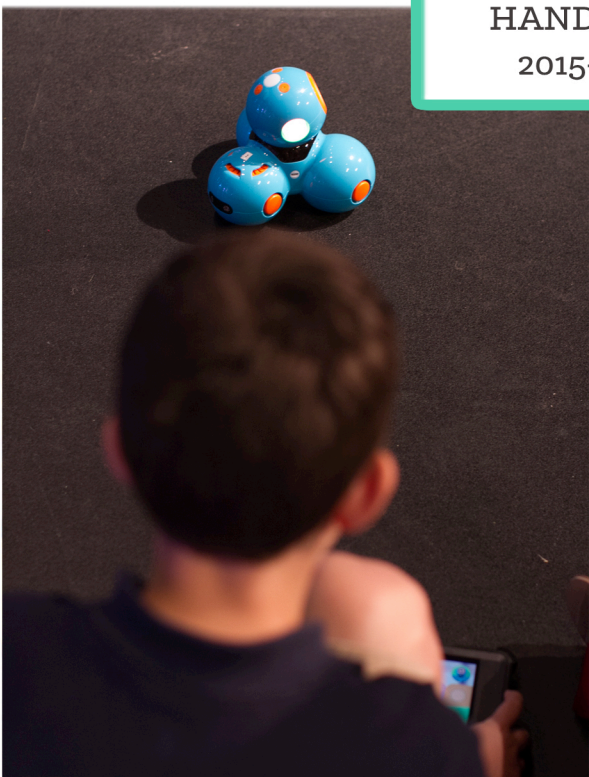


Parent & Scholar  
HANDBOOK  
2015-2016



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WELCOME TO  
ONE SCHOOL OF THE ARTS





## OUR VISION:

To provide a school of excellence, creativity, innovation, honor and curiosity where the mind and heart are fully engaged.

Through this environment, scholars will thrive, discovering their true identity, and as a result, find themselves positioned for success as leaders in our culture.

# CONTACT INFORMATION

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## Address:

1675 Dixon Road  
Longwood, FL 32779

## Website:

[www.oneschool.net](http://www.oneschool.net)

## Phone:

(407) 774-0168

## Email:

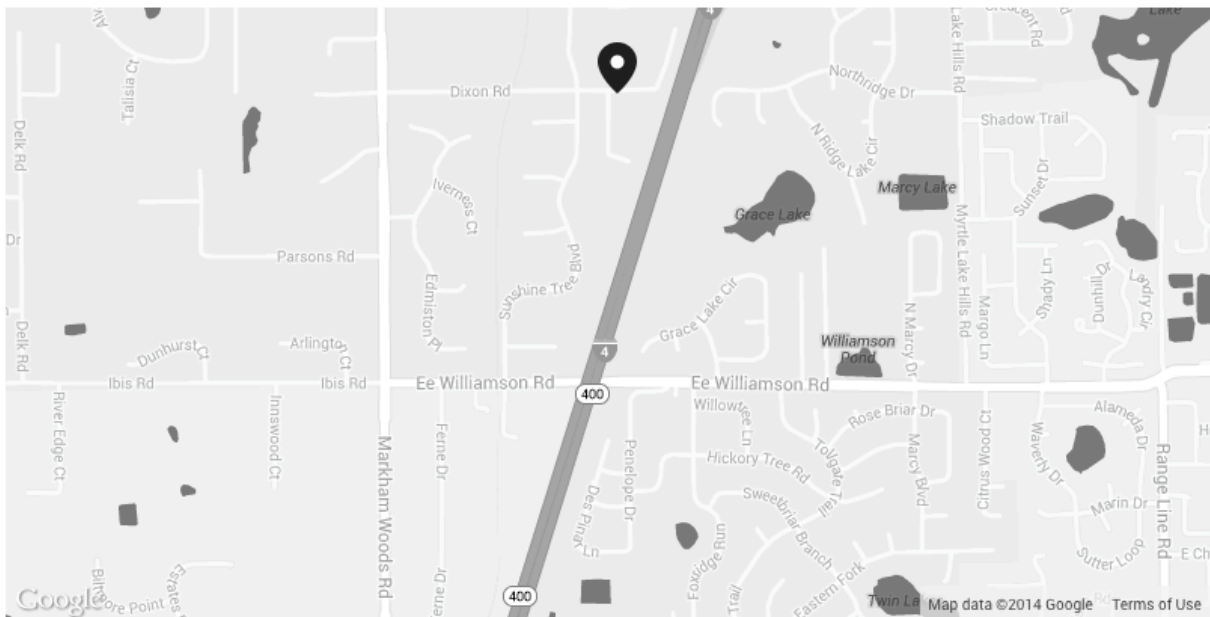
[hello@oneschool.net](mailto:hello@oneschool.net)

## Fax:

(407) 774-1750

## Office Hours:

Monday – Friday: 8:00am – 4pm  
*\*Modified summer hours: Mon-Thurs 9am-2pm*  
*Closed week of July 4th*





# OUR TEAM

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## Administration

Head of School – Kristen Campbell, [kcampbell@oneschool.net](mailto:kcampbell@oneschool.net)

Principal – Darlene Hellender, [dhellender@oneschool.net](mailto:dhellender@oneschool.net)

Vice Principal – William Seidel, [wsiedel@oneschool.net](mailto:wsiedel@oneschool.net)

Early Childhood Director – Jenna Christian, [jchristian@oneschool.net](mailto:jchristian@oneschool.net)

Dean of Scholars – Pastor Dave Martin, [dave@onechurch.net](mailto:dave@onechurch.net)

Director of Arts – Ryan Frye, [rfrye@oneschool.net](mailto:rfrye@oneschool.net)

Athletic Director – Kim Reynolds, [kreynolds@oneschool.net](mailto:kreynolds@oneschool.net)

## Support Team

Office Manager – Donna King, [hello@oneschool.net](mailto:hello@oneschool.net)

Director of Admissions – Debbie Cason, [dcason@oneschool.net](mailto:dcason@oneschool.net)

Bookkeeper – Suzy Maners, [smaners@oneschool.net](mailto:smaners@oneschool.net)

Communications & Media – Mio Frye, [mfrye@oneschool.net](mailto:mfrye@oneschool.net)

Guidance Therapist – Cindy McDaniel, [cmcdaniel@oneschool.net](mailto:cmcdaniel@oneschool.net)

Parent Teacher Fellowship – Kimberly Gordon, [kgordon@oneschool.net](mailto:kgordon@oneschool.net)

Therapy Dog – Ollie the Goldendoodle

Please see our website for a current list of Team members including Early Childhood, Lower School, Middle School, High School and Enrichment Teachers.

# VISION & STATEMENT OF FAITH

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## Purpose

We exist to inspire young scholars to dream with no limits, nurture their God-given gifts and callings and give them the tools they need in life to be successful.

## Statement of Faith

### We Believe that there is:

#### ...ONE GOD

We believe that there is one God, eternally present in three persons: Father, Son and Holy Spirit. (Genesis 1:26, Matt 3:16-17, John 1:1-4)

#### ...ONE LORD

We believe that the only hope for man is to believe on Jesus Christ, the virgin born Son of God, fully God and fully man. Through faith in Christ's life, death and resurrection, mankind is redeemed. (Romans 10:9-10, 13, John 3:16, Ephesians 2:1-10)

#### ...ONE SPIRIT

We believe that the Holy Spirit indwells all believers, and through the Baptism of the Holy Spirit, a distinct experience from salvation, believers are empowered for Christian service, and gifted for this service. An evidence of the Baptism of the Holy Spirit is speaking in tongues as the Holy Spirit gives utterance. The Holy Spirit also enables believers to live a Christ-like life exhibiting Godly character. (Luke 11:13, Acts 1:8, 2:1-4, 8:17, 10:44-46, 19:6, Galatians 5:22-23, 1 Corinthians 12)

#### ...ONE FAITH

We believe the Holy Bible is the only inspired, infallible, and authoritative source of Christian faith and practice. The Bible is the supreme revelation from God, superior to conscience and reason, though not contrary to reason. (2 Tim 3:16, 17).

We believe that man was created in the image of God, but as a result of sin is lost and powerless to save himself. (Genesis 1:26, 2:16-17, Romans 6:23)

We believe that salvation is by faith and through grace alone. No amount of good works will produce justification before God.

We further believe that the manifestation of faith and grace is a holy life expressed through righteous works. (Ephesians 2:8-10)

We believe that divine healing, physical, emotional and spiritual, is included in the atonement of Christ. (Isaiah 53:4, Matthew 8:17, 1 Peter 2:24-25)

### ...ONE BODY

We believe that the Church is the Body of Christ, both universal and local, and is composed of individuals who through faith in Jesus Christ have been regenerated by the Holy Spirit. We believe that Christ Jesus is the Head and Lord of the Church. The mission of the Church is worship, evangelism, discipleship and the nurturing and care of one another. (Matthew 28:1-20, Colossians 1:18, Ephesians 2:19-22)

We believe in the calling and gifting of various ministries in the Church, including but not limited to apostles, prophets, evangelists, pastors, teachers and deacons. We believe that the Church has responsibility for recognizing, equipping, and commissioning these various ministries for the edification of the Body of Christ. (Ephesians 4:11-13, 1 Corinthians 12:12-30, Romans 12:3-8)

### ...ONE BAPTISM

We believe in two sacraments of the Church: a) The Sacrament of Water Baptism, b) The Sacrament of Holy Communion. (Acts 2:38; Matthew 26:26-30.)

Water Baptism by immersion, following salvation, is the outward sign of the inward work of regeneration by the Holy Spirit and should be done by all believers in obedience to Jesus.

### ...ONE HOPE

We believe that eternal life in heaven is the reward of all who believe and receive Christ as their Lord. (John 3:16-17, Luke 23:43, John 14:2-3)

We believe that those who do not accept Christ, are condemned to an eternity apart from God's presence, which the Bible declares to be the second death (John 14:6, John 3:18, Revelation 21:8)

# ABOUT ONE SCHOOL

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## Philosophy

**“But what happens when we live God's way?** He brings gifts into our lives, much the same way that fruit appears in an orchard - things like affection for others, exuberance about life, serenity. We develop a willingness to stick with things, a sense of compassion in the heart, and a conviction that a basic holiness permeates things and people. We find ourselves involved in loyal commitments, not needing to force our way in life, able to marshal and direct our energies wisely. Legalism is helpless in bringing this about; it only gets in the way.” **Galatians 5:22-23**

“The fruit of the Spirit is love.” Only as we live in love can we fulfill the will of God in our lives. The believer must become love-inspired, love-mastered, and love-driven. Without the fruit of the Spirit (love), we are just a religious noise.

“The fruit of the Spirit is love” and it is manifested in joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

- ✓ Joy is love’s strength.
- ✓ Peace is love’s security.
- ✓ Patience is love’s endurance.
- ✓ Kindness is love’s conduct.
- ✓ Goodness is love’s character.
- ✓ Faithfulness is love’s confidence.
- ✓ Gentleness is love’s humility.
- ✓ Self-control is love’s victory.

As a Christian school, we believe the lesson of love taught in the early years of a child’s development is a very important lesson. The Bible tells us that this is not our “Human Nature.” However, our goal is to work toward helping our scholars grow up in Jesus and to enjoy the “Fruit of the Spirit” for life. An outward expression of a child’s “fruit” is the way they treat others, and at this age, usually is shown by the words they choose. For this reason, we want to continue in our efforts to train our scholars in the use of proper manners. Teaching children to use “please,” “thank you,” “may I” and “excuse me” are basics in proper language skills and are necessary in expressing kindness to one another.

I Corinthians 13:1-8 teaches us that if our scholars learn to give and receive love, they will surely succeed. What better heritage can we give them?

A Christian teacher teaches science as God's creation, math as God's order, geography as God's handiwork, history as God's story, physical education and health as priority in thriving, music and art as God's beauty and tools that awaken wonder and worship, and recess and playtime as tools to bring growth in character.

Ultimately, it is our scholar's parents who are responsible before God to "train up a child in the way he should go." It is our school's responsibility to assist the parent in their God given role. So, rather than usurping the parental role of educating, we see our role to assist parents in teaching their children and to help better equip parents to train their own children.

## Authority

One School of the Arts operates under the authority of One Church in Longwood, FL. The flow of authority is as follows:

Senior Pastor  
School Board  
School Administration  
Teachers / Assistants  
Scholars

## Our Staff

All teachers, staff, and assistants not only confess Jesus Christ as Savior, but also live out their beliefs modeling Christ-like behavior both on and off campus.

## **School Credentials**

One School of the Arts complies with the requirements stated by the FLOCS (Florida League of Christian Schools) and is accredited through FLOCS and AdvancED.

We are also a member of Florida Association of Academic Nonpublic Schools, Inc. (FANNS), and the Association of Christian Teachers and Schools (ACTS), a nationally recognized accrediting organization.

## **Non-Discrimination Statement**

One School of the Arts admits scholars of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to scholars at the school. It does not discriminate in the administration of its educational policies, admission policies, athletic, and other school administrative programs.

# ENROLLMENT STANDARDS & CONSIDERATIONS

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## Considerations Before Enrollment

### Five-Year-Old Kindergarten Program

In compliance with the State of Florida educational standards, every Kindergarten scholar must be age five by September 1st in order to attend our Kindergarten program. No exceptions will be made. For admission, a child must be ready developmentally by September 1 of the current school year. New scholars applying for admission to Kindergarten may be required to take a Development Assessment Test, which is administered by the specially trained teachers. OSOTA retains the right to refuse admission to any scholar who does not exhibit the emotional or physical readiness necessary to successfully accomplish academic tasks.

### First Grade

In compliance with the State of Florida educational standards, every first grade scholar must be age six by September 1st and have successfully completed kindergarten. No exceptions can be made.

### Returning Scholars

Previously enrolled scholars who re-apply will receive priority enrollment. According to the working policy of the OSOTA School Board, no scholar may be enrolled unless his previous account is paid in full or satisfactory arrangements have been made with Administration.

### New Scholars

New scholars will be considered for application on an individual basis as they apply during the year. A letter of recommendation and previous report card are recommended when submitting your application. Transcripts for scholars transferring from another school will be requested. Parents must sign a request form to be sent to the previous school. A placement test will be administered to each new applicant. Placement considerations will be based on the results of testing, as well as records shown from the previous school. At OSOTA, we make sure that each scholar is the right fit before awarding acceptance to the school. Ultimately, we strive to do what is in the best interest of each scholar and family.

## Special Needs Scholars

OSOTA is not equipped to meet the special needs of some scholars. They may be denied admission if their needs cannot be met.

## Physicals and Immunizations

It is a policy of the Florida League of Christian Schools (FLOCS) and also a Florida State Law that Kindergarten and new scholars must present a current physical examination and proof of immunizations before entering school. A new proof of immunization is required prior to entering the 7th grade due to new state requirements.

## Parental Support

Parents seeking admission for their children into OSOTA thereby pledge their support of the school's principles, programs, and teachers. They also agree to direct their children to act in harmony with the standards, requirements, and philosophies of the school. The administration reserves the right to refuse admittance to any scholar who does not exhibit behavior in harmony with the school's principles. Scholars may also be suspended or expelled during the school year for the same reasons.

Simply put, our scholars are great because their parents and teachers support them in their dreams and desires to make the world a better place.

Our parents lead by example, making a priceless contribution to our school through their volunteer hours. Each parent is asked to donate 20 hours throughout the school year, serving in whatever capacity they find most fulfilling. Please go online to see what opportunities await you. Memories are waiting to be made.

## Scholar Cooperation

We seek to maintain the highest educational standards possible; therefore, scholars must cooperate in their obedience in the classroom and in homework assignments. Scholars will be challenged to meet their highest level of academic achievements for the glory of God.

## Scholar Participation

Scholars are expected to participate in field trips, programs, and other school functions.



# ACADEMICS



# CURRICULUM OVERVIEW

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## General Academic Information

In each classroom you will see Whole Brain Teaching in action. It is a research-based system that utilizes all areas of the brain, keeping scholars engaged throughout their lessons. It is highly interactive and helps them retain more information than the traditional lecture-discussion model. Scholars teach what they have just learned to their partners, using hand-gestures to help remember specific vocabulary. While scholars help teach each other, the teacher walks around the room to discover who understands the lesson and who needs more instruction.

Our core class curriculum is a carefully chosen combination of tools; when utilized together these tools help unlock success in each scholar. Some examples of curriculum that we use are: ABeka, Handwriting Without Tears, Classical Academic Press, Starfall, Scholastic, Mobymax, Apologia, Positive Action, Bob Jones University, Science Bits and Khan Academy.

## Academic Programs

Programs offered at OSOTA include instruction in the academic areas of math, language arts, science, and social studies. Other areas of study generally include Bible, communication skills, physical and life sciences, health and safety, physical education, practical applied arts, computer, music, Spanish and Chinese. These are taught with the objectives of developing character, and service abilities, physical and social skills, and career and work responsibility.

## 4 Pillars of Creative Education

One School of the Arts offers a holistic approach to private, Christian education. It is with great intentionality that our vision is executed. Extensive research goes into every decision we make to provide the optimal learning experience.

Our 4 Pillars of Creative Education consist of: Visual Arts, Performing Arts, Communicative Arts, and Culinary Arts.

Every quarter, our young scholars embark on a journey of discovery as they explore creativity, self-expression, values and more in their enrichment classes. We are fortunate to have numerous instructors who have experienced great success in their fields and enjoy sharing their passion with young minds.

1. **Visual Arts:** We offer a vibrant visual arts program that teaches problem solving and how to make good judgments about quantitative relationships.

2. **Performing Arts:** From improvisation classes to introduction to piano and dance, our young scholars love performing and exploring their passions.
3. **Communicative Arts:** Finding one's voice requires courage. Our communicative arts curriculum is designed to draw out that voice and encompasses speech, journalism, creative writing, poetry, television production, Spanish, and Chinese.
4. **Culinary Arts:** From root to table, our scholars experience the full flavor of learning to cook. In our hands-on culinary arts classes, scholars may apply math, science, history, geography, and nutrition. Yum!

## Electives

One School of the Arts offers a vibrant selection of electives to our young scholars. Updated yearly, we are constantly growing and working to expand our catalog of electives. We currently offer:

**Chinese & Spanish:** Our interactive approach to language learning supports a multicultural mindset and openness to experiencing diversity.

**Cooking:** Our culinary program teaches important cooking skills and within a safe and healthy environment.

**Baking:** Our baking classes teach important kitchen skills within a safe and healthy environment.

**Art:** We offer a vibrant art program that encourages creativity, critical thinking and problem solving.

**Orchestra:** Discipline meets musical passion in this exciting program designed to build and support musicians.

**Creative Storytelling:** Spontaneity meets drama with this expressive and unique experience.

**Improvisation/Acting:** Experience the power of play while learning the fundamentals of live improvisation that encourage trust, communication, agreement, active listening, and teamwork.

**Spoken Word:** Explore creativity through poetry in this interactive and collaborative elective.

**Photography\*:** Embrace a life behind the lens with our unique photography class, emphasizing finding joy and beauty in small moments and others.

**Digital Video\*:** Lights, camera, and action are all combined to create a program that takes a behind-the-scenes look at media production.

**Dance:** Our high-energy dance program combines uplifting music and aerobic activity to better develop motor skills and promote physical activity.

**Speech/Debate:** This elective is designed to challenge the mind, while encouraging critical thinking, logical analysis, and ease with public speaking.

**PE:** We provide fun games and activities to encourage cardio fitness, promote healthiness, and teach proper sport decorum.

**Typing:** In 4<sup>th</sup> grade, our scholars participate in a take a typing class to increase their keyboard efficiency and words per minute.

**Chess:** Strategic thinking, problem-solving and so much more are taught in our Chess classes. Additionally, we have a chess club that meets on a weekly basis throughout the year.

**Yearbook\*:** Our scholars apply to be on the Yearbook team to help capture the memories from the year while learning valuable skills in project management, digital media management, and layout design.

*\* = Offered exclusively to Middle School & High School OSOTA scholars.*

## Standardized Testing

The Stanford Achievement Test (SAT 10) is given to all scholars from K- High School towards the end of the school year. All scholars must attend school during testing week as these tests are used to help assess the strengths and weaknesses of the individual scholar.

# GRADING & REPORT CARDS

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## Grading Scale

Our grading scale is as follows:

90-100 – A

80-89 – B

70-79 – C

60-69 – D

59 and below – F

For Kindergarten: E, Excellent-80-100; S, Satisfactory-70-80; U, Unsatisfactory-69-below

## Honor Roll & Principal's List

- ✓ Principal's List: 3.5 GPA with no D's or F's for the quarter.
- ✓ Honor Roll: 3.0-3.5 GPA with no D's or F's for the quarter.

## Character Report Cards

Report cards are given on a quarterly basis. We ask that parents schedule a brief conference to receive their scholars' report cards.

We place a concentrated effort on infusing character education into our daily lessons and use character report cards in conjunction with academic report cards as a tool to help holistically educate our scholars. We believe that “character can take you farther than intellect.”

Our approach is rooted in research from Dr. Martin Seligman and Dr. Angela Duckworth of University of Pennsylvania and Dr. Chris Peterson of University of Michigan that identifies 24 character strengths as keys to leading engaged, meaningful and purposeful lives. At One School of the Arts we will provide numerous opportunities for character to be developed.

## 7 Key Traits on Character Report Cards

We focus in on 7 key character traits on scholar report cards: zest, grit, self-control (school work), self-control (interpersonal), optimism, gratitude, social intelligence, and curiosity.

Listed below are descriptions of each trait and characterizations of how we recognize growth in our scholars' abilities in the classroom and beyond.

### **Zest:**

- ✓ Approaching life with excitement and energy; feeling alive and activated
- ✓ Characterized by: active participation, showing enthusiasm and invigorating others

### **Grit:**

- ✓ Finishing what one starts; completing something despite obstacles; a combination of persistence and resilience
- ✓ Characterized by: finishing whatever we begin, trying hard even after experiencing failure, working independently with focus

### **Self-control (school work):**

- ✓ Regulating what one feels and does; being self-disciplined
- ✓ Characterized by: coming to class prepared, paying attention and resisting distractions, remembering to follow directions, getting to work right away rather than procrastinating

### **Self-control (interpersonal):**

- ✓ Characterized by: remaining calm even when criticized or otherwise provoked, allowing others to speak without interruption, being polite to adults and peers, keeping temper in check

### **Optimism:**

- ✓ Expecting the best in the future and working to achieve it
- ✓ Characterized by: getting over frustrations and setbacks quickly, believing that effort will improve his/her future

### **Gratitude:**

- ✓ Being aware of and thankful for opportunities that one has.
- ✓ Characterized by: recognizing and showing appreciation for others, recognizing and showing appreciation for opportunities

## Social Intelligence:

- ✓ Being aware of motives and feelings of other people and oneself; including the ability to reason within large and small groups
- ✓ Characterized by: being able to find solutions during conflicts with others, demonstrating respect for feelings of others, knowing when and how to include others

## Curiosity:

- ✓ Taking an interest in experiencing and learning new things for its own sake; finding things fascinating
- ✓ Characterized by: being eager to explore new things, asking and answering questions to deepen understanding, actively listening to others

# AFTER SCHOOL OFFERINGS & FIELD TRIPS

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## After School Offerings

Scholars who attend One School of the Arts, as a rule, experience their education. In order to experience something, one needs to be immersed and fully engaged.

OSOTA provides a dynamic experience for your scholar in education. Beginning in each classroom, our scholars embark on a journey of academic and artistic discovery that doesn't stop when the bell rings.

We offer additional opportunities for development in the following after school offerings: (note: stay tuned in to our school website for offerings throughout the year as they are subject to change)

- ✓ Ballet
- ✓ Theatre
- ✓ Piano Lessons
- ✓ Soccer Program
- ✓ Cheerleading
- ✓ Chess Club
- ✓ Hip-Hop Dance

Families may register their young scholars in these exciting new offerings by contacting the Front Office.

## Field Trips

Field Trips are also an integral part of our curriculum. Each Kindergarten-High School class will have the opportunity to participate in a field trip(s). They are designed to be fun and informative, reinforcing classroom lessons and strengthening interpersonal relationships with peers and teachers. While participation is not mandatory, scholars are strongly encouraged to attend. The teacher may request chaperones; all other parental attendance is discouraged. Chaperones must be recognized school volunteers who have completed a background check prior to volunteering. For the safety of our scholars they must travel in school provided or authorized transportation both to and from the location, and remain with the group throughout the trip. No siblings will be permitted to attend.



# HOMEWORK & MAKE-UP WORK

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## Homework Overview

At One School of the Arts we realize that in order to retain skills, scholars must practice them. Homework is given so that scholars can grasp the concepts that they are learning and be able to retain them in their long-term memories. Our goal is to ensure that our scholars are succeeding, and we believe that by issuing homework, we are allowing our scholars to meet their fullest potential and helping them continue to grow as learners.

We believe that parent involvement is a crucial aspect of a scholar's education; therefore, we encourage parents to be involved with their scholar's learning through homework. Schoology is our Learning Management System that connects you to your scholar's assignments. You can access your scholar's Schoology account on the web or via the Schoology app on your phone.

## Why is Homework Given?

### For Preparation

Scholars profit most from classroom explanation and discussion when preparatory reading assignments are given.

### For Practice

Following classroom explanations and illustration, homework is given so the material will be mastered.

### For Remedial Activity

As the school year progresses, various weak points in a scholar's understanding of a subject may become evident. Homework, therefore, may be given to supplement weak areas.

### For Special Projects

Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of attention at home.

### For Reinforcement

Homework may be expected for the purpose of reinforcement, preparation of special projects and establishing good study habits.

## Make-up Work

When scholars have an excused absence, it is the individual's responsibility to make up the work missed. The scholar will be given 2 days makeup for each day absent. Late work, without an excused absence, will be accepted with a penalty depending on grade level. See outline below:

### Elementary School Late Work Policy

Kindergarten - No penalty for late work.

1<sup>st</sup>-5<sup>th</sup> grades accept late work with a 5 point per day late penalty until the score is 0.

### Middle & High School Late Work Policy

Work not turned in will receive a penalty grade of zero. Grades will be lowered on late work unless the result of an excused absence. For every day absent the scholar has two additional school days to make-up work. Late work is accepted with a 20 point per day late penalty until the score is 0. When communicated and agreed up by the individual teacher in advance, projects may be turned in late.

# SUMMER READING LIST

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Please view our website for the most up-to-date summer reading list.

# SCHOOL SUPPLY LIST

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Please view our website for the most up-to-date supply list.

# KEY INFORMATION



# CALENDAR: 2015 - 2016

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## 1st Quarter

August 12 <sup>th</sup> - 21 <sup>st</sup>	Teacher Work Days
August 20 <sup>th</sup> & 21 <sup>st</sup>	Open House (Elementary: 6pm 20 <sup>th</sup> , MS/HS: 6pm 21 <sup>st</sup> )
August 24 <sup>th</sup>	First Day of Attendance
September 7 <sup>th</sup>	No School: Labor Day
September 16 <sup>th</sup>	Fall Pictures ( <i>subject to change</i> )
September 25 <sup>th</sup>	Progress Reports Distributed
September 23 <sup>rd</sup>	See You at the Pole –Morning Prayer
October 13 <sup>th</sup> -15 <sup>th</sup>	Fall Book Fair
October 19 <sup>th</sup> – 23 <sup>rd</sup>	No School: Fall Break
October 23 <sup>rd</sup>	Teacher Inservice
October 26 <sup>th</sup>	School Reopens
October 30 <sup>th</sup>	Reformation Day Celebration
November 2 <sup>nd</sup>	End of 1 <sup>st</sup> Quarter

## 2nd Quarter

November 9 <sup>th</sup> -11 <sup>th</sup>	Week of 1 <sup>st</sup> Quarter Conferences
November 9 <sup>th</sup>	Elementary School Honor Roll Luncheon
	Middle & High School Honor Roll Luncheon
November 12 <sup>th</sup> & 13 <sup>th</sup>	FLOCS Teacher Conference (School Closed)*
November 23 <sup>rd</sup>	Spelling Bee
November 25 <sup>th</sup> - 27 <sup>th</sup>	No School: Thanksgiving Holiday
December 4 <sup>th</sup>	Progress Reports Distributed
December 14 <sup>th</sup> - 18 <sup>th</sup>	Christmas Shop
December 17 <sup>th</sup>	Christmas Performances
December 18 <sup>th</sup>	Team Christmas Party
December 21 <sup>st</sup> - Jan. 4 <sup>th</sup>	School Closed
January 4 <sup>th</sup>	School Reopens
January 18 <sup>th</sup>	No School: Martin Luther King Jr. Day
January 22 <sup>nd</sup>	End of 2 <sup>nd</sup> Quarter

## 3rd Quarter

January 25 <sup>th</sup> -29 <sup>th</sup>	Week of 2 <sup>nd</sup> Quarter Conferences
January 21 <sup>st</sup> & 22 <sup>nd</sup>	Science Fair (on display) Awards on 1/22
January 25 <sup>th</sup>	Registration Begins
January 29 <sup>th</sup>	Honor Roll Luncheon
February 15 <sup>th</sup>	No School: President's Day
	Spiritual Emphasis Week
February 19 <sup>th</sup>	African-American Heritage Festival
February 26 <sup>th</sup>	Progress Reports Distributed
February 26 <sup>th</sup> & 27 <sup>th</sup>	LCS Festival
March 4 <sup>th</sup>	Geography Bee
March 18 <sup>th</sup>	Field Day: Elementary School
March 21 <sup>st</sup> - 25 <sup>th</sup>	No School: Spring Break!
March 28 <sup>th</sup>	School Reopens
April 1 <sup>st</sup>	End of 3 <sup>rd</sup> Quarter

## 4th Quarter

April 4 <sup>th</sup> -8 <sup>th</sup>	Week of 3 <sup>rd</sup> Quarter Conferences
April 8 <sup>th</sup>	Honor Roll Luncheon
April 20 <sup>th</sup> -22 <sup>nd</sup>	SAT Testing
April 22 <sup>nd</sup>	½ Day! Scholar Dismissal at Noon Staff Appreciation Lunch
April 29 <sup>th</sup>	Dance & Music Recital
May 6 <sup>th</sup>	Progress Reports Distributed Spring/Summer Book Fair
May 13 <sup>th</sup>	Shark Tank
May 23 <sup>rd</sup> & 24 <sup>th</sup>	Spring Play
May 30 <sup>th</sup>	No School: Memorial Day
June 9 <sup>th</sup>	Awards Ceremony: 9 AM
June 9 <sup>th</sup>	End of 4 <sup>th</sup> Quarter/Last Day Dismissal at 12:00 PM
June 10 <sup>th</sup> - 14 <sup>th</sup>	Teacher Workdays
June 15 <sup>th</sup>	4 <sup>th</sup> Quarter Report Cards Available For Pick Up
June 10 <sup>st</sup> - 14 <sup>th</sup>	Hurricane Make-Up Days: Scholars and All Staff

# CLASS SCHEDULES

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## **Kindergarten & Elementary: Grades K - 5th**

Classes will be held Monday through Friday.

Elementary School hours are from 8:30 a.m. to 3:30 p.m.

Scholars must be picked up by 3:45 p.m. to avoid late charges.

## **Middle & High School: Grades 6th - 11th**

Classes will be held Monday through Friday.

Middle School hours are from 8:30 a.m. to 3:45 p.m.

Scholars must be picked up before 4 p.m. to avoid late charges.

# COMMUNICATION & VISITATION

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One School of the Arts is an important part of your scholar's life. As such, we wish to encourage an open communication policy with each parent and family member who plays an important role in your scholar's life. Listed below are the communication and visitation policies that allow for both an ideal learning environment and for the continued safety of our scholars.

## Communication

Parents or family members wishing to speak with School Administrators are encouraged to call the school office at any time. The school office phone number is (407) 774-0168.

In order to avoid interruption of the learning process, we request that phone calls to teachers be made after school hours. (3:15 PM for Elementary School and 3:45 PM for Middle & High School)

## Visitation

All visitors must obtain a visitor's pass from OSOTA Administration before visiting a classroom.

Because visitors in the classroom may disrupt the normal classroom flow, blur the lines of authority, or cause a loss of academic time, we ask that visits be limited to lunch or a scheduled party.

### Scheduled Visits

Visits to the classroom outside of lunch or a scheduled party must be arranged 24 hours in advance with OSOTA Administration. Additionally, adult visitors must have current background check on file.

### Parent Conferences

Conferences with teachers or scholars should be scheduled before or after school. Every quarter parents are to schedule conferences with their scholar's teacher to review academic & character report cards. This is where you will receive a copy of your scholar's report card.



# HEALTH & WELLNESS

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One School of the Arts is committed to promoting a healthy lifestyle for our scholars.

## Scholar Wellness Policy

Our scholars need nourishing food to support their growing bodies and minds. As a school, we try to provide healthy food choices and we ask parents to help us in this task. Long-term excessive sugar consumption can result in difficulty concentrating, poor test taking, type 2 diabetes, obesity and heart challenges.

As a school, we have chosen to minimize food as rewards for celebrations and fundraising, and minimize the presence of food with minimal nutritional value on campus.

### The Importance of Diet

We stress the importance of a healthy diet of fresh foods, daily physical activity, forming strong healthy relationships with others and the importance of healthy habits, like washing hands and safety. Each day our scholars need healthy, nourishing foods to ensure their health. At OSOTA, we encourage a diet of fresh fruits and vegetables, lean meats, whole grains and low-fat dairy foods.

### Health & Wellness for One School & Beyond!

Physical activity focusing on aerobic exercise, balance, and bone and muscle strengthening are important aspects of a scholar's daily routine. We encourage our scholars to provide social support through service to others and stress how this can contribute to good mental and emotional health. Promoting healthy habits like safety, oral hygiene and washing hands regularly is important to the health of our scholars. Finally, a good night's rest is crucial to the health of every scholar. Please see that your child gets restful sleep for at least 9 hours each night.

## Nutrition for Successful Scholars

**A scholar's diet effects how well they learn.** Each child should eat a nourishing breakfast before coming to school in the morning.

- ✓ Pre-K through 3rd grade parents should send a healthy refreshment with their child for mid-morning snack.

- ✓ A nourishing lunch should also be sent for the noon meal with all scholars. Parents may order pre-prepared, healthy lunches on the One School website for each day, week, or month.
  - OSOTA recommends a healthful diet; parents are encouraged to send a lunch low in sugar content.
  - Lunch boxes (as well as backpacks) should be in good taste and not include graphic, inappropriate or otherwise distracting designs.

## **Food or Other Allergies**

Please inform the school office of any scholar allergies and possible reactions. Epi-pens and medicines will be stored with documentation.

# HEALTH & ACCIDENT POLICIES

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For the welfare and benefit of all OSOTA scholars, we have established the following health and accident policies. We understand that keeping a child home or having a child sent home from school might be a hardship on parents; however, for the health and safety of others we must insist that these policies are followed.

Please contact the OSOTA Administration if you have any concerns or special circumstances that may need to be addressed.

## Health Policy

If your child is unable to participate in the daily activities (such as outdoor/playground time), he/she should be kept home that day.

**Please do not send your child to school if he/she has exhibited any of the following symptoms within the last 24 hours.** If any of these symptoms are observed during the day your child will be sent home:

- ✓ Fever over 100.0 degrees
- ✓ Diarrhea (two episodes in one school day)
- ✓ Vomiting
- ✓ Conjunctivitis (pink eye) or "Cold in the eye"
- ✓ Head Lice (Must be re-checked by Administration PRIOR to returning to class, with a note from the office for re-admittance)
- ✓ Communicable diseases such as Chicken Pox, Roseola, Hepatitis, Scabies, Pinworm, Strep Throat, Green Runny Nose.
- ✓ Flu/Severe cold
- ✓ Sore throat
- ✓ Bad cough
- ✓ Unusual skin rash
- ✓ Enlarged glands

## 24 Hours = Free & Clear

Your child must be FREE of any of the above symptoms or be on a doctor-prescribed antibiotic for 24 hours before returning to school.

## Contagious Diseases

If your child contracts a contagious disease and has exposed other scholars, you must notify the school office immediately.

## Accidents Policy

If a child is injured at school, first aid will be administered (limited to the use of soap, water, alcohol swabs, ice, and bandages.) In the event of an injury, when necessary, parents will be contacted. If the injuries warrant further care, we will call emergency medical assistance (911). All incidents will be documented.

- ✓ All OSOTA teachers have attended CPR and First Aid training.

## Contact Information

In the event you should need to be contacted during the school day, OSOTA Administration MUST have a current daytime phone number. Please be sure to keep your contact phone numbers and emergency phone numbers up to date.

If we are not able to contact you, we will call the other suitable contacts on your emergency list for your child to be picked up.

## Fire and Emergency Drills

To ensure the safety of our scholars, we conduct drills on a regular basis. Our goal is to help scholars quickly and safely evacuate from the building to prepare them should an emergency ever arise. In our classrooms you will see evacuation routes posted.

# MEDICATIONS

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All medications, both prescription and non-prescription will be stored in the front office and administered by front office staff. For those medications that must be delivered/administered to scholars during the school day, we have established the following policies to best allow for responsible, safe care:

## Prescription Medication

- ✓ For prescription medication to be administered on campus, a medicine form is required to be completed by your physician. The form should indicate: 1) the medicine to be given, 2) the exact dosage for the week, and 3) the times it should be administered. Your physician **MUST** sign this form.
- ✓ A medicine spoon should be included in a zip-lock bag with your child's name on it.
- ✓ Do not leave medications of any kind in your child's backpack, diaper bag, or lunch box.
- ✓ Your child's prescription medication must be in the **ORIGINAL** container with the following information on the label:
  - Name of the doctor
  - Name of the child
  - Dosage information
- ✓ Parents must pick up medication after the prescription period is completed.

## Non-Prescription Medication

- ✓ Non-prescription medication (provided by the parent) must be accompanied by a "non-prescription medication form".
- ✓ The medication must be labeled with your child's name and specify proper dosage.
- ✓ If your child is younger than the recommended age for the smallest dosage, we must have a doctor's note stating the proper dosage for your child.
- ✓ Dosage indicated by the parent alone must be in accordance with the dosage directions on the bottle, or be less than the recommended amount.

- ✓ We cannot give aspirin, Motrin or acetaminophen to mask a high temperature. We will give medicine for pain with a doctor's note only.
- ✓ Please do not allow your child to keep any medication on his/her person or in backpacks or lunch boxes.
- ✓ If you have left us with non-prescription medication, and you administered medication in the morning prior to school, you are REQUIRED to call the front office and let them know what time your scholar received their first dose of medication.
- ✓ For the safety of our scholars, if we become aware that we are not being notified of morning doses, OSOTA reserves the right to refrain from providing non-prescription medications to your child for the remainder of the school year.
- ✓ Please be advised that homeopathic supplements will be handled as non-prescription medications. All rules for non-prescription drugs will also apply to homeopathic remedies/supplements.

## PHYSICALS & IMMUNIZATIONS

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It is imperative that ALL scholars have the proper Florida Department of Health paperwork in their file at the time of registration. The Florida Department of Health has notified us that they DO NOT allow a 30-day exemption for receiving shot records (form 680) or school physicals (form 3040) in order for a scholar to attend school. All scholars must have these records before the start of school.

Doctor's appointments should be made well in advance, as any scholar without proper documentation, including an updated immunization record and/or an updated physical examination on the proper form will be unable to attend school until the required documents are received in the school office. You may want to take this notice to your doctor to avoid any discrepancies in requirements.

If you have any questions, please feel free to contact the school office at (407) 774-0168.

**NO EXCEPTIONS WILL BE MADE.**

# Florida Department of Health Requirements

Below is a list of the items required by the Florida Department of Health that we must have on file for each scholar.

## K - High School Scholars (Excluding 7<sup>th</sup> Grade requirement)

- ✓ Certificate of Immunization (Form 680) documenting receipt of the following immunizations:
  - 4-5 doses of diphtheria, tetanus, and pertussis (DTP) vaccine
  - 3-5 doses of polio vaccine
  - Two doses MMR vaccine (measles, mumps & rubella)
  - 2-3 doses of hepatitis B vaccine
  - Two doses of varicella vaccine (effective 2008/2009 school year)
- ✓ Scholar Health Exam/Physical (Form 3040) Dated within one year of first day of school
- ✓ Must show two MMR shots and the complete vaccination series for Hepatitis B
- ✓ Recommended TB Testing
- ✓ Birth Certificate (Must be issued through the Office of Vital Statistics)

## 7<sup>th</sup> Grade Scholar Requirements

Updated Certificate of Immunization (Form 680) documenting receipt of the following immunizations:

- ✓ Must show 2<sup>nd</sup> vaccination for measles and MMR up-to-date (Check with your doctor to determine if your child needs MMR update. If your child does require this 2nd dose, please bring in the updated Form 680 showing when the 2nd dose was administered.)
  - 2-3 doses of Hepatitis B vaccine
  - One dose of Tetanus-diphtheria-pertussis booster (Tdap)

# ATTENDANCE POLICIES

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## Absences

For the benefit of all who attend One School of the Arts, each scholar is expected to attend school punctually and regularly.

An absence may be excused only in case of the scholar's illness, a death in the immediate family, or medical/dental appointments. A written note from the parent is required to explain an absence.

The OSOTA Administration requests that parents call the school office at (407) 774-0168 to report their child's absence and request make-up work. Unfortunately, multiple unexcused absences and tardiness violates state law and can be categorized as truancies.

## Late Arrival

Any scholar not in the classroom at the beginning of homeroom will be considered tardy or absent. Particular attention should be given to getting to class on time as this is a reflection of our character. If a scholar arrives to school after the scheduled start time they must report to the school office for a tardy slip.

- ✓ Teachers will not allow a scholar into the classroom after class has begun without a proper pass from the school office.
- ✓ A parent may not escort their tardy child to the classroom as this breaches our security and safety policy, disrupts the class, and causes a loss of academic time.
- ✓ Every quarter each scholar receives a warning for only one tardy. More than one tardy per quarter results in a lunch detention. Numerous tardies will result in in-school suspension.

## Excused Late Arrivals

A tardy may only be excused with a written note indicating illness, a death in the immediate family, or medical/dental appointments.

An unexcused tardy will be issued if a scholar does not bring a valid, written excuse upon returning to school.



## Excessive Late Arrivals

Three unexcused tardies equals one full day absence. When the equivalent of nine unexcused tardies are accumulated during a nine-week session, the parent may be called to the Administrator's office.

## Early Dismissal

If parents wish to have a scholar dismissed before the close of the school day, you may sign them out through the school office. The teacher will be notified and your scholar will be sent to the front office.

- ✓ We ask that these instances be rare, as our scholars benefit best from a full school day.
- ✓ Scholars may not leave the school grounds during the day without a school-issued dismissal note.
- ✓ **Please be advised early dismissal must occur at a minimum of 30 minutes prior to the end of the school day.**

## Severe Weather Closings

The decision to close One School of the Arts will be determined by administration by 6:00 a.m. on the day of the actual closing. A notice will be posted on our school website and social media accounts.

We understand that making child care arrangements can be difficult on such short notice; however, it is the desire of OSOTA to remain open as conditions permit. Hurricanes, in particular, are generally very slow moving storms. Forecast models and projected paths can vary widely even within a 12-hour period.

As we monitor any weather threat, please understand that we are assessing all information to make sure your scholar remains safe. You may find it helpful to have a back-up plan in place for your childcare needs.

Be advised that even if Seminole County Public Schools are announced as closed, that our decision to close or remain open will be made **independently** and announced as outlined above. Public schools in the area are frequently used as storm shelters for victims from other areas. Many times they must close to accommodate these victims rather than due to threat of severe weather. If we remain open but you have particular concerns regarding your family, you may keep your scholar home.

Contact the school office at (407) 774-0168 for any make-up work your child will miss.

In the event of school closure due to severe weather, parents will be notified through several media organizations including:

- ✓ Z-88.3 FM radio
- ✓ Television stations 2, 6, 9, 18 and 35.

NOTE: Once we have notified these media organizations, we have no control over the accuracy, consistency or frequency that our information will be presented.

## Fire Drills

Fire drills are conducted on a monthly basis. Scholars are escorted to designated positions outside of the building when alarm sounds. This practice is vital in case of an emergency.

## Withdrawal Policy

If you wish to withdraw your child from One School of the Arts, you must complete a withdrawal form. Completing a withdrawal form is necessary to terminate your tuition obligations. Please note that tuition is based upon your child's enrollment rather than his/her attendance. After your initial/annual registration, your child is automatically enrolled each month during that school year. Until your withdrawal form is received, your child will remain enrolled, and you will be expected to pay tuition for each month regardless of whether or not your child is in attendance.

Withdrawal forms submitted after a new month begins will continue your financial obligation into that month, and you will be billed for tuition regardless of whether or not your child is in attendance.

Tuition is a fixed monthly fee and is non-refundable except by prior administrative approval. Registration fees are non-refundable. Any supplies or materials purchased on behalf of your scholar are non-refundable and will remain at the school. Your account must be current upon transferring to another school.

## School Closing

In the event of One School of the Arts closing permanently, we will inform all families 30 days prior to the facility closing.

# PICKUP & TRANSPORTATION

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Parents are expected to arrange for transportation to and from school for their children. OSOTA does not currently have a bus transportation system.

## Drop Off & Pick Up Procedures for K - High School

- ✓ For the safety of our scholars, drivers are asked to refrain from cell phone use while in carline.
- ✓ Each family must have their scholar pick-up card in the front window of their car.
- ✓ All cars in the afternoon carline pick-up will be required to have their windows down and a pick-up card on dashboard with scholars name clearly stated.
- ✓ Someone who does not have a pick up card will have to park and present ID to the front office. (Cards are distributed at Open House)
- ✓ Pickup time is 3:30 PM for Elementary School and 3:45 PM for Middle & High School.
- ✓ Scholars must be picked up within 15 minutes of the designated time or they will be taken to the Extended Care Program.
  - Extended Care Program charges will apply.

## Traffic Courtesy

Traffic flow for arrival and departure is reviewed at Open House and posted online. We utilize a double lane system.

We ask that parents be courteous to others by pulling into the parking area if you intend to leave your car for even a few minutes. Blocking a lane to converse with faculty or other parents should be avoided in a spirit of thoughtfulness.

Please drive slowly and exercise caution while on school premises. Thank you.

## Parking

Parking is not permitted in the OSOTA circular drive, in Handicapped designated parking spaces (without a permit), in "No Parking" zones, in reserved parking spaces, or in the traffic lane.

This policy will be strictly enforced for the protection of our scholars. Parents should park in the lot directly in front of the school entrance.

### **Safety & Security During Pick Up**

For safety and security purposes, changes to your regular pick-up routines is not permitted within 30 minutes of dismissal. Examples include: switching to car line, picking up from the classroom or front office.

No scholar may be on campus more than 20 minutes prior to class start time unless they are attending our Extended Care Program or are accompanied by their parent.

- ✓ If a scholar is not picked up by the appointed time, then the teacher will escort the scholar to Extended Care to wait for pick up.
- ✓ Parents will be charged \$2.00 after the 15 minute grace period has expired in which they are late in picking up their scholar. (Anything after 15 minutes in after care requires the full afternoon charge to be applied.)

# EXTENDED CARE PROGRAM

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OSOTA offers before and after school care for our scholars for each day classes are held. The Extended Care Program will not be available on holidays or scholar non-attendance days. Due to the growth of our school, space is limited in Extended Care.

## Extended Care Program Hours

Extended Care Program hours are from 7:00 a.m. to school start before school and 3:15 p.m. to 6:00 p.m. after school.

Extended Care closes promptly at 6:00 p.m.

## Rates & Payment

Please contact the school office for a schedule of current rates.

Extended Care fees are paid on a monthly basis. When making payment please note in the memo section of your check that the payment is for the Extended Care Program and include the dates covered (“Ext. Care 10/1-10/5 a.m.”). This helps ensure the proper application of your payment. Regular users of extended care will be billed through FACTS and have it automatically withdrawn on a monthly basis.

## Late Pick Up Fee

Extended Care Program closes promptly at 6:00 PM. There is no 15-minute grace period after 6:00 p.m. Please note an additional fee will be charged for any late pick up regardless of the reason.

- ✓ Fee assessment begins at 6:01 p.m. at a rate of \$15.00 each quarter hour interval.
- ✓ Repeated late pickups will result in your scholar being withdrawn from the program with no further obligation from OSOTA.

## Discounts

At this time, there are no discounts offered for this program.

## Drop-ins

Our Extended Care Program should not be used as a drop-in service.

## General Information

### School Attendance for Extended Care

On a day that your child does not attend school, he or she is not permitted to attend Extended Care.

### Change In Usage/Withdrawal

If your Extended Care needs should change, please contact the school office at (407) 774-0168 to complete appropriate forms.

## Snacks

In accordance with our Scholar Wellness policy, a nourishing snack and drink low in sugar content should be sent with each scholar attending the afternoon session of extended care. Clearly designate both items “Extended Care.”

## Emergency Contact

In the event of an emergency after our normal office hours (8:00 a.m. – 4:00 p.m.), simply call the school office at (407) 774-0168 and follow the directions on the recording.

# OSOTA FEES & TUITION

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## Tuition

Tuition can be paid in full or family's can elect to pay in eleven equal installments, starting on July 20th, and ending May 20th of the following year. Every scholar, without exception, must be enrolled in FACTS Online Tuition Management Program if payment has not been made in full prior to the start of the school year. For more information, please contact the school office at (407) 774-0168.

### PLEASE NOTE:

- ✓ Acceptance of the Parent Statement of Agreement signifies your commitment to a full academic year's tuition.
- ✓ A late charge of \$50 is assessed to each account when the monthly tuition has not been received by the due date.

## Past Due and Previous Balances

Any past due balances must be brought current prior to enrollment for the upcoming year. Year-end report cards and/or scholar records may be withheld until balances are paid in full.

# DIGITAL CITIZENSHIP

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One School of the Arts is committed to raising up a generation of responsible digital citizens who are using technology in a safe, responsible and respectful way with the ultimate goal to improve their lives. Below are our guidelines and procedures for appropriate and responsible use of technology as an OSOTA scholar.

Every scholar utilizes a Chromebook upon enrollment at One School of the Arts. This little piece of technology is essential to our approach at OSOTA.

To use technological device on campus, a Digital Citizenship contract must be signed by both parent and scholar and on file.

## Why Chromebooks?

With so many device choices today, research has shown that Chromebooks are the best value with maximum instructional flexibility.

Compared to Apple's iPad, tablets, or traditional laptops, Chromebooks offer:

- ✓ Accessibility and reliability during assessments
- ✓ Importance of the keyboard in producing work
- ✓ Value of purchasing a Chromebook
- ✓ Designed for instant personalization
- ✓ Simplicity of management

## Purchasing Your Chromebook

Scholars (K-11<sup>th</sup> grade) must purchase their own Chromebook and keep it in good working order. OSOTA recommends the ASUS Chromebook C201 with a 13 hour battery life (available from \$169; may be purchased from Best Buy, Walmart, Staples, Amazon, or Office Depot).

- ✓ **Scholars are responsible for purchasing their own Chromebooks**
- ✓ **Chromebooks are required to have hard cover case and soft case for protection.**



## Terms of Agreement:

One School of the Arts will allow scholars to use Chromebooks on campus upon compliance with the following:

- ✓ Submission of Parent/Guardian and Scholar Digital Citizenship Contract
- ✓ Completion of Scholar Orientation Training Session (Middle & High School)

## Policies for Use of Personal & OSOTA Technology

Our school policies are as follows:

### Damage, Loss or Theft

1. The scholar or parent/guardian must immediately notify a school administrator and file a police report in all cases of stolen Chromebooks. After filing the police report, the scholar or parent/guardian shall notify the school and submit a copy of the police report.
2. Willful and deliberate damages or neglect to rental Chromebooks or OSOTA technology will cause One School of the Arts to charge the scholar/parent replacement and repair costs based on fair market value.

### General Care:

- ✓ **Chromebooks are required to have hard cover case and soft case for protection.**
- ✓ Chromebooks are to be used only for educational purposes as directed by their teachers.
- ✓ Never attempt to repair or reconfigure the Chromebook. Do not open or tamper with internal components.
- ✓ A \$50 deductible is required for insurance claims.
- ✓ Dimming the LCD brightness on your screen will extend the battery run time.
- ✓ Never put any weight on your Chromebook.
- ✓ Liquids, food and other debris can damage the Chromebook. DO NOT eat or drink while using the Chromebook.
- ✓ DO NOT keep food or food wrappers in your book bag containing the Chromebook.

- ✓ Carefully insert/remove cords, cables and other removable storage devices to avoid damage to the ports.
- ✓ Powering your Chromebook:
  - First, plug your power supply into the electrical outlet.
  - Second, plug your power cord into your Chromebook. When disconnecting, reverse this process.
- ✓ Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. If your Chromebook has been in a very cold environment for a long period of time, let it warm up before using it.

## Cleaning the Chromebook

- ✓ Clean the screen with a soft, dry anti-static or micro-fiber cloth.
- ✓ Do not use any type of liquid or water to clean the screen or Chromebook.
- ✓ Wash hands frequently when using the Chromebook to avoid build-up on the glass touch pad.

## General Security

- ✓ Never leave your Chromebook unsecured.
- ✓ During after-school activities, you are still expected to maintain the security of your Chromebook. Unsupervised Chromebook will be confiscated by staff and disciplinary actions may be taken.
- ✓ NEVER leave your Chromebook in a vehicle.

## General Use of the Chromebook

1. **Scholars are REQUIRED to bring their Chromebook to school each day, with a fully charged battery.** Scholars will not be given the use of a rental Chromebook if they leave their Chromebook at home nor will they be permitted to charge their Chromebook at school. Scholars leaving their Chromebook at home will be required to complete assignments using alternate means (as determined by the teacher)

2. Scholars will receive disciplinary referrals from their teacher for repeatedly failing to bring their Chromebook to class.
3. An otherwise functional Chromebook with a dead battery is not an excuse for late or missing work.
4. Chromebook sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. No earphones unless allowed by the teacher.
5. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in Chromebook failure and will interfere with your ability to complete class work.
6. A lost document is not an excuse for late or missing work.
7. Scholar Chromebooks will be subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using One School of the Arts electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or OSOTA Administration may conduct an individual search of a scholar's computer, files, music, video, email or other related items at any time, especially if there is suspicion that One School of the Arts policies or guidelines have been violated.
8. Conserve resources by using print preview and obtain teacher permission before printing.
9. Avoid using your Chromebook in areas that may lead to damage or theft. When using the power cord, do not leave the cord in areas that may cause a tripping hazard.
10. Under no circumstances may the scholar install or uninstall any hardware, software, or peripherals on the Chromebook.
11. Remember:
  - ✓ Keep personal information about yourself or others off the Chromebook.
  - ✓ Keep all passwords to yourself.
  - ✓ You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
  - ✓ Do NOT loan your Chromebook to anyone.
  - ✓ Notify a teacher immediately if you suspect problems with your Chromebook, including breach of security.
  - ✓ To prevent loss or damage to your Chromebook, NEVER leave it unattended.

## Printing

Scholars may use printers in the Learning Lab only after obtaining permission. However, printing will be limited to only those things needed directly for instruction.

## Email

- ✓ Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- ✓ Scholars will abide by all email guidelines as outlined in One School of the Arts policies.

## Internet Access/Filtering

- ✓ As required by the Children's Internet Protection Act, a current filtering solution (blocking and monitoring inappropriate websites) is maintained by the school system for school use on the Chromebook. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. One School of the Arts will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
- ✓ One School of the Arts will not provide Internet access for home use.

## Privacy and Safety

Personal information such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website.

## Parent Expectations

In order for scholars to experience all the success and benefits that this program can offer, One School of the Arts encourages parents to:

- ✓ Share in their child's excitement about this great opportunity for learning.
- ✓ Learn along with their child as they use this instructional tool to prepare for their future in the 21st century.

- ✓ Monitor their child's appropriate Internet use and adherence to Internet guidelines when using their Chromebook. Parents should ensure that their child adheres to Internet guidelines established at home and at school.
- ✓ Help fill out required paperwork in the event that the Chromebook requires repair or is lost or stolen and report it no later than the next school day.
- ✓ Ensure that only the scholar will use this Chromebook for school-related purposes.
- ✓ Regularly read our OSOTA newsletter, as important information is communicated here.

## Rental Chromebooks

Scholar Chromebooks, if cared for properly, are usually reliable and will last more than one school year. However, we realize that occasional repairs/maintenance may be needed. For this reason, OSOTA will allow scholars to rent a Chromebook. Daily rental is \$5, weekly rental is \$20 and may not exceed 3 weeks.

### Repossession:

One School of the Arts reserves the right to repossess the rental Chromebook at any time if the scholar does not fully comply with the terms of this agreement.

### Appropriation:

Failure to return the property (Chromebook, power cable) in a timely manner and/or the continued use of it for nonrelated school purposes will be referred to law enforcement and until paid for will result in a hold on the scholar's account.

## Technology Acceptable Use Policy

Here at One School of the Arts we are blessed to use technology that affords our scholars a richer learning experience through increased opportunities for engagement and communication. These wider, increasing opportunities will help them to develop essential life-skills that will benefit them in future work and life. Communication is one of the most vital skills that each of us can develop and we place a high priority on our scholars cultivating this skill.

All OSOTA scholars must abide by our acceptable use policy and adhere to the expectations of responsible digital citizens when on a school or personal device.

We address the Internet as followers of Christ. Immoral, illegal and inappropriate content in any form is to be avoided. It is understandable that occasionally there could be inadvertent or accidental exposure and when this happens it should be brought to the teacher or administrator's attention immediately for further discussion and review.

Unless the overseeing teacher gives prior consent, **all access to the Internet will be specific to the tasks and instructions as given.** For example, researching a historical event does not grant scholars' permission to access sporting sites, streaming music sites, or social networking sites. **Additionally, these types of sites are not to be accessed at all without prior teacher permission, as their purpose tends more towards entertainment value than educational excellence.**

Any threatening, demeaning, or derogatory communications via technology will be perceived as cyber-bullying. OSOTA has zero tolerance for threatening communications.

Any school resources (i.e. email, Schoology, and numerous additional online resources) retain a digital snapshot of who we are. Our publically projected image is a reflection to others. As a disciple of Christ and a scholar in the OSOTA community, we should remain mindful of this presence. Additionally, electronic schoolwork should reflect proper writing style.

All activity over the network or using school and church technologies may be monitored and retained. Access to online content via the network may be filtered and restricted in accordance in an effort to protect our scholars and staff from accessing illegal, immoral, and socially or ethically questionable or offensive material. As the internet evolves daily, such a moving target requires all users be vigilant and faithful in reporting unfiltered and unacceptable sites in an effort to update our filters and protect the innocence and minds of our community. Misuse of school resources will result in disciplinary action.

This Acceptable Use Policy not only applies to One Church/OSOTA owned devices, it also applies to privately-owned devices accessing our network and other connections **while on school property.**

Personal portable electronic devices may only be used between classes and by teacher permission during class, in order to schedule work, update calendar events, or similar academic purposes.

## Usage Guidelines

All technologies used at One School of the Arts are intended for education and ministerial purposes. All users are expected to use good judgment and to follow the specifics as well as the heart of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

It is the policy of OSOTA to mandate and expect that technology, including the Internet system be used in a responsible manner. One School of the Arts has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. All electronic communications, including email and Internet communications should conform to the school's acceptable use policies. Those who do not comply with the standards of behavior outlined in the Internet/Computer Contract, Scholar/Parent Chromebook Agreement may lose their privileges to use the system and/or be subject to disciplinary action that may result in the loss of network privileges and/or additional disciplinary action up to and including referral for legal action.

The purpose of the Internet is to augment our information base after other authoritative sources have been exhausted.

Scholars shall have no expectation of privacy when using One School of the Arts email or computer systems. Email messages shall be used only for approved educational purposes. Scholars must use appropriate language in all messages. Scholars are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information in school computers or computer systems is subject to monitoring by the staff and/or administration. OSOTA retains the right to duplicate any information created by scholars in a computer system or on any individual computer. Scholars who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including suspension from school.

In school, scholar access to, and use of, the Internet will be available only through teacher/adult designee supervision and as such should be under teacher direction and monitored as any other classroom activity. Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable.

In school, email access use for scholars may be used for classroom related use only. Email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.

All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your teacher. The unauthorized copying or transfer of copyrighted material will result in the loss of network privileges.

1. Do not use abusive, vulgar, profane, lewd or inflammatory language in email messages.
2. Make your messages short and to the point. Do not tie up the network by downloading large files or pictures.
3. Do not reveal your personal address, phone numbers, social security number or any other personal information.
4. Do not vandalize Chromebooks, computers, network devices, or alter software.

5. Do not deliberately spread computer viruses.
6. Do not intentionally search for, view, and/or distribute inappropriate materials.
7. In compliance with federal guidelines, One School of the Arts has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right, but a privilege. If scholars violate rules they will lose access privileges and may be subject to disciplinary action.
8. Comments that are sexually suggestive, humiliating, or threatening are not allowed.
9. Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability. Are school has a zero-tolerance policy for bullying.
10. While the school respects the right of employees and scholars to use social networking sites (i.e. Facebook, Instagram, Twitter) to communicate with others, any postings referencing One School of the Arts shall always be professional and respectful of the school, OSOTA employees, parents, and scholars. Use of social media is prohibited while on school premises unless directed by a teacher. Social media being defined as any site where communication with another person takes place, for example, YouTube, Vine, SnapChat, Kik, YouNow, Twitter etc.

Any take-home technology (i.e. scholar Chromebook) shall be used in the same manner as if it were at school.

### Examples of Inappropriate Use :

1. Deleting any folders or files you did not create or that you do not recognize  
Sharing login/password with another person
2. Logging on to another person's computer without his/her permission
3. Using Chromebooks not assigned to you (Teachers may allow scholars to look on with another scholar for instructional purposes only.)
4. Removing labels and identifying stickers on the Chromebook
5. Attempting to bypass web filtering
6. Videoing or taping on school property (not permitted unless it is related to a school assignment)
7. Emailing or chatting during class when not related to a school assignment
8. Using profanity



9. Gaming
10. Cheating

### Consequences include but are not limited to:

- ✓ School suspension
- ✓ Loss of technology privileges up to a semester
- ✓ Expulsion

### Examples of Unacceptable Use: (this list is subject to change)

- ✓ Inappropriate communication to the faculty or staff
- ✓ Threats and/or cyber bullying of any kind
- ✓ Using a Chromebook to plan a fight, cause harm or commit a crime
- ✓ Logging into a Chromebook/application using a stolen login
- ✓ Possession of inappropriate files
- ✓ Pornography can be a felony offense and if so will be turned over to authorities
- ✓ Manufacturing – using a camera to create inappropriate pictures/movies
- ✓ Distributing – sending/sharing inappropriate files with other individuals
- ✓ Images of weapons
- ✓ Gang related files
- ✓ Bootleg movies or music
- ✓ Intentional actions which are harmful or potentially harmful to the Chromebook, charger
- ✓ Habitual and intentional disregard for the Chromebook

## Consequences include but are not limited to:

- ✓ After-school detention
- ✓ Saturday school
- ✓ School suspension
- ✓ Disciplinary probation
- ✓ Dismissal
- ✓ Being reported to the authorities

# SCHOOLGY & CLASS DOJO

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## Schoology: Web-Based Learning Management

At One School of the Arts, we use an exciting learning and classroom management platform called Schoology. It connects scholars, teachers, and parents to our academic world. Through your parent account at Schoology you can access your child's grades, attendance, upcoming assignments, and even missing assignments.

An orientation video is on our website under FAQs. An introductory letter will be sent home with each scholar containing account information.

Parents should check in regularly, and scholars are required to check in as often as daily, depending on their grade and teacher's requirements.

## Parent Digest via Schoology

One of our favorite features of the parent page is the Parent Digest. Parents can receive automated email digests of all the activity and important information regarding your scholar's education. This way, you don't have to continually log into Schoology.

Once logged in, click on Notifications and adjust the settings to your personal preference of daily or weekly emails.

## Class Dojo

ClassDojo is a portal into the classroom for you in terms of behavior and supports our elementary teachers in their Whole Brain Teaching efforts.

In ClassDojo, we track scholar behavior and learning skills throughout the day. You can also request email update reports thru ClassDojo.

An orientation will take place at Open House for all parents to become familiar with ClassDojo. An introductory letter will be sent home with each scholar containing account information.

# CONDUCT & SCHOOL RULES



# CONDUCT

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At One School of the Arts, the teachers feel a responsibility to God and parents to build good citizenship in our scholars. Good citizens are trustworthy, obedient to laws, and considerate of others. Keys to good character development are integrity, commitment, ownership, balance, and purpose, and we pride ourselves in providing positive guidance towards character development for our scholars. As Christians, our conduct needs to be not only that of which our country would be proud, but also that which would please our Savior.

With this purpose in mind we have designed the following rules:

## Classroom Rules

1. Follow Directions Quickly.
2. Raise Your Hand for Permission to Speak.
3. Raise Your Hand for Permission to Leave Your Seat.
4. Make Smart Choices
5. Keep Your Dear Teacher Happy

Rewards for proper behavior, and consequences for inappropriate behavior are given at the discretion of the teacher.

If a scholar shows a consistent pattern of misbehavior, the teacher will contact the parent and document such behavior after correction by the teacher, and parent contact, then the teacher has the option to present the scholar with a discipline referral and its disposition.

**On rare occasions a scholar may be dismissed at the sole discretion of the school, depending on the potential for harm or severity of the offense, even if this is the scholar's first offense.**

## Elementary Correctional Procedures

- ✓ Children will be sent to Administration where the problem will be discussed. A form will be sent home requiring parent signature. Parent/guardian response should include any remarks concerning the situation. This form should be returned to the teacher the next school day.
- ✓ School dismissal may be necessary for continual discipline problems after proper warnings and opportunities for change have been offered.

## Middle & High School Correctional Procedures

Scholar Discipline Form will be completed for each incident. Each occurrence during an academic quarter will be noted. The level of correction is as follows:

First Correction – warning

Second Correction – lunch isolation

Third Correction – work detail

Fourth Correction – “in-school suspension”

Fifth Correction – 2 day “out-of-school suspension”

Expulsion

## OFFENSES

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The following offenses may result in the suspension or expulsion of a scholar.

**Please note: \*Any of the offenses listed below may result in immediate expulsion; it is not dependent upon current level of correction.**

- ✓ Use or possession of alcoholic beverages, drugs, or tobacco products on or off campus
- ✓ Truancy, cheating
- ✓ Continued violation of school standards
- ✓ Defacing school property
- ✓ Disrespect, insolence, insubordination, physical or emotional harm or threats to harm (individuals or the school), harassment of scholars or staff, fighting,
- ✓ Gambling
- ✓ Habitual tardiness and absenteeism
- ✓ Immoral conduct
- ✓ Lying, forging

- ✓ Negative attitude toward school
- ✓ Profanity or vulgarity
- ✓ Stealing
- ✓ Inappropriate games
- ✓ Lack of cooperation by the scholar or parent in the academic process
- ✓ Any behavior on or off campus that does not reflect the values promoted by OSOTA

## Grievance Procedure

It is our desire to remain in unity with our scholars and parents. As we search for a resolution please help us by following the precepts found in Matthew 18:15. Let us covenant together to show due respect to everyone involved. Speak of your concerns only with those that are able to help solve the situation. By not skipping steps but by following the sequence of authority as outlined below, we greatly increase the chance for a peaceful resolution and glorify the Lord:

- ✓ Schedule a conference with the teacher.
- ✓ Schedule a conference with the teacher and administrator.
- ✓ Send a letter to the School Board explaining the complaint. The School Board will answer with a written response within one week of receipt. An appointment will be scheduled with the School Board, if necessary.

## Behavioral Probation

When a scholar chooses not to consistently adhere to One School standards they may be placed on Behavioral Probation. A letter detailing the cause and conditions of the probation will be sent home. While on probation, scholars are prohibited from attending field trips, participating in athletics or extra-curricular activities. Scholars on Behavioral Probation may lose other privileges such as but not limited to clubs and honor societies.

# DRESS CODE

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Please read and carefully review the 2015-2016 Dress Code. The updated dress code outlined below will be strictly enforced. If you have questions, please contact the front office.

**Online uniform ordering will begin July 1st.**

Please note, uniforms will no longer be sold by One School of the Arts. For questions or assistance placing orders, please contact Land's End at 1.800.963.4816 or shop online at: [www.landsend.com/uniforms](http://www.landsend.com/uniforms).

## Statement of Principle

As a school of the arts, we value artistic and individual expression. At the same time, scholars must dress appropriately for a serious academic setting. The goal of our dress code is to see scholars present themselves in an excellent manner as a representation of One School of the Arts.

Scholars attending One School of the Arts are required to wear uniforms in all grades: Early Childhood through High School.

## Dress Code

Clothing must be clean, neat and in good repair.

All scholars are expected to arrive at school properly dressed and to remain so throughout the day. Scholars who choose not to follow dress code will be required to change into appropriate clothes provided by the school in order to attend class. After an initial warning, dress code violations will result in detention.

DAILY UNIFORM:

**Polos:** All scholars must come to school in an embroidered short sleeve or long sleeve polo. Polos may be light yellow, white, light blue or navy and must be embroidered with the appropriate One School of the Arts logo.

**Shorts/Pants:** Navy or khaki uniform style



**Jumpers:** Girls may wear navy or khaki embroidered jumpers with an OSOTA uniform polo underneath.

**Jackets, Cardigans, Blazers:** All jackets, cardigans, blazers, sweater vests, etc. must be embroidered with the appropriate One School of the Arts logo on the left lapel. Outerwear without the OSOTA logo will not be permitted in the classroom.

#### PE UNIFORM:

Scholars must bring their PE uniform to school to change out for PE classes. Scholars should wear appropriate footwear for athletic activities (sneakers only – please avoid cleats or specialized footwear).

**Tee Shirt:** Grey OSOTA logo'd PE shirt

**Shorts:** Black or navy basketball style gym shorts

#### OTHER CONSIDERATIONS:

The size of shirts, jackets, jumpers or pants must be appropriate to the scholar's body size. Please do not wear form-fitting clothes.

All skirts, jumpers, or shorts must extend beyond the fingertips fully extended and/or reach mid-thigh. Please do not roll clothing to an inappropriate level.

Stretch lycra, spandex, biker pants, or yoga pants are not to be worn as outer garments.

Clothing with inappropriate themes or visible branding will not be allowed.

Sweatshirts or hoodies (even plain) are not allowed in the classroom.

No plain jackets, sweaters, or blazers will be allowed. See "Daily Uniform" for logo'd options.

High school scholars are permitted to purchase and wear an OSOTA logo'd pullover hoodie and wear it for extracurricular events or during PE in the winter.

## Ordering Uniforms

Uniforms will no longer be sold on-campus or online through One School of the Arts.

**Beginning July 1st**, visit [www.LandsEnd.com/uniforms](http://www.LandsEnd.com/uniforms) to shop for OSOTA uniforms. We understand that purchasing uniforms for the whole family can quickly add up. Land's End offers exceptional customer service and promotions throughout the year that can help keep your growing scholar looking great. We encourage you to sign up for Land's End emails to receive notifications of their frequent sales throughout the summer!

For questions or assistance placing orders, please contact Land's End at 1.800.963.4816

## **Dress Down/Casual Dress Days**

These are days that scholars may dress out of uniform. Keeping in mind that on these days, scholars are expected to dress tastefully. No ripped or torn jeans, spaghetti strap, tank tops or sleeveless shirt or short skirts/skorts or open toed shoes.

## **Miscellaneous**

Jewelry may be worn as long as it is not distracting or offensive.

Scholars may not have visible body piercing other than a single pierce in each ear.

Wide gauge stretchers are not allowed.

# MEDIA MATERIALS POLICY

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Items available to scholars in the school learning lab should be in keeping with the mission and philosophy of One School of the Arts. More specifically, materials will be evaluated by the following process and criteria:

The school librarian will initially screen all materials purchased or received by donation.

Teachers and parents may bring concerns about an item's appropriateness to the librarian. These concerns should be expressed in writing with specific page numbers noted.

Questionable materials will be brought to the School Administrator for review. The School Administrator will make a determination as to the appropriateness, utilizing input from the librarian and teachers of the item's grade level.

Factors used to determine the appropriateness of a book, periodical or video include the following:

- ✓ Does the item serve a legitimate educational function?
- ✓ Is the item appropriate for age levels served by OSOTA?
- ✓ Does the item include excessively profane, sexually suggestive or excessively violent material, which would be seen to negatively influence the spiritual development of our scholars?
- ✓ Does the item acutely promote a theme or world-view contrary to scripture?
- ✓ Does the item possess a significant stature in our literary heritage i.e. Huckleberry Finn and Gone with the Wind?

# PERSONAL TECHNOLOGY

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## **Cell Phones, iPad's & other personal technology**

Cell phones and other personal technological devices must be checked in with the front office at the start of the school day. They will be available to be checked out at the end of the school day. If scholars have their cell phone during Extended Care digital citizenship guidelines are to be followed at all times.

# OTHER INFORMATION

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## Parent Teacher Fellowship

One School Parent Teacher Fellowship is open to all families. All parents are members of this Association and must be background checked to volunteer. Our scholars are great because their parents and teachers support them in their dreams and desires to make the world a better place.

We are grateful to our parents who lead by example making a priceless contribution to our school through their volunteer hours. Each family is required to donate 20 hours throughout the school year, serving in whatever capacity they find the most fulfillment. Should your schedule not permit volunteering, in lieu of service hours a \$225 payment to the PTF can be made.

Please check our website for up-to-date opportunities and make sure you are signed up for the One School newsletter.

Memories are waiting to be made.

## Birthdays

Birthdays are special and everyone enjoys celebrating!

If you wish to celebrate your child's birthday at school please keep it simple. Treats during lunchtime are the easiest method. Please keep in mind our *Scholar Wellness Policy* while planning. Let the teacher know in advance and coordinate with them what you would like to do.

Gift exchanging is not permitted during school hours.

To prevent hurt feelings, birthday invitations may not be distributed during class unless everyone in the class is invited. For security and/or academic reasons we strongly discourage signing out sibling scholars to participate.