

SOLID FOUNDATION PREPARATORY ARTS ACADEMY



Parent / Student HANDBOOK

***“Nurturing Academic Excellence in Tomorrow’s
Leaders”***

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MISSION STATEMENT

Solid Foundation Preparatory Arts Academy (SFPAA) offers a first-rate academic program for its students. We provide a rigorous, arts-infused curriculum and a stimulating environment conducive to intellectual growth and character development. SFPAA provides the foundation for our students to become lifelong learners.

MOTTO

Nurturing academic success in tomorrow's leaders.

Governing Body

Solid Foundation Preparatory Arts Academy is governed by the Board of Directors of Latimer-Cooksey Arts and Cultural Foundation, a 501(c)(3) Non-Profit organization.

ADMISSION REQUIREMENTS

Oklahoma Law entrance requirements include:

- Students enrolling in PreK3/4 class must be three (3) years old by September 1.
- Birth certificate or other proof of citizenship is required in the student's file.
- Proof of up-to-date immunization records.

By state law, the following immunizations must be administered to the student before being enrolled in school.

Diphtheria, pertussis, tetanus, polio, mumps/measles, and rubella

SCHOOL HOURS

School Hours: 8:00am – 3:00pm (PreK3/PreK4)

8:00am – 4:00pm (K-5th)

Building Hours: 7:30am – 5:30pm

Students may arrive as early as 7:30am and are to be picked up no later than 3:30pm for PreK3/4 and no later than 4:15pm for K-5th Grade unless enrolled in the OverTime After-School Program.

At 4:16pm, students who have not been picked up will go to OverTime and parents will be charged the \$10 daily fee.

Please note – Phone calls notifying school of a late pick-up does not relieve parents from the late fee assessment.

ATTENDANCE POLICY

School will be in session a minimum of one hundred and seventy-eight days (170) per year. Oklahoma law holds parents responsible and accountable for their child's attendance. Parents must call and notify the school office of their child's absence. Students absent ten (10) days or more a semester will be a candidate for retention.

ENROLLMENT and BOOK-MATERIAL FEE

Enrollment and Book-Material fees are required for all students and is non-refundable.

Enrollment agreements will be due the last business day of January.

Book and material fees are due at the time designated on the enrollment agreement.

Solid Foundation Preparatory Arts Academy labors to provide an excellent academic program and although this program is provided at minimal cost to students in grades Kindergarten through 5th Grade, it is the expectation that parents will participate in all fundraisers to help with the budgetary demands of providing this service. Each family has a fundraising goal of \$800 per school year.

Tuition for students in PreK3 and PreK4 is due the first (1st) of each month and is late if not received by the 3rd of the month. A \$50.00 late fee will be charged.

No school records will be released for any student when there is a balance owed on the student's account.

CURRICULUM

The Abeka, CLKA and Eureka Math curriculum and additional textbooks are used at SFPAA. The repetition and development of skills within each grade level provides the continuous maintenance and development of basic skills.

You may contact the School Administrator for a detailed outline of the school's curriculum.

HOMEWORK

We believe homework is an integral part of the school program; therefore, students are required to complete assignments on time. Homework is given for several reasons:

- Reinforcement
- Practice
- Remedial Activity
- Special Projects

All students in grades Kindergarten through 5th grade will be responsible for listing all homework assignments and special projects in their planner. Parents are responsible for reading and signing the planner each night.

Teacher/Classroom Expectations

At the beginning of the year, each teacher will distribute classroom expectations. These procedures are expected to be followed by the student and by the parent. Each form will need to be returned signed indicating your understanding of what is needed in order for your child to be successful and the classroom to work effectively. Continuous failure to follow the expectations may result in the student's expulsion from the school.

Report Cards

Report cards for Kindergarten through Fifth grade will be sent home at the end of the nine-week grading period. The following method is used in measuring a student's progress.

Kindergarten:

E = Excellent

S = Satisfactory

I = Improving

U = Unsatisfactory

1st – 5th Grade:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% - and below

PreK-3 and PreK-4 will receive Progress Reports at the end of each quarter.

TESTING

Students in grades K – 5th will be administered the MAP test three times a year, fall, winter and spring. These assessments will include reading and math for K-5th. Additionally, 3rd – 5th will be administered MAP Language and Science tests. Refer to the school calendar for testing windows.

Parent-Teacher Conferences

Parent-Teacher Conferences and Student-Led Conferences are scheduled conferences for the staff and parents to meet and discuss the progress of each student. These conferences are listed on the school calendar and will take place in the fall and the spring.

In the event a time to meet with a teacher is needed outside of the scheduled conferences, we ask that you contact the school office to make an appointment.

If you need to speak to a member of the faculty, please call the school between the hours of 8:00 a.m. and 3:00 p.m. Monday-Friday and leave a message. Your call will be returned as soon as possible.

Discipline

Solid Foundation Preparatory Academy strives to serve and nurture the whole person in each of our students. With effective collaboration of teachers and parents, our desire is to mold the students into productive citizens; academically, mentally, physically, spiritually and socially.

With firm but reasonable rules and regulations, we strongly believe progress and productivity will take place. The implementation of the **BIRP System**, will serve as one tool in observing and tracking this expected progress and productivity. A BIRP will be completed and filed for behavioral purposes only. Periodic reviews and evaluations of the students' files will occur and the severity of consequences will be distributed on a case by case situation. Below is the breakdown of how each BIRP will be classified:

GREEN - Indicates **mild** unconstructive behavioral performance(s). This category is accompanied by minimal consequences and students are encouraged not to continue with such behavior(s). With staff and parental support, these behaviors are expected to be corrected with continual positive reinforcement. A maximum of three green BIRPs will be completed before students' transition into the yellow classification.

YELLOW - Indicates **moderate** unconstructive behavioral performance(s). This category is accompanied by medium consequences and students should be cautious not to continue with such behavior(s). With staff and parental support, these behaviors are expected to be corrected with continual positive reinforcement. A maximum of two yellow BIRPs will be completed before students' transition into the red classification.

RED - Indicates **severe** unconstructive behavioral performance(s). This category is accompanied by the maximum consequences and students have reached an

intolerable level of unconstructive behavior. With staff and parental support, these behaviors will be corrected by positive reinforcement. Once a red BIRP has been processed, students will receive a 3 day suspension. Students' are eligible to return once a conference has been conducted by student, parent and a school official. Students are still required to complete all work assigned during their suspension.

Students will receive ample warnings and grace periods before a BIRP is necessary for completion; however, students will not receive repeated warnings and grace periods for displaying the same unconstructive behaviors. Completed BIRPs will include: students' names, date of completion, current offense(s) and behavior, intervention by faculty and staff, students' response to intervention and a plan of action.

All BIRPs will be finalized and filed upon completion of signatures from students, parents, faculty, dean of students and/or school administrator. Parents may refer to the Student Planner for notification of behavior performance(s).

Class DOJO

Students and parents will be issued a log-in for the online program Class DOJO. Parents are asked to immediately sign up once the information is provided. Class DOJO is one method the school uses to correspond with parents. We also use the program to issue points for exemplary behavior. Students will be able to use those points to purchase a number of prizes and incentives.



Classification _____

BIRP # _____

Solid Foundation Preparatory Arts Academy
Behavioral Intervention Response Plan (BIRP)

Name of Student _____

Date of Completion _____

Reason

Check all that apply:

- Destruction of Property
- Disrespect to Authority
- Stealing
- Disruptive Conduct
- Throwing/Tossing Food
- Playing at an Inappropriate Time*
- Belligerent Conduct
- Inappropriate Language
- Fighting/Hitting
- Not Telling the Truth
- Violation of Bathroom Policy
- Not Following Directions*

*Case by case situations

*B*ehavior:

*I*ntervention:

*R*esponse:

*P*lan:

Student Signature

Date

Parent Signature

Date

Teacher Signature

Date

Dean of Students and/or Administrator Signature

Date

Fun Friday

Fun Friday is a celebratory event usually held on the last Friday of every month. The purpose of this event is to honor and reward those students who have put forth their best effort and have exceeded and/or met the expectations set for them. This will be indicated by the number of DOJO points they have. Students will exchange DOJO points for participation in Fun Friday.

Fun Friday activities often consist of Free Dress, Special Field Trips, Arts & Crafts, Games, Ice Cream Socials, Movies, etc.

“Fun Friday” may be celebrated on a different day of the week as it pertains to previous engagements and/or other scheduled events i.e. quarterly field trip, visitations, school out of session, etc. Parents will receive ample notice so that the appropriate adjustments can be made in schedules and finances.

Solid Foundation Preparatory Arts Academy, Inc. Uniform Requirements

- White, Navy, Pink, Black, Royal or light Blue Collared Shirts, light Pink, and Black
- Navy Blue, Black or Brown Khaki Pants or Shorts
- Blue, Brown, or Black Jumper or Skirt
- Solid Brown, Black or White Casual or Sneakers (entire shoe must be solid in color)
- Sperry or Sperry “like” Brown shoes are acceptable, however, no prints are allowed.

Wal-Mart, Target, Sears, FrenchToast.com and many of the school uniform shops will carry the authorized khaki pants, shorts and/or skirts.

Students may wear **UNIFORM COLORED** tights, stockings, long socks and cardigans or jackets.

Uniforms for Special Programs and Events

Field Trips

SFPAA T-Shirt and jeans

December & May Programs

White Dress Shirt

Black Dress Pants or skirt

A Brass and Sassy Affair

Girls - Solid white formal dresses

Boys – Solid Black Suit and Tie

Hair and Accessories

Hair ornaments must be uniform colors. **NO BEADS.**

Hair must be natural hair colors – dyed hair is not acceptable.

No earrings.

Professional Dress (Every Wednesday)

All attire should be solid school colors

- All girls will need to wear a skirt and/or jumper with a blouse, socks or “foot-in” tights, and dress shoes, ie. Mary Janes, Ballerina flats etc. for Wednesday Professional dress.
- Footless leggings and tennis shoes are not acceptable
- All boys will need to wear a button-down shirt, a solid school color tie/bow tie, and khaki, black or navy-blue pants.
- Dress shoes should be worn. Sperry’s or Sperry-like shoes or loafers are acceptable for Wednesday Professional dress.
- Polo shirts, Plaid shirts or tennis shoes are not acceptable.

Free Dress

Free Dress is considered to be any appropriate attire outside of the school uniform. Parents will be informed of Free Dress days ahead of time.

Jeans & SFPAA T-Shirt Day

Fridays have been designated as Jeans and SFPAA T-shirt Day. Students have the option of coming to school in any appropriate pair of **BLUE** jeans, SFPAA T-shirt and any style of shoe except for flip flops and slides. Leggings, Jeggings or colored jeans are not acceptable. All T-shirts must be SFPAA related i.e. summer camp, Census 2010, past school and present school year. Please be advised that the SFPAA T-shirts are not acceptable for regular uniform attire and are only to be worn on Fridays or otherwise specified by staff.

Lunch

SFPAA students will need to bring lunch each day. Along with their lunch, students will need to make sure they bring everything they need to enjoy their lunch ie. ketchup, mustard, napkins, utensils etc.

Students are not allowed to bring food that will need to be cooked or prepared such as Ramen Noodles. However, students are allowed to warm food in the microwave. Make sure food is in a microwavable container or one is provided for warming.

SFPAA will contract with Biteway Nutrition to provide school lunch. Menus will be distributed no later than the 15th of the previous month and payments must be made by the due date in order to participate.

Medical Safety

Parents are encouraged to administer medication at home. If medication must be given during school hours, all medications must be in its original container with the child's name and dosage on the label. A form must be filled out and filed with the school office indicating authorization to administer the medication.

Under no circumstance, should a student come to school with medication to administer by themselves.

It is vitally important that students do not attend school when they are ill and have a communicable disease.

Please do not send your child to school if they are ill.

Accidents

A reportable accident is any incident that causes a student to be absent from school one-half day or more, or one that requires a physician's services even though absence is not required. The accident may occur at school, on the way to and from school, or during any school-sponsored activity. Students will report to the school administrator when returning to school after an accident. The student accident report will be made and signed by the administrator and reporting teacher. The original will remain on file and a copy will be provided to the student's parent/guardian.

School Records

A student's school record is confidential and is protected from unauthorized inspection or use. A cumulative record is maintained for each student from the student's entrance until the student completes fifth grade or withdraws. This record follows the student from school to school.

Student Information Changes

- It is imperative that the school office be notified immediately of any of the following changes during the academic school year:
- Change of address
- Change of home or work telephone number
- Change of emergency information
- Change of individuals who may pick up your child

Inclement Weather

When severe weather creates hazardous conditions, the school may be closed to ensure students' safety. Closing notification will be by Class DOJO and/or an email no later than 6:00am.

Notification will be sent if the school will need to close early due to the incoming inclement weather.

Fire/Tornado Drills

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills will be executed to make certain students learn proper safety procedures as well as adhere to all safety guidelines.

Open Door Policy

SFPAA has an open-door policy which states that parents/guardians are welcome at any time of the day to observe their child's classroom. However, parents should not expect to meet with the teacher during that time unless prior arrangements have been made.

Pick-Up Policy

Each student's application should indicate what individuals are authorized to pick up each student. If someone other than those listed comes to pick-up a student, parents must call in and inform the office and the individual must show an ID at time of pick up. Each family will receive two car tags.

Educational Field Trips

Properly supervised planned educational field trips are an important part of the instructional program. Each student application should be signed by each parent. Your signature represents your permission for your child to attend. In the event the student is not allowed to attend the field trip, the parents must make arrangements for care of their child.

We also would like each parent to understand attending any scheduled field trips is a privilege. Any student who cannot behave during regular school hours and have repeated discipline issues will not be allowed to attend the field trips.

Parties and Celebrations at SFPAA

Generally, there are three school parties per year, Christmas, Valentine's Day & Easter, which also may include an Easter egg hunt. Birthday celebrations are permitted; however, they must be done during the lunch hour or at a time designated by homeroom teacher. We ask that you make arrangements at least two weeks in advance. This will help us to make adjustments to our daily schedule.

Parent Advisory Council

Parent meetings will be held on the third Thursday of each month at 5:45pm unless otherwise noted. These meetings are held to distribute information pertaining to the school and upcoming events. We believe parents play a vital role in their child's academic success; therefore. Parents are expected to volunteer at least 10 hours per school year in various capacities.

Storytime, lunch monitors, class parties, Fun Friday, Testing, Fundraisers, Box Top Collection / Tally, and Homeroom Parents are a few ways parents may volunteer.