or related interventions for the remainder of the school year.

Friendship Aspire Academy Uniform Policy

Friendship Aspire Academy believes a safe and disciplined learning environment is the first requirement of a high-performing school. School uniforms help minimize disruptive behavior, promote respect for oneself and others, and build school/community spirit. Friendship Aspire also believes wearing school uniforms allows for identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

All students are required to wear school uniforms, to be groomed and dressed appropriately for school and school activities.

A student's dress and/or appearance shall:

- Support, not disrupt, the learning environment
- Constitute no threat to health or safety
- Be tasteful and unable to be construed as provocative or obscene
- Reflect practices of good hygiene and cleanliness.

Uniform requirements are outlined in this section and detail what is and is not appropriate for Friendship scholars to wear.

The following items are not a part of the Friendship Aspire required uniform:

- No open toe shoes or sandals.
- Heels must be less than one (1) inch.
- Head coverings (scarves, bonnets, or rags) are not to be worn on school property.
    - *(Parents must submit a uniform exemption form for religious reasons.)*
- No inappropriate logos, language, graphics, or stickers on student uniforms.
- Slickers, windbreakers, athletic jackets, and winter coats are not to be worn once inside the school building.
- No face makeup, visible undergarments, or uncovered tattoos are allowed.

Religious Exemptions

A parent/guardian may request a student be exempted from the Friendship Aspire Uniform Policy based on religious reasons. To exercise this option, the parent or guardian must provide a written statement that states religious objections to the dress code requirements to the Community Office Panel. If the Panel grants the exemption, the Panel will give approved options for an alternative dress code to the parents or guardian. Exemption forms are available in the school office during regular school hours. Contact the campus administrator if you have any questions.

Uniform Assistance

Students/parents/guardians in need of assistance with obtaining required uniform items, please contact the campus administrator.

Tops

Polo Shirts:

- School logo polo tops
- White turtlenecks can be worn underneath uniform shirt.

All students must wear school polo shirt.

Oxford Shirts

- Long or short-sleeve white with collar
- Shirts must be tucked in

Sweater/Vest/Blazer

- Any style

NOT ALLOWED

- Hoodies, hoods with zippers,
- Inappropriate language tees or shirts, graphics tees or shirts,
- Stickers, patches or other non-friendship logos

Bottoms

Pants

- Docker style cotton-twill, or
- Khaki with back pockets

NOT ALLOWED

- Slits, flared, form-fitting (spandex, stretch),
- Capris,
- Gym/sweat styles
- Denim,
- Cargo
- Corduroy

Jumpers

Khaki or cotton-poly blend

NOT ALLOWED

- Skirt jumpers shorter than one inch above the knee or overalls

Skirts

- Knee length or longer
- Pleats, A-line, straight
- Must be worn with tights, pantyhose, socks or designated knee-highs
- Must be white, black or flesh color

NOT ALLOWED

- Skirts with front or side slits
- Shorter than one inch above the knee

Shorts

- Docker style, cotton-twill, or khaki

NOT ALLOWED

- Walking/athletic shorts or shorter than one inch above the knee

Belt

- Must be worn at all times (with buckle not to exceed 2in x 2in)
- Solid colors (black or brown only)

NOT ALLOWED

- Belts with inappropriate language, graphics, stickers, patches or battery operated

Other Items

Footwear

- Athletic style shoe or sneaker (closed toe)

NOT ALLOWED

- Flip flops, sandals,
- Open-toe or open heel
- Socks, stockings, knee-highs or tights with designs or patterns

Purses/Book Bags

- Should not exceed 8”w x 8”d

NOT ALLOWED

- Book bag style purses,
- Waist bags,
- Front pouch purses,
- Duffle bags with language written on the bag

Earrings

- Metal only (gold, silver, brass)
- Cannot be larger than the size of a quarter

NOT ALLOWED

- Jewelry consisting of broaches, buttons, charms or spikes

Headwear

NOT ALLOWED

- Hair rollers,
- hat scarves,
- rags,
- skull caps, etc., worn in the building

Electronic Device Policy

Friendship Aspire Academy is not responsible for phones or other mobile devices that are lost, stolen, damaged, or confiscated due to the violation of school rules.

Elementary and Secondary Campus

Students may not possess cell phones on school property. No other electronic devices are allowed at school (e.g., CD players, pagers, radios, tape players/recorders, MP3 players, tablets, electronic games, etc.) unless they are a part of the student's IEP or educational plan.

Students who possess any electronic device shall assume responsibility for its care. At no time shall the school be responsible for theft, loss, or damage to any electronic device brought to school or confiscated due to violation of this policy.

Bell-to-Bell No Cell

In accordance with **Arkansas Act 122** and the effective date of this law, students are prohibited from using cell phones or personal electronic devices during instructional time, from the first bell to the dismissal bell, unless specifically permitted by school policy for instructional purposes.

Commitment to Compliance:
Friendship is committed to ensuring full compliance with Act 122. This law is designed to reduce distractions, foster focused learning environments, and promote student engagement. Our focus remains on education, respect, and a supportive learning environment for all students.

Violations & Consequences

1. **First Violation:** Written Warning
    - Teacher documents incident and issues written warning to the student.
    - Parent/guardian notification required.
2. **Second Violation:** Confiscation & Parent Notification
    - Device confiscated until the end of the school day.
    - Parent/guardian contacted by administrator.
    - Incident documented in student discipline record.
3. **Third Violation:** Extended Confiscation & Conference
    - Device held for a parent/guardian to pick up from the main office.
    - Mandatory conference with student, parent/guardian, and administrator.
4. **Subsequent Violations:** Disciplinary Action
    - May include detention, in-school suspension, or other consequences as outlined in Friendship Code of Conduct and Discipline Policy below.

Important Notes:

Exceptions are allowed only when authorized by administration for specific instructional purposes or emergencies.

Friendship is dedicated to upholding Act 122 in the spirit of fostering a distraction-free learning environment. Your leadership is critical to ensure that our students remain focused on their education, and your consistency in enforcement will help make this initiative successful.

Internet Use – Acceptable Use Policy (AUP)

The Internet is available for students enrolled in Friendship Aspire Academy. Friendship Aspire Academy strongly believes in the educational value of the Internet and sees the potential of the Internet to support the curriculum, student learning, and our educational mission. Use of the Internet has been established at Friendship Aspire Academy for educational purposes only, not as a public access service, a public forum, for commercial use, or for political lobbying. Internet access for students is provided to promote educational excellence by facilitating resource sharing, innovation, and communication.

Friendship realizes that while the Internet can provide many opportunities of sound educational value, the Internet also offers people with illegal or unethical purposes another way to reach students, teachers, parents, and others. Friendship Aspire Academy has taken and will continue to take, all reasonable precautions to restrict access to inappropriate material that may not be considered of educational value in the context of a school setting. Friendship Aspire Academy enforces an Internet safety policy that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. This technology protection measure prevents access to visual depictions that are

(1) obscene

(2) Pornographic, or

(3) harmful to minors

However, Friendship Aspire Academy also realizes that access to a global network makes it nearly impossible to control all materials and a user may discover inappropriate information when accessing such a network. Friendship Aspire Academy believes that the advantage of obtaining materials from the Internet outweighs the possibility that users may obtain material that is not consistent with the educational goals of Friendship Aspire Academy.

Students at Friendship Aspire Academy will have access to the Internet, including World Wide Web resources. Electronic mail and access to newsgroups will be available on a limited basis. All of these services are available to students only under the direct supervision of a Friendship Aspire Academy staff member. Students are responsible for appropriate behavior on Friendship Aspire Academy computer networks. The use of Friendship Aspire Academy networks is a privilege, not a right, and may be revoked if abused.

Students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

The following actions (which are not inclusive) constitute unacceptable use of the Friendship Aspire Academy technology facilities, whether that use is initiated from school or any other site:

- Accessing Friendship Aspire Academy network and email accounts outside of school without a parent or guardian supervising the usage
- Revealing personal information about themselves on the internet, including name, address, telephone number and uploading photographs
- Personally, meeting anyone with whom they have only had prior contact with on the internet
- Using profane, vulgar or abusive language
- Transmitting fraudulent, harassing, obscene or otherwise inappropriate email messages
- Displaying or transmitting any images, sounds or messages, or other material that could be considered pornographic in nature or create an atmosphere of harassment or hate
- Online game playing and gambling, unless these activities are legitimately related to school curriculum and coursework, teacher or other appropriate school personnel is supervising the activity

- Accessing Internet chat rooms, unless the chat rooms are related to school coursework and access is made under the supervision of a teacher, parent or guardian

- Accessing social networking sites, including, but not limited to Facebook, Twitter and Instagram
- Downloading or spreading computer viruses on Friendship Aspire Academy network computers or engaging in any other deliberate conduct that disrupts, obstructs or burdens the resources of the Friendship Aspire Academy computer network
- Engaging in any illegal or criminal acts, including, but not limited to, criminal gang activity, threatening the physical safety of another person or computer hacking
- Installing or running any type of software on a Friendship Aspire Academy network computer without the consent of the Superintendent
- Using network computers for personal financial gain by posting messages that advertise the student's own personal business or any business or venture in which the student has a financial interest
- Reading, modifying or removing files owned by other students
- Sharing their password or login identification with any other person
- Logging into the network by using account information belonging to another student, teacher or network administrator
- Modifying or rearranging technology equipment belonging to Friendship Aspire Academy, including keyboards, monitor, printers, and computers
- Reporting any cases of malfunctioning equipment or other network issues to a teacher, or other school personnel. The teacher or other school personnel shall contact a network administrator
- When using public workstations, students should log off the network before leaving the workstation
- Students should ensure that the workstation is in suitable condition for the next student; and
- When using private or individual workstations, students should lock their computer or log off the network if they will be away from the workstation for an extended period of time.

If a student discovers or has reason to believe that another student has obtained unauthorized access to his/her account, the student shall contact a teacher or other school personnel, as well as immediately change his/her password. The teacher or school personnel shall immediately contact the Arkansas Superintendent or a network administrator.

Content of all files located on computer equipment owned or maintained by Friendship Aspire Academy are considered property of Friendship Aspire Academy and are subject to search by Friendship Aspire Academy at any time and for any reason.

If a student violates any of the above guidelines, an automatic notification will be made to the student's parent(s) or guardian(s) of the infraction(s). Depending on the severity of the infraction, ANY of the following consequences may be imposed:

- Conference with parent or guardian
- Loss of network use for a determined period of time
- Loss of Individual access privileges
- Appropriate legal action; and/or
- Severe school disciplinary action according to school regulations

All students who use Friendship Aspire Academy computer systems are solely responsible for their actions and will be held accountable for them. Friendship Aspire Academy makes no guarantee that the services provided by or through its computer systems will be error-free or without defects.

Friendship Aspire Academy will not be responsible for any damage which may be suffered by those using the Friendship Aspire Academy computer systems, including, but not limited to, loss of data or interruptions of service. Friendship Aspire Academy is not responsible for financial obligations arising through the unauthorized use of its systems.

Student e-mail and electronic collaboration

1. You represent, warrant, and agree that you will not contribute any Content or User Submission or otherwise use the Services or interact with the services in a manner that:
    a. Violates any law or regulation
    b. Is harmful, fraudulent, deceptive, threatening, abusive, harassing, defamatory, vulgar, obscene, or otherwise objectionable
    c. Jeopardizes the security of your Google account or anyone else's (such as allowing someone else to log on as you on the Services)
    d. Attempts, in any manner, to obtain the password, account, or other security information from any other user
    e. Violates the security of any computer network, or cracks any passwords or security encryption codes
    f. Runs Mail list, Listserv, any form of auto-responder or "spam" on the Services, or any processes that run or are activated while you are not logged into the Services or that
    g. Otherwise, interfere with the proper working of the Services (including by placing an unreasonable load on the Service's infrastructure)
    h. Crawls," "scrapes," or "spiders" any page or portion of the Services (through use of manual or automated means)
    i. Copies or stores any significant portion of the Content; and
    j. Decompiles, reverse engineers or otherwise attempt to obtain the source code of the Services
2. You will not use a log-in credential that you are not authorized to use. For example, if you are a student, this means you will not access (or attempt to access) the account of any other person.
3. If you are a parent or guardian, you will only use your own child's account or log-in credentials.
4. For any Services (or any portions of the Services) that use passwords, you agree to keep your password(s) private, and you agree not to disclose any passwords to any individual not authorized to receive such password(s). Do not post passwords in any public way (including on any widely accessible Internet page or in hard copy on a bulletin board, etc.)
5. You will not register (or attempt to register) for the services as any category of the user for which you do not legitimately qualify. For example, if you are a student, you will not register as a teacher, parent, administrator, Publisher, or any other category Google offers now or in the future.
    a. You will respect and practice the principles of community.
    b. Report threatening or discomforting materials to a faculty member.
    c. Communicate only in ways that are kind and respectful.
    d. Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
    e. Do not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
    f. Do not intentionally access, transmit, copy or create material that violates the Friendship code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
    g. Do not send spam, chain letters, or other mass unsolicited mailings.

Consequences for Violation

Violations of these rules will or may result in disciplinary action, including the loss of a student's privileges to use the technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy.

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of a crime to law enforcement.

Content Filtering and Student Monitoring

Google Suite in conjunction with Goggle forms a safe online community. All potentially inappropriate online activities on the Google Collaborative Suite are monitored and reviewed by a Goggle review team. Activities that are found dangerous, illicit, or in contradiction to our AUP, are blocked from transmission and forwarded to administrators.

All Chromebook and other internet-accessible devices used while on campus are subject to Friendship Aspire Academy's content filter. The content filter blocks access to websites that have been deemed inappropriate for academic use and any violations will be recorded.

Code of Conduct and Discipline Policy

Code of Conduct Introduction

The mission of Friendship Aspire Academy is to provide a world-class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.

In the spirit of the mission, Friendship Aspire Academy presents this Code of Conduct to members of our school community. In this Code, Friendship Aspire Academy articulates our commitment to creating a safe and nurturing learning environment in which all of our students have the best possible opportunities to thrive both academically and socially.

Friendship Aspire Academy Core Values

The Core Values listed below are characteristics that must be demonstrated by every member of the Friendship Aspire Academy community. Students will see the Core Values posted throughout Friendship Aspire Academy and will be expected to recite them.

INTEGRITY
Be honest and fair to others.

RESPONSIBILITY
Choose right over wrong. Accept consequences for your actions.

CONFIDENCE
Know what you can achieve.

CARE
Help others.

COMMITMENT
Find your purpose and stay true to it.

PATIENCE
Face challenges by seeking understanding – not with anger and violence.

PERSISTENCE
Do not allow anyone, not even yourself, to steer you off the road to success. Be determined to achieve.

RESPECT
Hold others in high regard and understand that you can learn from them. See each person's value.

In keeping with the Core Values, the following are principles that all students must follow:

- Attend school and class every day on time
- Adhere to the dress code policy
- Strive for excellence
- Actively seek opportunities to become involved in extracurricular activities
- Be respectful and courteous in your interactions with others
- Contribute to maintaining a safe and welcoming environment for all
- Seek non-confrontational, non-combative solutions at all times in resolving conflicts
- Understand your actions have consequences; and
- Embrace your role as representatives of Friendship Aspire Academy, both on and off school grounds.

Discipline Policy

This policy is designed to address conduct that might reasonably lead the school to forecast substantial disruption of or material interference with school activities, undermine the school's basic educational mission or interfere with the rights of others. The following are details regarding when the policy applies, disciplinary action that may be taken for violating the policy, a list of infractions, and other school policies that parents must review with their children.

Jurisdiction

The provisions of this Code of Conduct are to manage, regulate or establish standards for the actions, behavior, or activities of students at Friendship Aspire Academy. Provisions are enforceable by school authorities during regularly scheduled school hours, as well as other times and places, including, but not limited to the following:

- When the student is on school grounds
- When the student is on or off school grounds participating in or attending any school function or activity, including, but not limited to, extended learning, extra-curricular activities, field trips or class trips sponsored by Friendship Aspire Academy
- While the student is away from school grounds if the misconduct directly affects the good order, efficient management and welfare of other students (this specifically includes, but is not limited to, bullying and cyberbullying)
- When the student is off school grounds while wearing the school's uniform and traveling on foot or public transportation.

Alternate Instruction

For students who receive out-of-school suspensions, arrangements will be made between the school and each individual family for picking up work and making up any missed assignments and classroom instructional support. Students who are suspended during the period of state assessment administration will be allowed to take the state assessment and will be required to leave school grounds after daily completion of the assessment. Additionally, Friendship Aspire Academy complies with the laws and regulations pertaining to special education students receiving appropriate due process and services.

Disciplinary Action

Students who violate the discipline policy will be subject to one or more of the following documented actions at the discretion of the school administration and the Board of Trustees. School administrators are encouraged to utilize positive behavioral interventions and disciplinary actions that are less severe than an out-of-school suspension, when appropriate. A student's failure to adhere to any of the following may result in
further disciplinary action. Mandatory parent involvement
is required as part of student re-entry into the classroom and additional parent involvement may be mandated in some cases.

Disciplinary actions can include, but are not limited to the following:

- Time out
- Temporary Placement in Another Classroom
- Teacher/Student Conference
- Parent Call
- Reflective Assignments
- Additional Instructional Time
- Behavior Contract
- Behavior Intervention Plan
- Mediation
- Counseling
- Restitution
- Detention
- Student Staff Support Team (SSST) Referral
- Exclusion/Deprivation of Privileges
- Confiscation of Inappropriate Items
- Community Service
- Other as Assigned by the School Leader
- Abeyance/Probation
- Alternative Programs
- Out-of-School Suspension
- Expulsion
- Referral to Law Enforcement Agencies

Parents reserve the right to due process for all expulsion recommendations.

Inappropriate and Disruptive Behaviors & Levels of Responses and Interventions

Class I Infractions: Teacher or Administrator Response (Including, but not limited to Positive Behavior Intervention Responses, unless consistently repeated behavior)

Class II Infractions: Administrator Response or 1 to 5 day out-of-school suspension

Class III Infractions: Administrator Response or Long-Term Suspension (6 to a maximum of 20 days) and Possible Recommendation for Expulsion

Infraction Categories	Codes	Inappropriate or Disruptive Behavior	Class 1	Class 2	Class 3	Immediate Referral to Police DepT.
ABSENCES		Persistent and/or excessive unexcused absences from School	●			
ACADEMIC DISHONEST Y	E-B3	Commits an act of academic dishonesty (first offense)		●		
	E-C3	Commits an act of academic dishonesty (second offense)			●	
ACTIVATION OF FALSE ALARM/	E-C10	Commits or is involved in committing false alarms			●	
BOMB THREAT	E-C10				●	●
ASSAULT	E-C11 S-C17	Assaults or attempts to assault an individual			●	
BULLYING /CYBER-BULLYING	E-C21	Intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement		●		
COERCION/ INCITING VIOLATION OF DISCIPLINE POLICY	E-B7	Incites or coerces another student to commit a class 2 infraction		●		
	E-C14	Incites or coerces another student to commit a class 3 infraction			●	
	E-C15	Commits two or more Class III infractions in the same school year and is therefore subject to automatic recommendation for expulsion.			●	
DISRESPECTFUL BEHAVIOR	E-A1	Carries out, possess, creates material and or uses inappropriate language of an offensive nature	●			
	E-A3	Is anywhere other than assigned location without permission from school staff or supervising adult	●			

DEFIANCE OF AUTHORITY/ REFUSAL TO OBEY SCHOOL POLICIES	E-A5	Does not follow directions of an adult	●			
	E-A6	Engages in disorderly conduct	●			
	E-C6	Trespasses on school property or at school event			●	
DESTRUCTION OF PROPERTY/VANDALISM	E-B4	Vandalizes or destroys property (under $100.00)		●		
	E-C4	Vandalizes or destroys property (over $100.00)			●	

Infraction Categories	Codes	Inappropriate or Disruptive Behavior	Class 1	Class 2	Class 3	Immediate Referral to PD and/or outside agency
DRESS CODE VIOLATION	E-A2	Violates Uniform Policy	●			
FIGHTING	E-B1	Fights with another student		●		
FORGERY/FALSE INFORMATION	E-B2	Forges, alters, destroys or fabricates any document or item		●		
GAMBLING	E-C2	Gambles or is a spectator			●	
HARASSMENT	E-C5	Engages in harassment			●	
INAPPROPRIATE USE OF TECHNOLOGY	E-A4	Possess or uses electronic devices not related to instruction	●			
	E-B5	Inappropriate use of technology		●		
POSSESSES, USES SELLS OR DISTRIBUTES A CONTROLLED OR UNCONTROLLED SUBSTANCE	E-C8	Brings, possesses, uses, sells or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, vape pens, alcohol, drug paraphernalia (i.e. roach clips, bongs, rolling papers etc.) and / or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse.			●	
POSSESSION OF DANGEROUS OBJECTS NOT FOR ANY REASONABLE USE TO STUDENT AT SCHOOL	E-C19	Possesses an object that can be used as a weapon and is not of any reasonable use to the student at school.		●		
	E-C20	Distributes, uses and/or sells incendiary device			●	
	E-C7	Brings, possesses, and/or uses a weapon, incendiary, explosive or other object that is readily dangerous or can be used as a weapon and is not of any reasonable use to the student at school.			●	●
	E-B8	Uses, distributes, and/or sells an object that can be used as a weapon, explosive, or other dangerous object		●		
	E-B10	Possesses matches or lighter		● Elem	● Sec	
	E-C16	Mandatory referral to the police or juvenile system for any student who brings or possesses a gun at school (must be expelled for no less than one [1] calendar year under Federal Gun Free Schools Act)			●	●

Infraction Categories	Codes	Inappropriate or Disruptive Behavior	Class 1	Class 2	Class 3	Immediate Referral to PD and/or outside agency
DRESS CODE VIOLATION	E-A2	Violates Uniform Policy	●			
FIGHTING	E-B1	Fights with another student		●		
FORGERY/FALSE INFORMATION	E-B2	Forges, alters, destroys or fabricates any document or item		●		
GAMBLING	E-C2	Gambles or is a spectator			●	
ROBBERY/THEFT	E-C17	Robbery/Attempted robbery			●	
	E-B4	Theft of property (over $100.00)		●		
	E-C4	Theft of property (over $100.00)			●	

Infraction Categories	Codes	Inappropriate or Disruptive Behavior	Class 1	Class 2	Class 3	Immediate Referral to PD and/or outside agency
SERIOUS BODILY INJURY	E-C12	Commits or attempts to commit an act that causes severe injury to another person			●	
SEXUALLY BASED INFRACTION	E-B9	Engages in sexual contact (includes inappropriate touching, feeling)		●		
	E-B6	Engagement in sexual acts (includes consensual sexual activity, sexting)		●		
	E-C13	Commits or attempts to commit an act of sexual assault			●	
THREATENING	E-C9	Commits threatening act against an individual			●	●

Freedom From Bullying

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public-school employee by a written, verbal, electronic, or physical activity 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 that causes or creates actual or reasonably foreseeable:

a. Physical harm to a public-school employee or student or damage to the public-school employee's or student's 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 (1) 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.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; A.C.A. § 6-18-514 (2013)

Arkansas anti-bullying laws prohibit bullying by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment if the electronic act is directed specifically at students or school personnel, is maliciously intended to disrupt school, and has a high likelihood of succeeding in that purpose.

Friendship Aspire Academy schools prohibit bullying as defined by this policy, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in repeated written or verbal expression or physical conduct that:

- Will have the effect of physically or emotionally harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or

- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and ostracism. Bullying can occur in person, verbally, physically, or virtually and must be reported to local administration immediately.

Cyberbullying: The use of technology including messaging services, e-mail, social media services, and the internet to enact any or all of the prohibited conduct outlined above is considered cyberbullying and is subject to disciplinary action up to and including expulsion. The school shall take initiative in educating and informing its students of the negative effects of cyberbullying, as well as the disciplinary consequences should students violate this prohibition.

Reporting Procedures: Any student who believes that he or she has experienced bullying or that another student has experienced bullying should immediately report the alleged acts to the Principal, a teacher, paraprofessional, or other school employees. A report may be made orally, in writing, or online. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Principal and/or designee. A student who intentionally makes a false claim or offers false statements is subject to appropriate discipline.

Investigation of Report: The Principal shall determine whether the allegations in the report, if proven, would constitute prohibited harassment and if so, proceed under that policy instead. See “Freedom from Discrimination, Harassment, and Retaliation.” The Principal shall conduct an appropriate investigation based on the allegations in the report and shall take prompt interim action calculated to prevent bullying during an investigation, if appropriate.

The Principal shall prepare documentation of the investigation, including a determination of whether bullying occurred, and send a copy to the superintendent. If the results of an investigation indicate that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. The school may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Confidentiality: To the greatest extent possible, the school shall respect the complainant's privacy, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation.

Appeal: A student or parent who is dissatisfied with the outcome of the investigation may appeal through the school grievance procedure

Code of Conduct Definitions

Academic Dishonesty: Using or submitting information through methods not approved by teachers or administration, obtaining data that is classified, and/ or taking ownership for information or documentation that is not created by the student. This includes but is not limited to plagiarizing, cheat sheets, unapproved materials during testing, possession of answer keys or tests, and/or completing another student’s assignment. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Assault: Assault is a physical, unprovoked attack that causes and/or attempts to cause personal injury to another student, staff member, or anyone on school property. Failure to stop fighting after a fight has been broken up, or continuing to fight when the other person cannot or will not defend him/herself, will also be considered assault.

Bullying: Friendship Aspire Academy defines bullying as any severe, pervasive, or persistent act or conducts whether physical, electronic, or verbal that:

1. May be based on a youth’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, or any other distinguishing characteristic, or on a youth’s association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to
    a. Place the youth in reasonable fear of physical harm to their person or property
    b. Cause a substantially detrimental effect on the youth’s physical or mental health
    c. Substantially interfere with the youth’s academic performance or attendance; or
    d. Substantially interfere with the youth’s ability to participate in or benefit from the services, activities or privileges provided by an agency, educational institution or grantee

Please refer to the Friendship Aspire Academy Bullying Policy for the investigative process.

Disorderly Conduct: Disorderly conduct includes, but is not limited to: yelling, running, pushing, shoving, or engaging in horseplay. Excessive verbal abuse or physical interaction that results in disruption is also considered disorderly conduct.

Expulsion: Permanent dismissal of a student from the school program. If expulsion is approved, it is the responsibility of the parent/guardian to place the student in another school.

Fabrication/Forgery/Alteration/Destruction: Intentional or unauthorized creation, alteration, falsification, destruction, or invention of any official document including but not limited to 911 phone calls, issuing a bomb threat, setting off a fire alarm, etc.

Gambling: Gambling is the participation in any game where money or other items have been or may be exchanged. Any spectator is deemed a gambling promoter and therefore will be subject to disciplinary action.

Gang-related activity: A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, or symbols. Gang-related activity is any conduct by a student 1) on behalf of a gang, 2) to perpetuate the existence of any identified gang, or 3) to promote the common purpose and design of any identified gang.

Group Fighting: An altercation between more than two (2) participants involved in a physical confrontation.

Harassment: Words and/or actions directed toward an individual or group of individuals to intimidate, degrade, and/or fail to respect another person's dignity. Harassment includes, but is not limited to, references made to a person or group based upon age, sex, race, religion, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, or spreading sexual rumors directed toward an individual or group is also considered harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contacts of a sexual nature.

Incendiary: A bomb or combination of chemicals used to start a fire (i.e., matches lighters, explosives, etc.)

Possession: Having the item(s) on one's personal property or under one's control by the placement of and knowledge of the location of the item(s) on school property or willing to transfer or accept any prohibited object/item to/from any other person who possesses or brings the item on school grounds.

Sexual Assault: Any unwanted sexual contact or attention achieved by force, threats, bribes, manipulation, pressure, tricks, and/or violence.

Sexual Acts: Inappropriate touching or feeling.

Sexual Contact: Engagement in consensual sexual activity including sexting.

Suspension: Temporary dismissal of a student from the regular school program and school-sponsored events for the allotted time assigned by a school administrator. Suspensions can range from 1 to 45 school days, depending on the seriousness of the violation. Students are expected to complete work packets while they serve their suspension. Special Education students will receive appropriate services required under the law. After a suspension, parents/guardians are responsible for scheduling a conference with a Friendship administrator on or before the day the student returns from suspension.

Theft: Acceptance, possession, sale, purchase, transfer, and/or taking of property belonging to another person without his/her consent and knowledge.

Threatening an individual: Verbal or physical acts and/ or written statements regarding harm to an individual's life, physical or emotional well-being, and/or personal property. Additionally, obtaining or attempting to obtain any item or money by intimidation, force, fraud, or illegal use of authority is considered extortion. These actions include but are not limited to arguing, balling up fist, writing notes, extortion, displaying a weapon, or posturing.

Trespassing: Trespassing is an unauthorized presence on school property or at a school event, including those off school grounds. It also includes a student entering any area without authorization to do so. If suspended or expelled from school, a student is not allowed on any school district property or allowed to participate in school-sponsored extracurricular activities on campus or off-site.

Vandalism, Destruction of property: Willful or malicious destruction, defacement, or damage to the school and/or personal property.

Weapon: A weapon, device, instrument, material or substance, animate or inanimate that is used for, or is readily capable of, causing death or serious bodily injury, except that such item does NOT include a pocket knife with a blade of less than 2 ½ inches in length.

Procedures for Suspension & Expulsion

1. All notices regarding disciplinary action will be provided to the parent in writing on the date the school decides to suspend the student and must be signed by a school administrator or designee.
2. Students who have been given an out-of-school suspension or expulsion may not leave school grounds during school hours unless accompanied by a parent/guardian or parent/ guardian designee.
3. Short-Term Suspensions: The school administrator or designee may suspend a student for periods of short-term suspensions for no more than nine (9) cumulative days in a school year.
4. Long-term Suspensions of 10 days or more and/or Expulsion: The school administrator or designee may only recommend:
   a. Long-term suspension of 10 days or more and /or
   b. Expulsion
5. All recommendations for 6-9day suspensions or expulsions will be reviewed by the FAA School Board for a final decision. Note: The Board Discipline Committee does, in the event of disagreement between the Community Office and the school administrator, render the final discipline determination.
6. In calculating days of suspension, days served will not include days when school is not in session for students, including but not limited to school closure days, school holidays, spring break, and summer break, unless the student is required to attend summer school or extended year services.
   a. For example, if the student is suspended on the day before spring break, the days during spring break will not count as days the student served on suspension.
7. Once a student is suspended, a student homework packet must be available for a parent to retrieve within one business day.
8. For students with IEPs, 504 Plans, and students who are in the process of being evaluated for special education who are suspended for more than ten days in a school year, have been recommended for expulsion, or have a pattern of behaviors that entail suspensions that equal a total of more than ten days out of school, a multi-disciplinary team will review all relevant records contained in the student's file or in possession of the school to determine whether the student's violation of school rules was a manifestation of the student's disability. The team will follow Discipline Procedures in Section 11.00 of DESE Rules when making any determinations.
   a. If it is determined that the student's behavior was a manifestation of the student's disability, the student will be returned to his/her educational placement.

b. If it is determined that the student's behavior was not a manifestation of his/her disability, the student's file will be reviewed to determine disciplinary action in accordance with the policies contained in this section.

Procedures for Appeal

1. Upon notification of disciplinary action, a parent/ guardian/student shall have 48 hours to contact the school administrator to request a meeting.
2. During the meeting, the school administrator, the student/ parent/guardian shall have the right to review the summary of the incident, present witnesses and evidence on their behalf, and request that the school administrator reconsider the disciplinary action.
3. If the event that the administrator is unwilling to reconsider the proposed disciplinary action, the student/parent/guardian has the right to appeal any suspension of 10 days or more as well as a recommendation for expulsion by contacting the Superintendent within 24 hours of the meeting with the school administrator.
4. The student / parent/guardian/ can submit letters from witnesses, character letters, a statement from the student, and any other information relevant to the case in writing within 48 hours of contacting the Arkansas Superintendent. The Arkansas Superintendent may also elect to speak with the parent and student regarding the incident.
5. The student/parent/guardian may also request as part of their appeal to have a hearing before the representatives or designees of the School Board. The representatives or designees of the Board who will hear the appeal will consist of a minimum of two (2) administrators at the manager level or above.

Review and Determinations

1. All recommendations for suspensions of 10 days or more and expulsion will be reviewed by the School Board for final determination, regardless of the parent/guardian/student request for appeal. FERPA authorizes disclosure without prior consent to officials and teachers within the school or agency who have a legitimate educational interest and other K-12 schools or school systems to which the student seeks or intends to enroll or is already enrolled as well as post-secondary institutions to which the student seeks to enroll. In the above instances, the student's educational records can be disclosed without prior consent if the person or agency to which the records are being disclosed has a legitimate educational interest.
2. In the case of an appeal, additional information submitted by the parent/guardian/student within the 48-hour timeframe, as well as any information obtained from a hearing, if one is requested, will also be considered.

Determinations made by the Superintendent or designees of the School Board shall be final and will be communicated to the parent/ guardian/student and school administration in writing.

Alternative Programs: A student may be assigned to or offered the opportunity to participate in alternative programs available if, in the opinion of school officials, such assignment would benefit the student. A student with a disability will be referred to the IEP team to determine appropriate services and placement.

Student Services and Resources

What resources are available to students?

We are here to prepare our students to be successful in life. We also want to increase academic performance, support the whole child and family, and promote connections between home and school. We accomplish this through a variety of indirect and direct services that focus on prevention, intervention, and crisis response.

Education of Homeless Children and Youth Program

Educational Rights Public Notice

The mission of the Education of Homeless Children and Youth Program is to ensure free, appropriate, public educational opportunities for homeless children and youths; to provide technical assistance to schools, shelters, and the community; and to heighten awareness of homeless issues. Homeless children and youth should have equal access to the same educational opportunities and services as non-homeless children and youth. In addition, homeless children and youth should have the opportunity to meet the same challenging academic achievement standards to which all students are held pursuant to the McKinney-Vento Homeless Assistance Act federal law.

What is the definition of homeless children and youths?

The term “homeless child and youth” means:

Children and youth who lack a fixed, regular, and adequate nighttime residence; and includes children and youth who 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 lack of alternative adequate accommodations; are living in emergency or transitional shelter; are abandoned in hospitals; or are awaiting foster care placement; Children and youth who have a primary nighttime residence that is a private or public place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; Children and youth who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings; Migratory children who qualify as homeless because they are living in circumstances described above; and Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above.

Can a homeless child enroll in school?

Yes. The child may continue enrollment in the school of origin for the duration of homelessness. The school is the one the child attended prior to becoming homeless or the school in which the child was last enrolled. The child may also enroll in the school for the attendance area where he or she is living temporarily. If a dispute arises over school selection or enrollment, the school must immediately enroll the homeless student in the school, pending resolution of the dispute. If the local school cannot resolve the dispute, the school must follow the Dispute Resolution Process, not to exceed fifteen (15) days. The local school must provide the parent, guardian, or unaccompanied youth with a written statement of the school placement decision and the appeal rights.

Whom should be contacted if a dispute arises regarding enrolling a homeless child or youth in school or if another assistance is needed?

If a homeless child or youth is experiencing difficulty in enrolling in school, please contact their school's homeless liaison or the office of the superintendent.

Extended Learning Programs, Tutoring, & Extracurricular Activities

Before School and After School:

Enrichment and before & after school activities let you explore a world of interests. Singing in the choir, playing in a music ensemble or jazz band, and joining the Girl Scouts and Boy Scouts are but a few of the many examples.

Friendship Aspire Academy will have partnerships with a multitude of prestigious area organizations. Student clubs and associations let you engage in science, drama, and art.

Is before-school and/or after- school care available through Friendship Aspire Academy?

Friendship CARES is an extended learning program and the official before- and after-school care program of Friendship Aspire Academy. While attending this program, students receive tutoring as well as other enrichment and developmental activities. For additional information, please contact the school office.

Special Education Services

The Individual Disabilities Education Act (IDEA) is a Federal law, the purpose of which is to "ensure that all children with disabilities have available to them a Free Appropriate Public Education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living."

Friendship Aspire Academy does not discriminate against students with disabilities and enrolls and serves all students regardless of the type or severity of disability including but not limited to students with specific learning disabilities, speech language impairments, emotional disturbances, intellectual disabilities, developmental delays, autism spectrum disorder, orthopedic impairments, students with traumatic brain injuries, students who are blind, visually impaired, students with hearing impairments, students who are deaf and students with multiple disabilities. Friendship Aspire Academy believes all students can learn with appropriate educational services.

Friendship Aspire Academy prides itself in providing multiple student supports, including but not limited to specialized instruction from qualified special education teachers and related services including but not limited to the area of counseling, behavioral supports, speech, occupational therapy and physical therapy. Friendship Aspire Academy offers a continuum of settings and placements for students with special needs. The goal and mandate of federal law (IDEA) is to educate students in the least restrictive environment that meets their academic and social/ emotional needs. Friendship Aspire Academy educates students with special needs in the least restrictive environment (LRE).

LRE is the provision that students with disabilities will be educated with non-disabled peers to the maximum extent appropriate. This is determined by the IEP team to provide the necessary support and services a student needs from the special and general education teachers in order to be successful.

If a student needs more support than can be provided in an inclusion setting, based on academic and/or social difficulty in the general education classroom, additional classroom environments may be considered. For example, the students may show more success after receiving instruction in a pull-out setting, resource classroom or self-contained classroom. The determination of the LRE is made by a multidisciplinary team that includes school staff and the parent. After the decision is made, the special education staff regularly review each student's level of service and monitor his/her progress to ensure that the services and setting are appropriate.

You as a parent or legal guardian can request that your child be evaluated. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individualized Education Plans (IEPs), maintaining student records, and reporting student progress are managed at each school by the Special Education Coordinator (SEC). If your child is found eligible for special education and related services, the Arkansas State Regulations mandate that all persons who are residents are entitled to receive those services from birth through age twenty-one. The cornerstone of IDEA is the requirement that parents be active participants in determining the services that will appropriately address the special education needs of their children. An effective partnership between parents and educators is necessary and requires that all people involved be fully informed about students' special education needs and collaborate together to address the needs. Sometimes collaboration will include exploration of additional home and community-based supports that can be provided outside of the school day to assist the student. Opportunities to explore options, alternative or additional, outside the learning environment are important to the overall success of the student. Friendship Aspire Academy is committed to partnering with parents to foster a positive educational experience for their child.

What Is an IEP?

If your child is found eligible for special education services, an Individualized Education Plan (IEP) will be developed with your participation and input. The IEP is a written plan of the specialized instruction and related services specifically designed and necessary to meet the unique educational needs of your child. The IEP states the classroom supports, services and resources that FAA will provide to each student with a disability. It contains measurable goals in academic and/or social-emotional areas based on the student's present level of educational performance. In addition, the IEP states
the setting where the services will be delivered and describes the amount of specialized instruction, related services, and supports necessary for the student to make progress on the goals.

The primary contact person for special education services is the School Principal or Special Education Coordinator at your campus.

Notice of Nondiscrimination

Friendship Aspire Academy does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies.

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual.

Grievance Policy and Procedure for Parents/Guardians and Students

The procedures outlined below establish how complaints regarding discrimination or harassment will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. Procedures related to employees are addressed in the Friendship Aspire Academy staff handbook.

Who May File: Any person, including a student, parent, or visitor, who believes they have been discriminated against or been the subject of harassment based on race, color, national origin, sex, age, or disability, in admission or access to, or treatment in, Friendship Aspire Academy's programs and activities may make an informal or formal complaint.

Informal Complaint: Friendship Aspire Academy recognizes that most if not all disputes are capable of being resolved amicably when there is communication between the person who believes they have been discriminated against or the subject of harassment and the school's administration. Friendship Aspire Academy encourages but does not require that any person who has a grievance speaks directly with the school Principal in an effort to resolve the concern(s).

FORMAL COMPLAINT:

Step 1: Initiation

A written notice must be completed and signed by the grievant and submitted to the Principal at the particular campus within ninety (90) calendar days of the alleged discrimination or harassment. A complaint form may also be obtained from the school's front office. The written notice must identify the subject of the complaint, the time frame/date(s) of the occurrence, and the resolution or relief sought. The written notice should be signed and dated.

Step 2: Investigation

The Principal or his/her designee will promptly conduct a thorough and impartial investigation of the matters outlined in the complaint. Each investigation will consist of obtaining written evidence, interviewing witnesses, and allowing parties to present evidence. All matters relating to the investigation and/or the alleged discrimination or harassment are considered confidential and will not be disclosed to persons not involved in the investigation except as required by law.

Step 3: Response

Within thirty (30) calendar days of receiving the written notice, the Principal or his/her designee will respond to the grievance in writing, summarizing the information obtained from the investigation, and determine whether the grievance was substantiated and if so, propose an appropriate resolution. If the grievance was substantiated, immediate action will be taken to rectify the problem.

Step 4: Appeal

If the grievant is not satisfied with the decision of the Principal he/she may appeal the decision through a signed written statement to the Arkansas Superintendent within ten (10) calendar days of receipt of the Principal's response. In an attempt to resolve the grievance, the Arkansas Superintendent or designee shall meet with the concerned parties and their representatives within thirty (30) calendar days of the receipt of such an appeal. A copy of the Arkansas Superintendent or designee's deposition of the appeal shall be sent to each concerned party within ten (10) calendar days of this meeting.

A grievance who is not satisfied with the process or response or does not wish to utilize this process may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures.

Prohibition Against Retaliation

Friendship Aspire Academy will not tolerate or permit retaliation against a grievant who files a complaint pursuant to this policy. Immediate action will be taken against any person found to have retaliated against a grievant that has made a complaint.

Accessing Additional Resources to Support You and Your Child

We understand that students and families may need support beyond the regular school day, and we therefore offer extended learning and referrals to programs to meet practically every need. Please check with the main office.

What is the Family Education Rights and Privacy Act (FERPA)?

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

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

The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask Friendship Aspire Academy to amend a record that they believe is inaccurate. They should write the school Principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If Friendship Aspire Academy decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizes disclosure without prior consent to officials and teachers within the school or agency who have a legitimate educational interest and other K-12 schools or school systems to which the student seeks or intends to enroll or is already enrolled as well as post-secondary institutions to which the student seeks to enroll. In the above instances, the student's educational records can be disclosed without prior consent based on the reason that the person or agency to which the records are being disclosed has a legitimate educational interest.

FERPA also authorizes disclosure of directory information unless the parent or student over the age of 18 notifies the school in writing that they do not wish for directory information to be disclosed without prior consent.

Directory information includes:

- Student Name: Mailing Address, Telephone Listing, Photograph
- Date and Place of Birth
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Honors and Awards Received
- Major Field of Study
- Dates of Attendance and Enrollment Status
- Most recent prior school of attendance

Parents or eligible students may instruct Friendship Aspire Academy to withhold any or all of the information identified above by completing the "Release of Student Directory Information Form," available upon request in writing within one month after the first day of the school year.

Bus Policies and Procedures

BUS POLICIES AND PROCEDURES PARENTS PLAY AN IMPORTANT ROLE IN SCHOOL BUS SAFETY

To have an effective safety program, safety awareness must begin and be constantly reinforced at home. Bus drivers must operate the bus safely in traffic with many students behind them. There is only a minimal amount of time for drivers to participate in the area of bus safety instruction.

The following points are suggested to parents:

- Stress the importance of remaining seated and reasonably quiet while the vehicle is in motion.
- Students should not automatically expect traffic to stop for the overhead flashers on the bus.
- Students shall wait until the driver directs the students to get on the bus.
- Find an established time--not too early and not too late--to have your children leave home for AM pick-up.
- Warn students about strangers who hang around the bus stop and may offer rides or candy.
- Discuss the safety hazards involved in throwing anything out of a bus window. •
- As a Parent/Guardian, support Friendship Aspire Academy's policies and procedures for riding the bus. Riding a school bus is a privilege, not a right.
- As a Parent/Guardian, instill in your child that they are to obey all school rules at the bus stop. Misbehavior at the bus stop will be reported to the building administrator.

While at the bus stop, students will:

- Be at the bus stop before the bus is scheduled to arrive. •
- Choose a spot that is about 10 feet off the road to wait for the bus.
- Wait until the bus comes to a complete stop and the driver has given directions to board before crossing the street in front of the bus.
- Not gather on private property without permission from the landowner.
- Obey all rules and regulations at the bus stop as if in a school classroom. The bus stop is considered part of the grounds and all school rules apply.

When boarding and exiting the bus, students will:

- Get on and off the bus only at their assigned bus stop or school, unless they have a permission slip from the building administration office. Students will exit the bus quietly in an orderly manner.
- Board the bus and go to their assigned seat. Students must sit in assigned seats.
- Not board or leave the bus except when instructed by the driver. Students will not exit through the emergency exits unless instructed by the driver.
- Go to a point on the shoulder of the street approximately ten feet in front of the bus and wait for the driver's signal before crossing the street.
- Not attempt to retrieve a dropped object until the bus has left the scene and the street is clear of other vehicles. •
- Not get in the way of exiting students. While riding the bus, students will:
- Follow all rules and regulations in the student handbook.
- Follow the driver's instructions and not distract his/her attention.

While riding the bus, students will:

- Follow all rules and regulations in the student handbook.
- Follow the driver's instructions and not distract his/her attention
- Go to and remain in their assigned seats until they arrive at their school or bus stops. Students are responsible for the seat they are assigned.
- Face the front of the bus and talk quietly (no screaming or yelling).
- Carry on the bus only items that can be placed on their laps and keep all belongings out of the aisle of the bus.
- Not bring opened beverage containers, knives, firearms, sharp objects, clubs, glass objects, or animals on the bus.
- Keep hands, feet, etc. to themselves and inside the bus windows.
- Not eat or drink on the bus.
- Not open or spray fragrances or other substances on the bus.

All rules that are followed at school are also to be followed on the school bus and/or at the school bus stop.

If a child breaks a rule other than the safety rules mentioned above, the violation(s) will be reported to the school administrator who will then follow the school's student handbook. This violation will also count as one of the five (5) bus discipline steps before a student is denied bus-riding privileges for the semester or year.

Students who ride a bus while suspended, will have their bus suspension time doubled.

When riding a Friendship school bus, students are subject to videotaping. The videotape will be used to help maintain discipline and student safety.

Disciplinary Incidents will be referred by the driver to the campus administration. Disciplinary measures will be administered according to the Student Handbook.

DISCIPLINE

The following discipline policy will be used at the DISCRETION OF THE PRINCIPAL AND/OR ACADEMY DIRECTOR, depending upon the severity of the offense. If a child chooses to break the safety rules and procedures above, the following will occur:

1st Offense - probation notice sent home.

2nd Offense - three (3) day suspension from riding ALL buses or left to the discretion of the building level administrator.

3rd Offense - five (5) day suspension from riding ALL buses.

4th Offense - ten (10) day suspension from riding ALL buses.

5th Offense – suspension from ALL buses for the remainder of the semester or year.

BUS RESTITUTION

Students that damage school property on the school bus will receive the discipline in addition to paying the cost of repairing or replacing the damaged property. The student will not be allowed to ride the bus until restitution has been made and discipline has been served.

BUS TRANSPORTATION PROCEDURES IN SEVERE WEATHER

If inclement weather occurs (SIRENS HAVE SOUNDED) while school is in session, students are to follow written tornado drills procedures.

NOTE: Students riding buses other than the bus to which they are assigned by residence has caused overcrowding on some of our buses. Students will only be allowed to ride the bus to which they are assigned by residence.

- Students are not to get off the bus at any stop but their own, unless they have a permission from the principal's office. Safety takes place over convenience in selecting school bus stops.
- The administration will be given the authority to consolidate bus stops according to the Arkansas Department of Elementary and Secondary Education recommendations.

Passing a school bus while flashing red lights are on is in direct violation of Arkansas law regulating the unlawful passing of a school bus. Violators will be reported to law enforcement officials.

- When a student chooses to misbehave and the school administrator suspends the bus riding privileges of a student, the administrator will attempt to contact the parent. Suspension will begin once the parent is notified.
- Parents with concerns or questions about bus discipline involving their students should first call the school's principal in charge of discipline. If the problem remains unresolved, parents may then contact the district's Director of Operations. If parents are still unsatisfied at this point, the Superintendent may be contacted.
- Parents with concerns or questions about the bus driver when it involves their children should first contact the Transportation Director at mhill@friendshipaspire.org. If the problem remains unresolved, parents may then contact the Superintendent.

CAR RIDERS

Afternoon Car Riders Students must be picked up from school within thirty (30) minutes of dismissal unless they are enrolled in an approved after-school program or extracurricular activity.

Students who are not picked up from school within this timeframe will be supervised by school personnel in a designated area.

However, repeated late pick-ups may result in further action as follows:

- First Occurrence: Verbal reminder to parent/guardian.
- Second Occurrence: Written notification to parent/guardian detailing school policy/procedure.
- Third Occurrence: School administration conference with parent/guardian to discuss concerns and potential solutions, which may include arrangements for bus transportation, if available.
- Fourth Occurrence and Beyond: The school may contact local authorities, including the Department of Human Services (DHS) or law enforcement, if a pattern of neglect is suspected or if a child is left without appropriate supervision repeatedly, or for an extended period.

Friendship Aspire Academy
Public Charter School
ARKANSAS

Acknowledgement of Student Handbook

MISSION STATEMENT

The mission of Friendship Aspire Academy is to provide a world-class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded, and self-sufficient citizens who contribute actively to their communities.

STATEMENT OF RESPONSIBILITY

This handbook contains policies for students at all elementary and secondary schools in the Friendship Aspire Academies including parents and students' expectations, discipline, and attendance policies. These policies will be enforced. Parents and/or students should read them carefully. Please contact the building principal or academy director if clarification is needed.

By our signatures below, we signify that we have access to a copy of the Student/Parent Handbook. We understand that these policies will be enforced.

Student's Name: _____

Student's Signature: _____ Date_____

Parent/Guardian's Signature: _____ Date_____

To access a copy of the handbook online visit: **https://friendshipaspire.org.**

Friendship Aspire Academy
Public Charter School
ARKANSAS

Media, Publications, Video, Internet Consent and Release Agreement for Parents/Guardians and Students

Parents, guardians and students who attend or participate in programs or events at Friendship Aspire Academies are occasionally asked to be part of district, county, statewide and/or national publicity, promotion, marketing and/or public relations activities or projects, and/or appear in educational and curriculum material developed by the District.

1. My school has permission to use my child's images and name in the school yearbook.

   Check one: ____ YES ___ NO

2. My school has permission to use my child's images and name on the school's social media accounts and website.

   Check one: ____ YES ___ NO

3. My school has permission to use my child's images and name on the teacher's and school's communication platform (Rooms).

   Check one: ____ YES ___ NO

4. Friendship Aspire Academies has permission to use my child's name, image (still or video), art, written work, voice or verbal statements in any educational and /or promotional printed or electronic piece (including social media and website) that furthers the district's education and/or public relations efforts.

   Check one: ____ YES ___ NO

If the Parent/Guardian and/or student wish to rescind this agreement, they may do so at any time with written notice.

_____ _____
Student's Name (print) Grade School

_____ _____
Student's Signature (if at least 18 years old) Date

_____
Parent/Guardian Name (sign)

_____ _____
Parent/Guardian Signature Date

Each student should have a copy of this form at the school the child attends.

: :

Friendship Aspire Academy Public Charter School

ARKANSAS