



1301 East 34th Street
Tacoma, WA 98404
253-444-6759

info@soaracademies.org
soaracademies.org

2018/2019 Student and Family Handbook

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Welcome and Introduction

Welcome to SOAR Academy! You are now a part of a community that is unlike any other educational environment you may have experienced. Driven by our mission to develop an outstanding and unconditional education for each of our scholars, SOAR has created a comprehensive approach to increasing the academic readiness, social-emotional wellbeing, and love of learning in all SOAR scholars.

The culture of the school is maintained by a commitment to our core values: Excellence, Diversity, Joy, Arts are Foundational, Individual and Community, Continuous Growth Mindset. These values guide all policies, procedures and ways of interacting with scholars and their families.

What makes SOAR different?

- We offer a high staff-to-scholar ratio
- We develop strong, meaningful relationships with scholars
- We strive to form a strong partnership with the key adults in each child's life
- We integrate the arts into classwork daily
- We meet scholars "where they're at" and create individualized goals aimed at success
- We provide clear expectations and a predictable, consistent structure
- We work through difficult problems together, rather than suspending or expelling scholars when they are most in need of the help of a caring school community
- We do not believe schools should be places young people go to watch old people do work! Instead, we encourage learning by doing, allowing scholars to discover the joy of learning

While there are many possible paths that may have brought you to SOAR Academy, you are now a part of a community that is unlike any other educational environment you may have experienced. We encourage you to read this handbook in detail to learn more about us and our unique approach to public education!

SECTION 2

Academics

Our goal is to challenge your child and ignite an internal love of learning

Core Curriculum

SOAR believes in the importance of public schools' ability to provide a joyful and rigorous education for every child. To do so, our Common Core standards-based instructional practices blend best practices in instruction with a culturally responsive, arts-infused approach intended to enchant young learners and engage them as active participants in their own learning. To ensure the success of this curricular approach, all scholars are routinely assessed on the STAR assessment, which allows our teachers to ensure they are getting the results they deserve!

Enrichment

Dance

Following from the belief that 'Arts are Foundational,' SOAR's competitive dance program introduces all scholars, beginning in their kindergarten year, to formal training in ballet, alongside exposure to dance, rhythm and music traditions from across the globe. To celebrate our scholars' achievements in dance, the school coordinates an end of year Dance Showcase that scholars are required to attend. This showcase typically occurs on the first Wednesday of June. A 2-hour delay occurs the next day so that scholars have time to rest after the big performance.

STEAM

Our STEAM program provides students with deep exposure to Science, Technology, Engineering, Arts and Math. In the school's makerspace, scholars have the opportunity to create and explore while learning and practicing skills that will prepare them for success in our 21st century world. To cap off the year, a STEAM Showcase allows scholars to share their learning with families as we celebrate their success.

Communication

It has been proven that scholars progress more rapidly when they see the connection between home and school. For this reason, the SOAR classroom staff is eager to partner closely with you. Each teacher has a SOAR email address and phone number. We encourage you to let the school know of any situations at home that may impact your child in the classroom so that we may best support him/her.

In the event of a significant incident that occurs throughout the day, the staff will notify you in a timely manner. In addition, we encourage all families to utilize the ClassDojo platform to see real-time updates on their child's day at school.

Progress Reports and Parent/Teacher Conferences

SOAR runs on a trimester system. You will receive updates on your scholar's progress, achievements and efforts in both academic and behavioral areas three times throughout the year. In the winter and mid-spring, progress reports are handed out during parent/teacher conferences, which is an opportunity for your child's teacher to sit with you and review important information. The final progress report of the year is sent home after the last day of school. At each progress report interval, as well as at the beginning of the year, families will also receive a report on their scholar's progress on the STAR assessment, a nationally normed standardized test that helps predicts the readiness of young learners to achieve at high levels, particularly in the areas of reading, writing, and mathematics.

If at any point you have questions or concerns about this report or about your scholar's progress more generally, please schedule a time to speak with your scholar's teacher or the principal. We love hearing from our families!

Classroom Observations

Visiting your young scholar in action can be a wonderful way to show them the connection between school and home! If you are interested in observing in your child's classroom, please begin by speaking to the office, so that we may arrange for a time when you can visit and avoid any potential conflicts or disruptions to learning.

Classroom observation times are not ideal moments to conference with teachers, as they are busy responding to the needs of their students. If you would like to debrief your observation, please contact your child's teacher or the main office for available meeting times.

School Supplies

A list of required school supplies can be found on page 20 of this handbook.

Bell Schedule

	M	T	W	Th	F
Arrival	8:30am	8:30am	8:30am	8:30am	8:30am
1 st /3 rd Lunch	10:45am	10:45am	10:45am	10:45am	10:45am
K/2/4 Lunch	11:15am	11:15am	11:15am	11:15am	11:15am
PM Snack	1:00pm	1:00pm	1:00pm	1:00pm	1:00pm
Dismissal	3:00pm	3:00pm	3:00pm	3:00pm	2:30pm

Students who arrive after 8:50am are considered late. Parents must walk their students into the school and sign them in if they arrive after 8:50 am.

Attendance

Attendance Matters!

- When scholars attend regularly, they get better grades and are more likely to go to college.
- We can teach the importance of strong attendance now, so scholars are prepared for the future.
- It's the law. Parents and caregivers are responsible for ensuring that their children go to school.

Parents Influence Attendance – Get Involved!

- Plan family vacations for non-school days only.
- Schedule non-emergency medical and dental appointments after school hours.
- Make the school is aware of any problems that may be causing your child to miss school; we may even be able to help!

Excused Absences

A pupil shall be excused from school when the absence is due to:

- Participation in a school-approved activity or instructional program;
- Illness, health condition or medical appointment;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Quarantine under the direction of a county or city health officer;
- Directly related to the student's homeless status;
- Family emergency, including, but not limited to, a death or illness in the family;
- Court or other judicial proceedings.

Unexcused Absences

Any absence for reasons other than those listed above is deemed unexcused and will require the scholar to make up any work missed during their time out of class. Unexcused absences may also significantly impact your scholar's grade and ability to make progress in important academic areas. Once a student reaches 3 unexcused absences within a month or 7 unexcused absences in a school year, the Enrollment Coordinator (Truancy Officer) will schedule a meeting with the family to troubleshoot absence issues. If the student continues to be truant, the school will then file a petition to the court and may refer the family to a Community Truancy Board.

Contracted Study

We can't emphasize the importance of consistent attendance enough. Yet, we understand that at times scholars may be absent due to varying circumstances. To support scholars who will be absent in keeping up with their work, SOAR offers contracted study opportunities. If you know that your scholar will miss more than 2 days of school, please speak with the classroom teacher about obtaining assignments that will allow the scholar to make up missed work. Together, the teacher and scholar will fill out a contracted study agreement to bring home for your signature. While days missed still count as absences, scholars who return work assigned during contracted study on time will not be penalized for lack of attendance.

Homework

Homework provides an extension of the classroom learning. Core concepts and skills can be positively reinforced on the home front with emphasis on reading, writing, math and science. These areas of study go across the curriculum. Each student in the school should experience 15-30 minutes of reading per

night; averaging 5 nights per week. Learning at home should be engaging and enjoyable. Guided and independent practice should be a part of the process.

When all is said and done, learning (albeit it at school or home) should be a meaningful and joyful experience. If we want to help our children become lifelong learners, we need to afford them opportunities outside the classroom for learning. Learning in the home with family support lifts up the child and the family. Parent feedback is important in helping the teacher to refine their homework plan.

Request for Additional Assistance/Suspicion of a Disability

Every child is unique and different. Differences are wonderful, but some may cause problems in school. Families know their children better than anyone else. Our school wants to help students who may exhibit one or more of the following that affects their performance in school:

- Academic problems
- Medical, vision, or hearing problems
- Behavior or emotional problems
- Difficulty following directions
- Any other problem that makes school a challenging experience

If you feel your child has a problem that affects her/his ability to learn and you would like to schedule a conference to discuss your concern further, please contact us at ANY time by reaching out to your child's teacher or the front office. At this planning conference, the teacher will discuss your concerns and the options that may be available for gathering more information and creating a plan to address the student's needs. We have a team of teachers, administrators, and other school personnel who can find ways to help your child.

Highly Capable Students

Just as SOAR Academy works to find scholars who may need additional assistance to catch up to their classmates or overcome personal challenges, we similarly work to identify young people whose advanced academic abilities afford them the opportunity to learn challenging material at their own pace. If you believe your child is an advanced learner, or if you are concerned that they are not being challenged enough at school, please speak with the classroom teacher or an administrator to share your insights. A conference may be scheduled to look at this further and determine whether additional evaluation of your child's performance is warranted.

SECTION 3

School Culture & Behavior Expectations

Safety and structure allow scholars to learn and grow

At SOAR, we believe that the foundation of a strong learning environment stems from scholars feeling safe and knowledgeable of our structure and boundaries.

As such, our response to behavior is composed of two primary components:

1. School-wide positive behavior interventions and supports (PBIS) that provide scholars with feedback about their individual progress on an immediate and continual basis in a respectful, nurturing and caring manner;
2. Opportunities for reflection and an emphasis on learning replacement behaviors. This includes training for scholars in peer-to-peer conflict management and violence/bullying prevention.

SOAR ensures a structured environment using a behavioral system that rewards appropriate behaviors. There are times when scholars do not respond to positive reinforcements and, in such cases, SOAR offers alternatives to help scholars get back on track, leading them through a series of progressively intensive interventions, up to and including removal from class until a resolution can be reached.

Positive Behavior Interventions

SOAR Academy uses the communication and behavior tracking platform, ClassDojo, to positively reinforce behaviors and provide families with real time updates on their students' progress. Scholar points can also be cashed out to earn additional privileges and prizes throughout the year as they grow in their ability to demonstrate safe, respectful, and responsible behaviors.

Scholar Searches

There are times when a search of a scholar's belongings becomes important in maintaining safety. SOAR does retain the right to search a scholar should there be reasonable suspicion that they may have broken or intended to break a school rule. Administrators observe searches when required. All efforts are taken to ensure the search is not excessively intrusive, and that it is done out of sight of other scholars.

Appropriate Attire

Scholars should dress in their designated school uniforms at all time. School uniform information is available on page 19 of this handbook. We always encourage families to pack an extra change of clothes in their scholars' backpacks. *If you are having difficulty outfitting your young person with the school uniform, please contact us!* We are always seeking out donations for uniforms and want to be sure to help you procure any necessary items in any way that we can!

Personal Property

Scholars are not allowed to share money or trade personal items or possessions at any time.

We recommend not bringing any items of value to school. Without prior permission, scholars are not allowed to use any non-school items including toys, sports equipment, mp3 players, phones, etc. while at school. We encourage scholars to turn any toys or other personal items into the front office so they may be returned at the end of the day. Cellular phone use during school hours is prohibited. Items that are confiscated during school will be given back to the parents/guardians at a pre-arranged meeting.

Leaving Campus

Scholars of any age should not leave campus without permission. Scholars may be physically prevented from leaving when safety concerns exist.

Harassment, Intimidation, Bullying and Discrimination

In general, bullying:

- Is targeted and repeated;
- Involves a power imbalance;
- Creates a hostile environment; and
- Has substantial negative consequences.

Harassment, intimidation, bullying, and discrimination can be behaviors that are physical, verbal, social, written and/or electronic. Here are examples of bullying behaviors when targeted and repeated:

- *Physical:* Hitting, kicking, pinching, pushing, or damaging/forcibly taking others' property
- *Verbal:* Name-calling, put-downs, making threats, teasing, or spreading harmful rumors
- *Social:* Deliberately harming another student's friendships or relationships
- *Written:* Slam books, graffiti, or texting that hurt or embarrass others
- *Electronic:* Posting or sending messages, pictures, or emails that hurt or embarrass others

Respect toward others is one of our most important principles. Always treat others as you would want to be treated. It is never okay to engage in conduct involving harassment, intimidation, or bullying.

You are responsible for your own actions, even if everyone else is acting inappropriately. While you don't have to be friends with every single student at school, you do have to be respectful at all times.

Tell your teacher, an administrator, or another adult (including a parent/guardian) right away if you believe you or someone else is being harassed, intimidated, bullied, or discriminated. Parents/guardians may also report these types of potential acts to teachers and administrators. SOAR will investigate and put a stop to any harassment, intimidation, bullying, and discrimination. Reports may be made orally or in writing. There will be no retaliation against anyone who, in good faith, reports or assists in the investigation of potential acts of harassment, intimidation, bullying or discrimination.

Firearms, Weapons and Threats of Violence

It is a violation of SOAR policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or in areas of other facilities being used exclusively for school activities. A “weapon” is any item that could be used for the purpose of inflicting bodily injury, and may include items that are legal to own.

SOAR Academy also enforces a strict zero-tolerance policy against all acts, threats, and/or intimations of violence, particularly when directed at our students, families, or staff. SOAR does not accept excuses for acts, threats, or intimations of violence, or accept them as “slang” or a “joke.” School officials shall notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, SOAR may modify the one-year expulsion on a case-by-case basis.

SECTION 4

School Information

We are committed to effective communication

Preparing for Emergencies

SOAR works diligently to ensure that our school community is prepared for an emergency. In consultation with experts in the field, we have created a detailed Emergency and Disaster Plan that provides guidance for all school staff. In addition to conducting regular drills, each classroom stocks emergency supplies to sustain scholars and staff in the event of a major emergency.

What can parents do to be better prepared?

Parents can be better prepared for an emergency by doing the following:

1. Make sure that your child's Emergency Contact information is current and correct;
2. Instruct your child to take all emergency drills seriously. Regularly review home and school emergency procedures with your child.
3. Visit the school to discuss any specific concerns you may have or learn more about our Emergency and Disaster Plan.

Responding to Emergencies

In the event that there is an emergency, parents should remember that schools are among the safest buildings in the community. As required by state law, Washington State public schools are built to a higher standard than other public buildings; therefore, schools will generally not sustain the same damage as residential or commercial buildings. If you have questions about the SOAR Emergency and Disaster Plan, please do not hesitate to ask an administrator, either by scheduling an appointment or by stopping by the front office.

Please remember that scholars will only be released to a person whose name is listed on the scholar's Emergency Card. Parents must make sure that the Emergency Contact Information is current and correct.

Inclement Weather

From time to time throughout the school year, weather may force a change in the school's normal operating routines. We will make every effort to adhere to the established school calendar, bell schedules, and bus routes. However, there may be times when weather conditions make the usual routines unsafe. We know that changes in the schedule are difficult for families. We do everything in our control to keep our doors open. When we must make a schedule change due to weather, we will do everything in our control to provide accurate and timely information. *The safety of your children is our primary concern.* Please find a copy of SOAR's Inclement Weather Policy on page 21 of this handbook.

Health and Wellbeing

Medication

Parents/caregivers should notify SOAR immediately if their scholar needs to take medication, including inhalers, at school. A pharmacy-labeled bottle containing the current dosing instructions is required and the nursing staff or school principal can provide guardians with the required forms to fill out. A nurse or trained staff member will administer all required medications and keep a log. Please be aware that scholars are not allowed to be in possession of medication of any kind, including over-the-counter medication, on the school bus or at school. Medication refills should be brought to campus by parents/caregivers rather than the scholar. If there is a change in medication, please notify the nursing office immediately. You will need to sign a new medication form and bring in a new prescription bottle with the new label.

Immunizations

In accordance with state law, parents of scholars at SOAR are required to update scholars' immunizations and provide new copies to the school for review. As required by law, scholars who do not have updated immunization records on file at the school may be excluded from school until such records are received. Our staff will communicate with you regularly regarding the need for updated records. Please provide us with all necessary information so that your child's enrollment at school is not jeopardized.

Vision and Hearing

As a routine part of our program, SOAR provides all scholars with vision and hearing screenings both at regular intervals as established by Washington State law and as concerns arise, either through family or scholar report, or through observations by the team at SOAR.

If you do not wish for your scholar to participate in these free hearing and vision screenings, you can contact us at any time. Please call the school and ask for the nursing department to request that your child be excluded.

School Food

Please note that SOAR Academy is a 100% peanut free campus, in support of scholars with allergies or other health sensitivities. We thank you in advance for your vigilance in ensuring no peanuts come to school with your child at any time, for the safety and wellbeing of all of our scholars.

SOAR Academy offers a nutritious and filling breakfast and lunch program through Fresh-n-Local Foods. All students are welcome to eat at school, with menus available to help aid families in making appropriate choices for their child's mealtimes. Soar Academy is a CEP (Community Eligibility Program) school, meaning all students receive free lunch and breakfast regardless of family income.

Transportation Expectations and Procedures

During July, prior to the start of the school year, Soar Academy sends out the annual Transportation survey. This survey allows our bus company to map housing and daycare locations to create a bus route that suits the needs of our enrolled students. The Bus Route Schedule will be provided for families via the website and in the front office.

It is necessary for all students to meet certain behavior expectations and follow safe riding rules. Below are CHAMPS expectations for riding a SOAR school bus. Parents and guardians are to help their scholars understand the importance of these expectations as they relate to their personal safety and the safety of all on the bus. Remember- the bus ride is an extension of the school day and school-wide expectations are expected at the bus and on the bus.

C	Conversation	Voice Level 1 or 2. Use a whisper or partner talk so that only the person next to you can hear the conversation.
H	Help	Raise your hand to ask the bus driver for help.
A	Activity	Be respectful to all on the bus in your words and actions. Be on time and only bring appropriate items on the bus.
M	Movement	Stay seated and facing forward in assigned seat at all times.
P	Participation	All students follow all directions of all adults.
S	Success	Safety for all riders and getting to and from school on time.

The following procedures are in place to ensure the safety of our students and a timely drop off and pick up routines for all families.

1. **A designated guardian must be present to pick up and drop off their student at their bus stop.** This guardian must be listed on the School's pick-up list. Changes to this pick-up list can be communicated to the front office by the primary guardian. Guardians must wait with their student until they board or exit the bus. If a guardian is not present for drop off at the bus stop, the student must remain on the bus and will be taken back to school if a guardian does not meet them at the following bus stops along the route. The driver will wait 3 minutes for a guardian to appear before moving on to the next stop.
2. **Should the guardian miss a pick up or drop off, they are allowed to contact the bus driver to coordinate meeting the bus at one of the next stops along the route.** The bus will not make any accommodations to go off route to pick up a student for any reason.
3. **Any changes to a student's bus route must be reported to the front office by 10:00 am that day by calling the school's main line.** Ongoing changes to the drop off schedules for our students is discouraged and must be kept to a minimum. No student shall be permitted to leave the bus except at his/her regular stop without these changes reported by this time.

4. **Students may not carry or have in their possession items that can cause injury to passengers on the bus.** Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing.
5. **Students must get on/off the bus in an orderly manner and must follow the instructions of personnel on duty.** There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students must adhere to rules for pedestrians.
6. **When off-loading, students must never cross the street behind a yellow school bus unless they use pedestrian crosswalks or traffic lights.** Students must stand away from the roadway curb when any bus is approaching or leaving a stop
7. **If assigned a seatbelt, that student must wear the seatbelt at all times.**

Bus Referrals

Students not abiding by CHAMPS bus expectations may receive a bus referral. Bus referrals may result in a loss of the privilege to ride the bus given that problem behaviors jeopardize the safety of all on the bus. The following are SOAR Academy bus referral steps:

1. **Warning:** Student is issued a bus referral and family is emailed a copy of the report.
2. **1st Write Up:** Student is issued a bus referral and is formally written up. Families are called and emailed a copy of the bus referral. Write ups result in a loss of privileges the next day at school so that the student may have additional time to practice bus safety.
3. **1 Day Suspension:** Student is issued a bus referral and is formally written up. Families are called and emailed a copy of the bus referral. This constitutes in a 1 day bus suspension. Families are to find alternate transportation during this time. Write ups result in a loss of privileges the next day at school so that the student may have additional time to practice bus safety.
4. **3 Day Suspension:** Student is issued a bus referral and is formally written up. Families are called and emailed a copy of the bus referral. This constitutes in a 3 day bus suspension. Families are to find alternate transportation during this time. Write ups result in a loss of privileges the next 3 days at school so that the student may have additional time to practice bus safety.
5. **5 Day Suspension:** Student is issued a bus referral and is formally written up. Families are called and emailed a copy of the bus referral. This constitutes in a 3 day bus suspension. Families are to find alternate transportation during this time. Write ups result in a loss of privileges the following 5 days at school so that the student may have additional time to practice bus safety.
6. **Expulsion** Student is issued a bus referral and is formally written up. Families are called and emailed a copy of the bus referral and are asked to find alternate transportation for the remainder of the year.

Scholars' Right to Confidential Communication (FERPA)

SOAR takes considerable steps to ensure the confidentiality of all student-level communication is maintained. This is done through ongoing training with all school personnel and the safeguarding of such information in locked locations with limited access by trained and appropriate staff members.

CPS Reporting

As legally mandated reporters, SOAR's staff must report any allegations or suspicion of child abuse to Child Protective Services, regardless of our personal opinions. SOAR does not conduct child abuse investigations, as this is the role of CPS. In every circumstance, we attempt to involve the family to the greatest degree practicable when we are required to notify CPS.

Non-Discrimination Policy

SOAR Academy does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator:

Operations Manager
1301 E 34th St.
Tacoma, WA 98404

Section 504/ADA Coordinator:

Academic Intervention Specialist
1301 E 34th St.
Tacoma, WA 98404

Civil Rights Coordinator:

Operations Manager
1301 E 34th St.
Tacoma, WA 98404

You can report discrimination and discriminatory harassment to any school staff member or to the school's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of our nondiscrimination policy and procedure, contact the front office or view it online here:

<http://soaracademies.org/students-parents/school-and-board-policies/>

Sexual Harassment Policy

SOAR strives to maintain a safe and welcoming learning environment that is free from sexual harassment. Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of our sexual harassment policy and procedure, contact the front office, or view it online here:

<http://soaracademies.org/students-parents/school-and-board-policies/>

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Written Complaint to the School

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe SOAR should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the civil rights compliance coordinator or to the school's Executive Director.

Step 2: SOAR Investigates Your Complaint

Once we receive your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, we will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: SOAR Responds to Your Complaint

In its written response, we will include a summary of the results of the investigation, a determination of whether or not the school failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the school into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School

If you disagree with the school's decision, you may appeal to the board of directors. You must file a notice of appeal in writing to the Executive Director within 10 calendar days after you received the school's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the school received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the school's complaint and appeal process, or (2) the school has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Parent "Right to Know" Policy

The Elementary and Secondary Education Act is one of our country's most important federal education laws. The law was designed to make changes in teaching and learning that will help increase academic achievement in our schools. The funds associated with this law are called Title I.

The law requires that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title I funding; we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education than having a well-prepared and highly qualified teacher. The law requires that all teachers meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title I funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four-year college degree
2. A teaching certificate/license

3. Proof of their knowledge in the subject they teach

We are extremely proud of the quality of the teaching staff at SOAR. The state of Washington has always required a teaching certificate/license for all teachers, including those who work in charter schools. In addition, every teacher continues learning through official in-service programs and professional development activities; our teachers are evaluated several times each year to make sure that their teaching skills are sufficient to meet student needs.

Most teachers already meet this legal definition of highly qualified. You will be notified if your student's teacher does not meet the legal definition of highly qualified as outlined above. In addition, every teacher in our school is dedicated to teaching your child at the highest possible level, and we will do everything possible to assist in this endeavor.

Grievance Procedure

When SOAR scholars or their families have concerns regarding the education, services, or treatment they are receiving, there are several steps that they can take to address these. We will work together to the best of our ability to find a solution.

Verbal Complaints

- You can talk about your complaint with the classroom teacher or another involved SOAR staff.
- If you still have complaints or problems with the treatment that you or your family members are receiving, you can talk to the principal, who will work with you to find a solution to your concern.

Written Complaints

- Use the "written grievance/complaint form" attached to this packet if you feel that your concern is still not being addressed, or if you do not want to talk about your complaint with SOAR staff.
- If you need help filling out this form, you can either ask a staff person or family member to help you. You can also tape record your complaint or write it in your preferred language.
- Turn the form in at the front office at SOAR, or you may email or mail it to us as well.
- Once the principal reads this form, they will meet with you and/or your family members. A group of specially chosen people may also review your complaint and decide whether extra time is needed to address your concern(s). You and/or your family may or may not be involved in this meeting, but will receive an update, including an action plan, within 5 school days.

If you are not satisfied with any of these choices, you can appeal to SOAR's Executive Director or the Chair of the Board of Directors. A staff person can help you contact these persons if necessary.

Written Grievance / Complaint Form

Use this form if you do not want to talk about your complaint with any SOAR staff person or if you are not satisfied with staff members' response to your complaint. If you need help filling out this form, you can ask a staff person or family member to help you. You may write in your preferred language or tape record yourself. You can use the back of this form if you run out of space. Once you have finished filling out this form, you can either:

1. Give it to the front desk, who will forward it to the principal. The principal will review it within 48 hours, and will then meet with you and /or your family members. A committee of specially chosen people may review your complaint and decide if extra time is needed to discuss and, if possible, solve your complaint. You and/or your family may or may not be involved in this meeting but will be updated on its outcomes, including the action plan that was created, within 5 school days.
OR:
2. Mail or email this form to the addresses listed in the letterhead.

Name of Scholar: _____

Date: _____

Date of Birth: _____

Grade: _____

Name of Legal Guardian or Conservator: _____

Kindly share with us:

1. What is your complaint:

2. What have you tried to do to solve this problem?

3. How do you think this problem could be solved?

Signature of Person Making Complaint: _____

Name of person who filled out this form,
if different than scholar or primary guardian

Relationship to student/school

18/19 School Calendar



SCHOOL YEAR CALENDAR 2018 - 2019

SOAR Academy

AUGUST 2018						
Su	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2019						
Su	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

First Trimester:
Aug 29 - Nov 30
Second Trimester:
Dec 3 - Mar 15
Third Trimester:
March 18 - June 14

SEPTEMBER 2018						
Su	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019						
Su	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# Days:		
Staff	Stud	
12	3	Aug
19	19	Sept
22	21	Oct
18	18	Nov
15	15	Dec
18	17	Jan
18	18	Feb
21	20	Mar
17	17	Apr
22	22	May
19	19	June
195	180	

OCTOBER 2018						
Su	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019						
Su	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2018						
Su	M	T	W	T	F	S
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2019						
Su	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2018						
Su	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019						
Su	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JANUARY 2019						
Su	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY 2019						
Su	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- First/Last Day of School
- Federal Holiday - NO SCHOOL
- Breaks - NO SCHOOL
- Professional Development Day- NO SCHOOL
- Early Release: P/T Conferences

18/19 Uniform Policy

The SOAR Academy Uniform policy is mandatory. SOAR's dress code instills pride and dignity, and demonstrates that school is a place for study and learning. Our dress code standard creates a sense of belonging and promotes school spirit. School uniforms will consist of the following:

Pants and Slacks

1. Navy Blue or Khaki color pants.
2. NO JEANS please!
3. NO skinny jeans or leggings please!

Shorts

1. Navy blue or Khaki color shorts.
2. NO Jean shorts please!
3. NO shorter than 2 inches above or below the knee.

Skirts and/or Jumpers

1. Navy blue or Khaki color skirts.
2. NO Jean skirts or jumpers please!
3. NO shorter than 2 inches above or below the knee.

Tops (Navy Blue, Purple or White Only)

1. Polo style shirts (SOAR name/ logo ok)
2. Solid color (no print, logos)
3. NO t-shirts please!
4. NO sleeveless tops please!

Vests and Sweaters

1. Solid navy blue
2. Navy blue pullover or cardigan.
3. NO labels or logos please! (SOAR name/ logo ok)

Shoes

1. Comfortable closed toe dress shoes
2. Comfortable running shoes or sneakers.
3. NO roller skates in the shoes please! (can be dangerous and are not permitted on school premises)
4. NO sandals or open toe shoes please.

Socks and Tights

1. Solid colors only please.

Physical education and Dance

1. Uniform requirements for Dance classes will be sent at a later time; *contribution of \$25.00 per child for end of year performance costume. More information about payment/volunteer options will be given out at the beginning of the school year*

Although wearing a uniform is a requirement for our school if an issue arises on any given day, please contact staff for any support that you may need. Uniforms can be purchased at major department stores as well as Wal*Mart, Target, JCPenney and Fred Meyer. You may contact our school office at 253-444-6759 if you have any questions or need help with uniforms. Parents, please check Lost and Found regularly for missing uniforms.

Appendix C

18/19 Student Supply List

Kindergarten:

Crayola Crayons, 24 count
3 Elmer's purple glue sticks
1 Mead Primary Journal K-2
24 Ticonderoga Pencils
2 Pink Pearl erasers
4 Expo markers, black fine tip
1 pair of Fiskars Kids scissors
1 plastic folder with pockets, purple
1 plastic folder with pockets, blue
1 ream of white printer paper 8 ½" x 11"
1 backpack, with student's name
1 large box of tissues
1 pair headphones or earbuds, with student's name
Last names A-F sandwich Ziploc bags
Last names G-L gallon size Ziploc bags
Last names M-R container of sanitizing wipes
Last Name S-Z box of Band-aids

Second Grade:

Crayola Crayons, 24 count
3 Elmer's purple glue sticks
2 black composition books, wide-ruled
24 Ticonderoga Pencils
2 Pink Pearl erasers
4 Expo markers, black fine tip
1 pair of Fiskars Kids scissors
1 plastic folder with pockets, purple
1 plastic folder with pockets, blue
1 3-ring binder, 2 inches
1 ream of white printer paper 8 ½" x 11"
1 package loose leaf wide-ruled paper
1 backpack, with student's name
1 large box of tissues
1 pair headphones or earbuds, with student's name
Last names A-F sandwich Ziploc bags
Last names G-L gallon size Ziploc bags
Last names M-R container of sanitizing wipes
Last Name S-Z box of Band-aids

First Grade:

Crayola Crayons, 24 count
3 Elmer's purple glue sticks
1 Mead Primary Journal K-2
24 Ticonderoga Pencils
2 Pink Pearl erasers
4 Expo markers, black fine tip
1 pair of Fiskars Kids scissors
1 plastic folder with pockets, purple
1 plastic folder with pockets, blue
1 3-ring binder, 1 inch
1 ream of white printer paper 8 ½" x 11"
1 backpack, with student's name
1 large box of tissues
1 pair headphones or earbuds, with student's name
Last names A-F sandwich Ziploc bags
Last names G-L gallon size Ziploc bags
Last names M-R container of sanitizing wipes
Last Name S-Z box of Band-aids

Third, Fourth, and Fifth Grade:

Crayola Crayons, 24 count
3 Elmer's purple glue sticks
2 black composition books, wide-ruled
24 Ticonderoga Pencils
2 Pink Pearl erasers
4 Expo markers, black fine tip
1 pink, 1 orange, 1 yellow highlighter
1 pair of Fiskars Kids scissors
1 plastic folder with pockets, purple
1 plastic folder with pockets, blue
1 3-ring binder, 2 inches
1 ream of white printer paper 8 ½" x 11"
1 package loose leaf wide-ruled paper
1 backpack, with student's name
1 large box of tissues
1 pair headphones or earbuds, with student's name
Last names A-F sandwich Ziploc bags
Last names G-L gallon size Ziploc bags
Last names M-R container of sanitizing wipes
Last Name S-Z box of Band-aid

Recommended: A change of clothes for emergencies (to be kept in your child's backpack).

Please **only label personal items** with your child's name.

You may contact our office at 253-444-6759 if you have any questions or need help with school supplies.

Appendix D

Inclement Weather Procedure

Policy:

From time to time, weather may force a change in the school's normal operating routines.

We will make every effort to adhere to the established school calendar, bell schedules, and bus routes. However, there may be times when weather conditions make the usual routines unsafe. If inclement weather makes a schedule change necessary, the decision will be communicated through the following methods:

- Our Facebook page
- Email messages
- Targeted phone calls to parents who have requested these or with limited access to internet notification

We know that changes in the schedule are difficult for families. We do everything in our control to keep our doors open. When we must make a schedule change due to weather, we will do everything in our control to provide accurate and timely information. **The safety of your children is our primary concern.**

Options for Schedule Changes Due to Inclement Weather:

Whenever possible, decisions regarding school delays or closures are made by 5a.m. Options include:

- Full-day school cancellation/closing: Students should not report to school. No services will be provided.
- Early dismissal: If the decision is made to dismiss schools early, the SOAR team will notify parents or guardians of the early release using email communication, social media and phone calls.
- Delayed school opening with regular bus routes: Two-hour late start with buses operating on regular routes. For example, if your student has a scheduled bus pick-up time of 7a.m., you can expect the bus to arrive at approximately 9a.m.). No door-to-door transportation service is available.

Family Preparation for Inclement Weather:

It is the responsibility of each family to have an inclement weather plan in place that can be put into action on short notice. We ask that you make sure your children have a safe place to stay if you must be at work on a day when school has been delayed or cancelled.

Winter Safety Tips for Student Transportation:

- Students should allow extra time to get to their school or bus stop in the morning. Arrival at the bus stop five (5) minutes before the scheduled pickup up time is recommended.

- Students should be dressed properly for the weather.
 - Bright clothing will make students more visible for bus drivers and other motorists, especially in the early morning and late evening.
 - Warm clothing is also recommended as transportation delays may occur.