



Arkansas Arts Academy

District Handbook
&
Code of Conduct

About This Handbook

AAA administrators, teachers, students, and parents/guardians work on a regular basis to ensure the AAA District Handbook and Code of Conduct contains relevant and up-to-date information for our School Board members to review and approve for the benefit of our AAA families. The purpose of this handbook is to serve as a meaningful reference for our families in regards to life as a student at AAA.

The handbook is divided into four parts:

- 1.) The introduction includes our mission and philosophy statements as well as our ARTS Pledge.
- 2.) The second section consists of information on how to apply for admission and if selected, how to enroll.
- 3.) Policies and procedures, State and Federal laws and regulations, and Arkansas Department of Education (ADE) requirements including: enrollment and compulsory attendance requirements, absence and attendance policies, behavior standards and discipline procedures, dress code, computer use guidelines, homework and late work policies, wellness and parental involvement plans make up the third section.
- 4.) The final section is made up of resource and reference materials, including a staff directory and glossary of terms used in the handbook.

Upon enrollment and/or at the start of each academic year, AAA students and parents/guardians are provided with a copy of the handbook, as well as the opportunity to participate in informational discussions regarding its contents. All students and parents/guardians will sign the ARTS Pledge which serves as receipt of copy of the handbook and an agreement to abide by the AAA policies and procedures as well as the state and federal laws and regulations that support the ARTS Pledge. Copies of the handbook are available in the central office of each campus and online at artsk12.org.
Legal reference: A.C.A. 6-18-502

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Who and Why We Art

Although AAA is one of the largest open-enrollment public charter schools in Arkansas, it is dedicated to maintaining a student population large enough to allow for a diverse student population, yet small enough to retain the student-centered, family-like atmosphere for which it is known and praised. If you have not had the chance to already, please visit and take a tour of our High School and/or Elementary school campuses to see all the many reasons We ART Proud!

Mission Statement:

We believe that an arts-based approach to learning promotes creative expression and an enhanced academic experience. Our mission is to provide a rigorous academic program with a purposeful integration of the arts. Arkansas Arts Academy is the ultimate choice for excellence in arts and academics. Aspire! Achieve! Advance!

Academic Excellence:

Arkansas Arts Academy provides an academically rigorous and innovative curriculum with personalized student learning environments that result in college and career ready students. AAA has high standards and expectations for all students.

- *Students are challenged to learn in a collaborative environment.*
- *Students must demonstrate critical thinking and problem-solving skills and strategies.*
- *Student use of 1:1 technology is integrated for all learning.*
- *Teachers use data from formative and summative assessments to better determine how to help students learn.*
- *Students are expected to demonstrate academic proficiency or excellence through school, state, and national assessments.*
- *Students will become lifelong advocates of the arts through their intensive arts engagement.*

Arts Integration:

Arkansas Arts Academy embraces a revolutionary education approach that manifests a unique philosophy centered on arts integration. By offering a rigorous academic curriculum alongside a purposeful integration of the arts, AAA challenges our students to excel academically as well as experience a multitude of creative, artistic fields that will afford students the opportunity to find their passion and drink deeply of innate pursuits. Academics and arts complement each other to improve learning for students. AAA teachers are encouraged to collaborate with one another which gives depth and greater meaning to daily teaching objectives – all of which serves to create an enriching, challenging, and pleasurable academic experience for each of our students. To learn more about our Arts Integration, visit the Walton Foundation website at: <http://www.waltonfamilyfoundation.org/stories/leveraging-the-arts-for-deeper-learning>.

Mastery of the Arts:

Arkansas Arts Academy employs teachers in fine arts courses who are willing and able to help students master their chosen art form and understand what being a professional in that field looks like. In addition to hiring an outstanding faculty, we regularly engage professional artists to give special performances and master classes. These events broaden our students' experience of different art forms. Art courses currently taught at AAA include: choral music, dance, theatre, audio production, guitar, bass, percussion, orchestra, animation, piano, 2D art including drawing, design, and painting, 3D art including ceramics and sculpture, culinary arts, and creative writing.

Museum Initiative:

The Crystal Bridges Museum of American Art is one of AAA's greatest supporters and champions not only by offering world-class learning opportunities for our students, but also by being a source of inspiration for our teachers to integrate disciplines such as the visual arts and art history into the lessons plans of academic core subjects. Our list of museum partners has grown to include: the Museum of Native American History, the Shiloh Museum, Pea Ridge National Battlefield, Compton Gardens, the Amazeum, Peel Mansion, the Rogers Historical Museum, and the Walmart Museum. We also work with the Community Creative Center, Trike Theatre, A+ Arkansas, AAIMS, and the New Design School to enrich our students education and provide professional development in best practices for our teachers.

Our Art School Is:

A place that:

- Allows you to express your art, whatever it is, and teaches you how to improve it.
- Stresses academics in preparation for college.
- Teaches you to appreciate the arts.
- Teaches you to appreciate others.
- Teaches you respect.
- Teaches you compassion.
- Holds you to a higher standard.
- Allows you to shine in your own individual way.
- Allows you to fit in (there is a place here for everyone).
- Gives you a venue to perform.

Our Art School Is Not:

A place to:

- Stay in the shadows.
- Escape the pressure of accountability.
- Coast through school.
- Not participate in the arts (after all, we are an Arts Academy).
- Sit back and watch the action. You will be expected to be in the middle of it.
- Take the bare minimum classes. We require more core classes than some public schools.

We teach organizational skills and how to succeed in life. We don't just teach students to be artists, we teach them to be good citizens. We teach the appreciation of the arts. We teach people. We love what we do, and it shows.

A.R.T.S Pledge:

I pledge to be a scholar of the ARTS by being:

- A Authentic & adventurous artist,**
- A Respectful & responsible representative,**
- A Talented & tenacious team-player, and**
- A Self-disciplined & smART student!**

The **ARTS pledge** is built upon four character trait statements that all AAA students aspire to become, and each of the statements has a guiding principle or code which is supported by School Board approved policies and procedures as well as State and Federal laws and regulations. By signing the **ARTS pledge**, students and their families promise to be key participants on AAA's mission to **Aspire! Achieve! Advance! in arts integration, mastery of the arts, and academic excellence!**

Authentic and adventurous artist among artists

succeed by actively engaging in learning opportunities for myself and fellow artists and by valuing our intrinsic worth and our right to an excellent education.

Code of Conduct:

is a pledge to follow rules that remind everyone in the AAA family to conduct ourselves in a dignified manner. The Code of Conduct is made up of classroom rules which, even when they vary among teachers, are clear and direct behavior expectations such as: respect teachers, students and their property, help maintain a clean and safe campus, partake in privileges only as allowed by the teacher, encourage discussions not disruptions, use language and materials that elevate instead of profanity and lewd materials that discriminate, show affection with platonic hugs or by holding hands rather than engaging in inappropriate public displays of affection (PDA), and to dress and present yourself appropriately.

Respectful and responsible representative

of myself, my family and my school who follows school and societal rules and grows as an active and engaged citizen.

Code of Citizenship:

is a pledge to continue learning how to make good decisions so I may become a responsible citizen and productive member of society, specifically by understanding the reason for each of the policies and procedures in our handbook and why it is in my best interest to abide by them. I will actively help keep our school free from discriminatory, dangerous, potentially harmful, and life-threatening behaviors. I will learn the procedures involved in reporting inappropriate, illegal, or destructive behaviors so I may be of help to others, and if I should ever be found to be in violation of any policy or procedure, I will be forthright and accountable in completing my assigned consequence.

Talented & tenacious team-player

committed to my personal, artistic, and academic goals and those of my peers as we journey together discovering our talents.

Code of Ethics:

is a pledge to act with integrity and make positive choices for my present and future self by following Safe Campus Procedures, to make educated decisions in regards to my health by following the Nutrition, Wellness and Medication Administration Procedures, and to take extra care with policies that are not rights but privileges such as the Internet Policy, Cell Phone/Computer Policy, Vehicle Use Policy, eating lunch with friends, participating in extracurricular activities, and attending after school events and competitions on our campus or while visiting other schools. **This is not an all inclusive list of privileges, only examples.**

Self-disciplined and smART student

actively achieving the highest standards of scholarship & moral excellence.

Code of Academic Integrity:

is a pledge, first and foremost, to be honest in everything I do, including developing self-discipline so I may lead a well-balanced life with time for working, studying, growing, playing, and laughing. I pledge to be honest in my academic pursuits, including homework, tests and projects by not cheating or allowing anyone to cheat off of me, and by properly citing and giving credit to the ideas and writings of others. I pledge to be a student of integrity and to never lie or bear false witness so that others may always count on me as a trustworthy and upstanding individual. I also pledge to be honest with myself and others by seeking assistance from teachers, peer mentors, and my family when I need it, and to listen to the school counselor's advice regarding higher education opportunities.

APPLICATION AND ADMISSIONS

Arkansas Arts Academy is an open enrollment public charter school; it is not a private school and no tuition fees are charged. Any student who is a legal resident of Arkansas is eligible to apply for admission. Enrollment is limited by our charter and a lottery process is necessary to ensure fairness to all potential students.

Lottery Forms

Students who are interested in attending AAA must first submit an application and receive an official Notice of Acceptance before enrolling.

Application for Admittance forms are available at the AAA High School's Registrar's office, the AAA Elementary School's main office, the AAA District Administration office, and/or online at www.artsk12.org. Applications may be submitted as indicated on the form and are valid for one school year.

Selection

If more students apply for admission than AAA has available enrollment capacity, a lottery-style method in which student names are chosen randomly is used to accept students as slots in each grade level become available. After students apply and receive admission, students are ready to officially enroll as AAA students.

Notification

Students chosen by lottery are notified immediately regarding their acceptance via the preferred communication method(s) selected on the Application Form. If admission occurs mid-school year, the parents/guardians attend a scheduled Enrollment conference to complete the enrollment process at their earliest convenience. Families that fail to accept the offered position or complete the enrollment process within the allowed time will be moved to the bottom of the waiting list and the position will be offered to the next available student.

If additional applications for admission are completed after the lottery process, the prospective students' names are placed on the appropriate AAA wait list for one calendar year. Lottery/Request for Admission typically begin anew each school year in early spring. Therefore, students' applications must be renewed each year for possible selection in the Lottery.

Reference Admission Policies for open-enrollment charter schools established by Act 993 of 2011; implemented 2011-2012; approved 2017- 2018.

Admission and Enrollment Requirements

1. Be a legal resident of Arkansas.
The student, parent, guardian, or other responsible person (hereinafter parent/guardian) must be a legal resident of Arkansas. A legal resident is defined as a student who maintains permanent residency four (4) or more days/nights a week in Arkansas and does not do so only to establish residency for school attendance.
2. Provide a social security number.
Parent/guardian is to provide a social security number for each student or may request the school to assign the student a nine (9) digit number from the AR Department of Education (ADE).
3. Show proof of student age with one (1) of the following:
birth certificate, statement from registrar or county recorder certifying child's date of birth, attested baptismal certificate, passport, affidavit of date and place of birth by child's parent/guardian, military identification, or previous school records.
4. Disclose expulsion history.
When completing registration documents, parents are to disclose whether or not the student has ever been expelled from school or party to an expulsion proceeding. If this information is not disclosed and it is discovered that a student was expelled from another school, the student may be immediately dismissed from AAA.
5. Provide proof of immunization or ASDH exemption.
Parent/guardian is to provide a certificate from a licensed physician or a public health department acknowledging the student is age-appropriately immunized or if for medical, religious or philosophical reasons, the student does not have proper immunization paperwork, parent/guardian must provide annual exemption certificate issued by the AR State Department of Health. More information may be found in the following Immunization Chart and contact information for the Arkansas Department of Health may be found in the Quick Reference List under ADH, Division of Communicable Diseases/Immunization.
Legal References: A.C.A. § 6-18-201 (c); A.C.A. § 6-15-504 (f); A.C.A. § 9-27-103; A.C.A. § 6-18-702; A.C.A. § 6-18-207; A.C.A. § 6-18-208; A.C.A. 6-18-202

Immunization Schedule

Arkansas Act 871 of 1997 requires all K-12 students in the state of Arkansas to be in compliance or in the process of compliance with the following immunization schedule:

DTaP	Current students: minimum of three (3) doses with last dose on/after fourth birthday. Entering kindergarteners must have received four (4) doses of DTaP with last dose on/after fourth birthday.
DTaP	Required for all 7th grade students.
OVP/IVP	Minimum of three (3) doses with first dose on/after fourth birthday.
MMR	Minimum of two (2) doses with the first dose on/after first birthday and second dose minimum of 28 day after first dose.
HEPB	Three (3) doses for students grades K-6 and all transfer students who may have had the two (2) dose alternative. There must be 28 days between first and second dose, and two months between second and third dose.
Varicella	Two (2) doses with first dose on/after 1st birthday and 2nd dose at least 28 days after first dose.

Policies and Procedures

Attendance Policy

Compulsory Attendance Requirements

As defined in ACA 6-18-201 (a), every parent/guardian of any child age five (ACA 6-18-207) through seventeen years on or before August 1st is required by the state to enroll and send the child to a school with the following exceptions:

- The student is being home-schooled and conditions of homeschool policy have been met, or who is enrolled in private or parochial school.
- The student has received a high school diploma or its equivalent as determined by the State Board of Education.
- The student is age sixteen (16) or above and is enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The student is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A § 6-18-201 (b).
- Students who are 18 to 21 years of age will be educated with the understanding that they must comply with district policies and procedures in compliance with ACA 6-18-202.

Attendance Requirements

Students in grades kindergarten through eleven (K-11) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Students in grade twelve (12) are required to take any courses remaining for graduation and encouraged to take additional courses based on their post-secondary career or college plans. All students are required to participate in fine arts classes as part of their scheduled day. Part of this requirement may be met by concurrent credit as approved by the principal. Eligible students' enrollment and attendance at a post-secondary institution will count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course will count as nine (9) hours of weekly, required time of attendance.

Excused Absences Procedures

When a parent/guardian knows a student will be absent in advance of the actual absence, they are to call the Registrar's office and inform them of the upcoming absence. Alternatively, the student must bring a written statement from parent/guardian and/or a doctor's note to the office within three days of having been absent. Parents will receive an automated phone call at the end of each day in which their student was reported absent in one or more periods.

Reasons for excused absences: are those where a student was on official school business or when the absence was due to one of the following reasons: an illness that could jeopardize the health of other students, a death or serious illness of someone in the immediate family who lives with the student, observance of recognized holidays observed by student's faith, attendance at government agency or medical appointment, exceptional circumstances with prior approval of principal, absences granted to allow student to visit parent or guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or support posting. *Students who serve as pages for a member of the General Assembly will be considered on instructional assignment and will not be considered absent from school for the day the student is serving as a page.

Request for Missed Assignments

Students who know they will be absent in advance of the actual absence should request assignments prior to leaving the school. These assignments are due upon the student's return to school or on the original due date set by the teacher. Students, or parents/guardians in case of student being ill, are asked to email each teacher no later than 3:00 pm on the day of the absence to obtain assignments missed. Students will be granted the same number of class periods missed to turn in make up work.

Unexcused Absences and Tardies

The following reasons will not be considered excused absences: oversleeping, student not wanting to attend school or taking a skip day, and other absences not clearly defined as excused in the above section. Students are considered tardy if they arrive in the classroom after the bell signifying the beginning of class has rung. When students have missed more than 30 minutes of a class period, they will be reported as absent.

Attendance Codes

Arkansas Arts Academy will use the following attendance codes to track student attendance and help determine award or denial of credit based on attendance and exemption status for final exams.

UA -- Unexcused absence

B -- Bereavement (death of an immediate family member), excused absence

C -- Court, excused absence

CV -- college visit, 2 allowed per semester, excused absence

M -- Medical absence, with doctor's note, excused absence

P -- Parent excuse, parent call-in, email, or note for student sickness, limit 5 per semester, excused absence

PR -- Principal approved absence, excused

OSS -- Out of school suspension, unexcused

SK -- Truancy, skipping class, unexcused

T -- Tardy, unexcused

TE -- Tardy with doctor's note, excused

ISS -- In school suspension (not counted as absence, informational only)

FT -- Field trip (not counted as absence, informational only)

XMT -- Exempt from finals (not counted as absence, informational only)

G -- Graduated seniors (not counted as absence, informational only)

Parent Notification of Excessive Absences

Parents are notified by mail when their child has accumulated more than three (3) unexcused absences and by certified mail when their child has accumulated more than six (6) unexcused absences in a semester. Parents/guardians will be reminded that the student may be denied promotion or graduation for exceeding six (6) unexcused absences in a semester. The school may also file a Family In Need of Services (FINS) report with the Department of Human Services in cases of excessive unexcused absences. Legal reference ACT 1322 of 2013

For additional ways to monitor attendance, see Online Support Services.

Exception/Exemption Petition

Parents/legal guardians of minor students and students who are eighteen (18) years of age may submit a Petition for Excessive Absences to the principal if they believe a special circumstance exists regarding the student accumulating more than six (6) unexcused, successive absences per semester. It is the responsibility of the parent/legal guardian, or adult student, to schedule a time to discuss the Petition for Special Circumstance Exception for Absences so they may discuss the nature of the extenuating circumstance. The principal will review the nature of the situation, the student's attendance history in the past, as well as the student's current academic status before approving or denying the petition.

- ⇒ Petition Approved: If the request is approved, documentation will be filed in the student's cumulative file, and the student will not be reported to the Benton County Department of Human Services (BCDHS) and Benton County Prosecuting Attorney's Office (BCPAO).
- ⇒ Petition Denied: If the request is denied, the student will be reported to the BCDHS and the BCPAO for violating the Attendance Policy, and the documentation will be filed in the student's cumulative file. Parents/legal guardians or adult students may appeal the Principal's decision to the CEO by completing a written Appeal of Denial of Petition (ADP). The CEO will review the ADP and communicate to the parents/guardians the final and binding decision to the parents/legal guardians within seven (7) school days.

Admittance to Class Slips

- AAA Elementary School begins at 8:00am and ends at 3:00pm. AAA HS begins at 8:10 a.m. and ends at 3:20 p.m for grades 7 and 8. Grades 9-12 begin at 8:40 a.m. and end at 4:25 p.m. Students who are late for the school day must go to the Registrar's office to check-in and receive a time-stamped admittance slip. The teacher will mark them tardy or absent as appropriate and note the time of entry to class in eSchool.

Closed Campus

Arkansas Arts Academy campuses are closed campuses. This means that students are not allowed to leave the campuses after they arrive for the school day unless they are checked out by a parent/guardian. Parents/guardians can check students out through the Elementary School main office or the High School main office. Parents of students who drive themselves to school may call the main office to give their student permission to check out. Students who are 18 or older may check themselves out, but must document the reason for checking out. When checking out, the reason for leaving school must be clearly stated. That reason will be used to determine if the absence or tardy is excused or unexcused. The registrar may call for clarification if necessary. **STUDENTS MAY NOT CHECK OUT FOR LUNCH.** If a student misses more than 30 minutes of a class they will be marked absent even if they return to class. If they arrive after class starts they will be marked tardy or absent depending on how late they arrive. Students who leave campus during school hours without authorization, are counted as truant and will be subject to disciplinary action.

Visitor Check-In

Arkansas Arts Academy welcomes parents and community members on our campuses. Visitors must check-in at the Elementary campus main office or the High School main office. All visitors will be asked to provide an ID and be issued a visitor name tag. These name tags should be worn for the duration of the visit. Visitors are asked to check out through the Elementary main office or the High School main office before leaving to ensure that they are accounted for appropriately in the event of an emergency.

Academic and Extracurricular Policies

Selecting Classes

Elementary students will experience reading, writing, math, science and social studies each year with their homeroom teachers. In addition, all students will have the opportunity to experience 2-D art, 3-D art, dance, orchestra, music, guitar, and theatre on a rotating basis.

Secondary students (grades 7-12) will have the opportunity to declare a major and minor art emphasis and select classes based on their interests. Each March students and parents will be issued a Course Catalog which contains a listing of all classes available by grade along with a brief description of the classes. Students and parents will work with teachers and counselors to build schedules that reflect students' goals and interests. Students will select courses for the coming year in order of seniority (i.e., seniors will select first, then juniors, etc.)

Graduation Requirements

Arkansas Arts Academy exceeds the graduation requirements set by the state of Arkansas. Smart Core is the default track of all entering freshman. Parents and students may waive the Smart Core track and follow the regular core by completing the Smart Core Waiver form. Doing so may affect a student's eligibility for certain scholarships in the state of Arkansas. Please see the Smart Core form and the Core form on the next two pages for more information about state requirements for each. The Smart Core/Core requirements apply to all students from 2015 forward.

Local Additions to Graduation Requirements

In addition to the graduation requirements listed on the Smart Core/Core forms, Arkansas Arts Academy also requires:

- Computer Science -- 1/2 credit
- Foreign Language -- 2 credits

Concurrent Credit

Students in grades 9-12 who successfully complete a college course(s) from an institution approved by the ADE may receive credit toward high school grades and graduation at the rate of one high school credit for three (3) semester hours of college credit. Students are responsible for having the transcript for their concurrent credit course(s) sent to AAA in order to receive credit. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by AAA ten (10) school days prior to the end of the semester in which the course is completed. Students may not receive credit for course(s) they take or credit may be delayed if transcripts are not received on time; this may jeopardize students' eligibility for extracurricular activities and/or graduation. Students are responsible for all costs and transportation related to concurrent credit courses and may retain credit applied to required high school courses from a previously attended, accredited public school. In addition, AAA may offer courses on our high school campus that count as concurrent credit with an affiliated college partner. In this case, the cost of the class is still the responsibility of the student.

SMART CORE INFORMED CONSENT FORM
(GRADUATING CLASS OF 2016 AND AFTER)

Name of Student: _____

Name of Parent/Guardian: _____

Name of District: **Arkansas Arts Academy**

Name of School: **Arkansas Arts Academy High School**

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

SMART CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade or AP Language & Composition
- English 12th grade or Transitional English 12 or AP Literature

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)
- Algebra II
- fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics, Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics - Comparable concurrent credit college courses may be substituted where applicable.

Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology – 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – 2 units

Social Studies – 3 units

- Civics - 1/2 unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies - 1/2 unit

Oral Communications – 1/2 unit

Physical Education – 1/2 unit

Health and Safety – 1/2 unit

Economics – 1/2 unit (may be counted toward Social Studies or Career Focus)

Fine Arts – 1/2 unit

Career Focus – 6 units

*Computer Science – (optional) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the SmartCore Curriculum and am choosing the Smart Core Curriculum for my child.

Parent/Guardian Signature

Date

School Official Signature

Date

Arkansas Department of Education— May 19, 2015

SMART CORE WAIVER FORM

(GRADUATING CLASS OF 2016 AND AFTER)

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: **Arkansas Arts Academy**
Name of School: **Arkansas Arts Academy High School**

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs. Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.

CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*)

- Algebra I (or Algebra A & Algebra B - each may be counted as one unit of the 4 unit requirement)
- Geometry (or Geometry A & Geometry B - each may be counted as one unit of the 4 unit requirement) (All math units must build on the base of algebra and geometry knowledge and skills.)

Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology - 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – at least 1 unit
- other ADE approved science

Social Studies – 3 units

- Civics - 1/2 unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies – 1/2 unit

Oral Communications – 1/2 unit

Physical Education – 1/2 unit

Health and Safety – 1/2 unit

Economics – 1/2 unit (may be counted toward Social Studies or Career Focus)

Fine Arts – 1/2 unit

Career Focus – 6 units

*Computer Science – (optional) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit. (Comparable concurrent credit may be substituted where applicable.)

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.

Parent/Guardian Signature

Date

School Official Signature

Date

HOMEWORK & LATE WORK POLICY

AAA recognizes homework as an integral part of the learning process in that it promotes the development of student independent study skills which will in turn strengthen academic skills, broaden the educational experiences, and relate those experiences to the real life of students and their community.

Students and their parent/guardian have a responsibility for the student's mastery of all subjects and to obtain additional assistance as needed. The learning process is a joint effort between school, student, and parent/guardian. Parents may assist by helping students maintain a positive attitude toward homework, providing students with a scheduled, well-lit, comfortable study environment, showing interest in homework without doing it for them, and helping them acquire the tools to submit work in on time.

Make Up Work

Students are allowed to make up work missed during excused absences, but are responsible for asking teachers for the missed work assignment(s) and for turning in the completed missed work on time for credit. Students are allowed one class period per absent class period to complete and submit any missed assignments. Make-up tests and quizzes are to be rescheduled at the discretion of teachers, but must align with the schedule of missed work to be made up.

Late Work Credit

All other late work will receive reduced grades in accordance with class syllabus.

Grades of D or lower Students with grades of D or lower in core classes may be required to attend remediation sessions with peer tutors and instructors before or after school.

Grade Reports

Regular performance evaluations allow parents/guardians, students and teachers a benchmark for understanding student progress. Parents/guardians and students may follow daily and weekly academic progress by logging into E-School (see Resource Directory). Training sessions on how to log in to the eSchool Home Access Center and use available online tools to track student success will be held periodically throughout the year. Video tutorials will also be available on the school's website.

In order for students to be promoted to the next grade level, students must complete seven (7) credit units per year based on the CORE and SMART CORE CURRICULUM requirements.

Quarterly progress reports are sent home to parents at the end of each 9-week period. Final report cards for the year will be mailed home in mid-June after grade verification is completed. Semester grades for students in grades 1-8 are calculated by averaging the two quarter grades. Semester grades for students in grades 9-12 are calculated by weighting each quarter at 40% and the semester final at 20%.

Semester Final Exemptions

Students meeting the following criteria will be exempt from semester tests. In the event that a student is exempt, each quarter will be weighted at 50% of the semester grade.

- Students earning an A in both quarters with no more than 3 unexcused absences and/or 6 tardies, and no more than 3 missing or late assignments are exempt from semester finals.
- Students earning at least a B in both quarters with no more than 2 unexcused absences and/or 3 tardies, and no more than 1 missing or late assignment are exempt from semester finals.
- Students earning at least a C in both quarters with zero absences, zero tardies, and zero missing or late assignments are exempt from semester finals.

Semester finals will be comprehensive summative assessments based on the instruction that has taken place in each class. Students who earn exemption are encouraged to take at least one semester final each year to prepare for comprehensive final or mid-term exams in college classes.

Grading Scale

Students receive performance grades that reflect the extent to which they have achieved course academic objectives, and students may also receive grades that reflect other educational objectives such as those contained in the district standards and curriculum frameworks. The Arkansas Uniform Grading Scale and numeric values are used to assign grades and determine student grade point averages.

(A.C.A. 6-15-902):

Letter Grade	Percentage	GPA value	GPA (AP/Honors) value
A	90 – 100	4	5
B	80 - 89	3	4
C	70 - 79	2	3
D	60 - 69	1	2
F	59 and below	0	0

Remediation options

Students whose performance in standardized testing does not meet state minimum standards may be required to participate in Science, Math and/or Literacy remediation course(s) held during the following school year. Academic Improvement Plans are created for students in grades K-8 who do not meet the state minimum requirements on standardized tests.

Students who fail core courses may enroll in credit recovery through John Brown University. Credit Recovery courses are completed online with the supervision of Arkansas Arts Academy teachers. The cost for each course is \$50. Students can sign up for these courses through the counselor's office.

Course selections Students select upcoming courses with the assistance of teachers, parents and the AAA-HS Course Guide; the course selections are compiled and a master schedule is formed during the spring semester for the upcoming school year. Students receive schedules prior to the first day of school or upon transfer acceptance and admission.

Schedule change students may request schedule changes on a limited basis. Students must stay in scheduled classes for a semester. If, at semester, the course is too difficult, and there is a course option available, the request to change will be reviewed. Request to Change Course forms are available in counselor's office. Please understand that for a schedule change to take place, students must show that they have already tried everything in their power to be successful including before/after school tutoring.

Transfer Students

Grade Placement If students transfer from schools accredited by the ADE, they will be placed in the same grade-levels as where in former schools. If transferring from other type of school, AAA reviews evidence-based data prior to placing students in specific grades, including transcript from former school, chronological ages (a consideration but not a primary factor), Individualized Education Plans (IEPs), and assessment scores from tests such as Iowa Test of Educational Development (ITED), Benchmark Exams, and ACT/ACT Aspire.

SPOT Committee For students transferring in from places other than accredited public schools, the Student Placement of Transfers SPOT Committee, led by the principal and comprised of qualified teachers, staff members, and parents, reviews all academic data available in order to make the best and most appropriate grade-level placements.

Credits & Grades if listed in the AAA or ADE Core Curriculum, a course may transfer with its letter grade; however, if the course is not listed, it may transfer as credit only or “pass/no credit” grade. All students are required to meet the AAAHS graduation requirements.

Initial Progress Reports: Transfer-in students receive a progress report based on work completed only if they enroll and then attend class for four (4) consecutive weeks which is half of a nine (9) week grading period. If transfer-in students attend AAA for less than four (4) weeks, no progress report is given. If students enter during second or fourth 9-weeks period and attend for four (4) or more weeks, the grade given is based on work completed and will therefore be for only that 9-week period not the semester. AAA must receive a transfer-in grade for the first or third 9-week period in order for student to be given a semester grade.

Appeal Process: If questions arise regarding credits/grades placement for any student transferring in, parent/guardian meets with the principal who will review the reasons for student credit/grade transferred and/or grade placement. Parents/guardians who disagree with the principal’s decision may then to the AAA Chief Executive Officer (CEO) who consults with a qualified placement team before rendering a final decision in writing to the parents/guardians.

Legal reference: ACA 6-15-503; Approved 10/4/2011; Effective 10/5/2011

TRANSCRIPT REQUEST PROCEDURE

Closed & Cleared Account Prior to withdrawing and/or requesting an official transcript, AAA students must close their accounts with the Registrar by returning all textbooks and/or library books, and paying any money owed for school-incurred fees and/or fines. School records, including transcripts and diplomas, will be held until accounts are properly closed.

Transcript Request Form: Once student account in registrar's office is "closed and cleared," students complete and submit a Transcript Request Form (TRF), available online, at the AAA-HS Registrar's office, and at the AAA District administration office.

Graduation

Honors Graduates: In addition to meeting AAA graduation requirements and the Arkansas Academic Challenge Scholarship core course requirements, students must have a 3.5 cumulative GPA at the end of 8 semesters in which 25 credits are completed including 4 credits from Honors/Pre-AP or AP classes.

High Honors Graduates: In addition to meeting AAA graduation requirements and the Arkansas Academic Challenge Scholarship core course requirements, students must have a 3.5 cumulative GPA at the end of 8 semesters in which 25 credits are completed including 8 credits from Honors/Pre-AP or AP classes.

Distinguished Honors Graduates: In addition to meeting AAA graduation requirements and the Arkansas Academic Challenge Scholarship core course requirements, students must have a minimum of a 3.75 GPA at the end of 8 semesters in which 25 credits are completed including 8 credits from Honors/Pre-AP or AP classes.

Valedictorian To be a class valedictorian a senior student must graduate with honors or high honors and have the highest GPA among all other students graduating with honors; in the event of a GPA tie, co-valedictorians will be named.

Salutatorian To be a class salutatorian a senior student must graduate with honors and have the second highest GPA among all other students graduating with honors; in the event of a GPA tie, co-salutatorians will be named.

*To qualify as either valedictorian and/or salutatorian students must be enrolled at AAA for four (4) consecutive semesters (including spring semester of senior year) or eight (8) consecutive semesters, since freshman year, if transferring in from homeschool.

Extracurricular Activities & Events

Eligibility To be eligible to participate in performances and competitions, a student must pass four (4) academic classes the previous semester and earn a minimum GPA of 2.0 based on the previous semester, AND have no more than 2 unexcused absences for the current semester and no school disciplinary suspensions or known felony actions for the current semester.

Participation Student participation in such activities should not deprive students of instructional time needed to successfully complete academic course work; therefore, a student's extra-curricular activities may be curtailed or modified if more instructional time is needed to successfully perform academic work. Practice and competitions will not take place on days when school has been dismissed due to inclement weather or other unscheduled closures. Likewise, rehearsals and practices will not be scheduled for holidays and cannot extend past 8:30 pm.

Failure to Attend Any student who fails to attend every class at school on the day of a school-sponsored activity is not eligible to participate or compete in extracurricular activities, including practice sessions scheduled for after school hours. A building administrator may approve exception to allow participation on a case-by-case basis. Any student who participates or competes in a performance, competition, or other school-sponsored activity in violation of this procedure shall be suspended from participation in the next scheduled practice, competition, or activity.

Guest Approval If AAA students would like to bring non-AAA students to a school dance or prom, they must first obtain permission from the principal by submitting a completed Guest Application Form to the principal's office before the scheduled event. Completed forms must be signed by an official from the student's home school or a parent if home-schooled and returned to the principal no later than 3 days prior to the event. The form can be located on the principal's page on the AAA website. Students and/or guests in 9th grade or younger may not attend prom.

Extracurricular Activities

Students at Arkansas Arts Academy have a wide variety of extracurricular activities that they may participate in, including the privilege of creating their own clubs or organizations provided they meet the following criteria:

- Students participating in extracurricular activities must maintain at least a C average in each class at the end of each semester.
- All club/organization meetings and activities must be attended by a faculty sponsor.
- All students wishing to start a new club or organization must obtain prior approval from the principal by completing and submitting the Club Approval Form. This form can be obtained on the school website.

Current List of Clubs and Organizations

National Honor Society -- Nationally recognized society made up of students selected for their academic achievement and commitment to service. Interested sophomores will complete applications in the fall of the sophomore year. Applications will be evaluated by a committee of faculty members and current NHS officers. Accepted candidates will be officially inducted by outgoing senior members. Members of NHS are expected to maintain a 3.0 gpa or higher and complete a minimum of 40 hours of volunteer service each year. **Sponsors:** Rebecca Brittain, Anne Wenzel

National Junior Honor Society -- Nationally recognized society made up of students selected for their academic achievement and commitment to service. Interested eighth graders and freshmen complete applications in the fall. Applications will be evaluated by a committee of faculty members and current NJHS officers. Accepted candidates will be officially inducted. Members are expected to maintain a minimum 3.0 gpa and complete no less than 30 hours of volunteer service each year. **Sponsor:** Alexandra Vasile

Student Council -- The student government body at Arkansas Arts Academy is made up of elected representatives from each graduating class. Officers are seniors that are elected by the entire student body. These students are responsible for presenting ideas for school improvement to the principal, working with the principal to identify issues on campus and enact changes, act as the school's student representatives for the community and school board, and plan and carry out social events for high school students throughout the school year. **Sponsor:** Jamie Dale

Art Club -- The art club seeks to spread knowledge of and appreciation for the visual arts. These students work with community artists and organizations to spread the love of all things art and help students gain further mastery with specific techniques that can't be fully covered in class. **Sponsor:** Crystal McWilliams

STEAM Club -- The STEAM Club seeks to help students understand the connections between science, technology, engineering, mathematics, and art! Students embark on specific investigations above and beyond those covered in our science courses. Very much student-driven, these investigations help to build a love of learning and deeper understanding of the world. **Sponsor:** Susan Kedrowski

Yearbook -- A group of highly dedicated students who work diligently to produce the school's annual yearbook. Students work with representatives from LifeTouch and their faculty sponsor to ensure that an appropriate yearbook is developed each year documenting the goings on at the high school campus. **Sponsor:** Crystal McWilliams

Peer Ambassadors -- A group of students who strive to make sure that all students at Arkansas Arts Academy feel welcome. These students are responsible for helping new students acclimate, giving tours to prospective families, pairing with students who are shadowing, and being present at school orientations and open houses to help answer questions. **Sponsor:** Meagan Hurt & Jamie Dale

Chick-fil-A Leadership Academy -- Students in the Leadership Academy learn from community leaders about what they do and how the students can help. Students complete multiple service projects throughout the year and participate in Lemonade Day in the Spring. **Sponsors:** Star Iglesias & David Myrick

Office-holder requirements Students who wish to hold office in any student organization will be reviewed based upon the applicants' attendance records, tardy records, discipline and/or suspension records, and their GPA and other qualities exemplifying AAA students. Each organization establishes guidelines for membership and participation as based upon the organization's constitution and board policy. Students will not be allowed to run or hold office in a school activity unless they have a 3.00 GPA for presidency or 2.50 GPA for all other positions. Officers who drop below the aforementioned GPA will be given a warning and allowed four weeks to bring up her/his grades.

Discipline Policy

The implementation of a meaningful and effective school discipline policy requires a student body who is well informed of what types of behavior are expected, as well as what kinds of consequences are available if ever to be found in violation. Through the incorporation of the ARTS Pledge and the distribution of the student handbook, it is our hope that the AAA Discipline Policy becomes a tool by which students may become more accountable for their actions and one that allows teachers and administrators the chance to facilitate and redirect, instead of lecturing and demanding good behavior. In an effort to maintain a safe atmosphere that is conducive to student achievement, the AAA School Board has approved policies including this Discipline Policy, to help regulate student behavior so as to promote an orderly and respectful school environment, to ensure the uniform and fair enforcement of student discipline, and to make the content readily available for our AAA students and families so they may be well informed of topics relevant to academic success. **A.C.A. § 6-18-502 (5d)**

The objective of the Discipline Policy is to provide AAA students with clear academic and behavior-related expectations, as well as efficient consequences and effective interventions by incorporating research-based techniques and strategies proven to prevent, discourage, and/or redirect student misconduct.

Infraction Levels & Consequence Tiers

The infractions are divided into three (3) **Infraction Levels** based on the severity of negative behavior or code/policy violation. Each level progressively represents more serious types of infractions with Level 1 at the top of the chart being the least serious and Level 3 the bottom of the chart being the most serious. Each infraction is identified first by one (1) of the four (4) codes (Code of Conduct, Code of Citizenship, Code of Ethics, and Code of Academic Integrity) and/or a supporting policy or procedure – all of which give structure and meaning to the ARTS Pledge made by each student every year at AAA high school.

For example, the fourth code is the *Academic Integrity Code* in which AAA students pledge to be “**Self-disciplined & smART students** by achieving the highest standards of scholarship & moral excellence” which among other things, remind students to be prompt and prepared for class; so, within the Code of Academic Integrity, lies the Attendance Policy. A **Level 1 Infraction** being late to class is listed as Academic Integrity Code/Attendance Policy: more than five minutes late to class.

If the student frequently violates this code and policy, the infraction moves to Tier 2 consequences.

Each **Infraction Level** has a corresponding **Tier Response** that offers a variety of research-based consequences and intervention strategies. As with infractions, the **Tier Responses** are listed on a continuum from mild (on the far left in which the teacher meets with the student) to severe (on far right which recommends expulsion). The teacher/principal may select the appropriate **Tier Response** and assign a consequence after reviewing daily documentation notes.

Using the student from the previous example who was frequently late to class, the **Tier Response** consequences would begin first with the teacher meeting with the student during school hours, and then progresses with each subsequent infraction to consequences such as referrals to the principal, detention, a larger conference, an Academic Intervention Meeting, in which the parent and key support service staff, including the school counselor and students who volunteer as peer mentors are invited to attend to offer support to the student before the next tardy lands him or her in suspension.

The **ARTS Behavior Chart** provides a variety of consequences in the **Tier Response** categories so that it may be customized to meet the needs of all students. Disabled students, as defined in state standards, who engage in inappropriate behavior are subject to this Discipline Policy, provided their rights to a free and appropriate public education are not violated. The individualized education plan (IEP) team for each disabled student should consider whether particular disciplinary procedures should be adopted and included in the student's IEP. Unless a student's IEP specifically states otherwise or the behavior is a manifestation of the student's disability, the student may be subject to the same behavior standards as all students. For frequent violations or serious infractions, support-centered interventions are recommended with the goal of helping students comprehend how and why to make positive behavior choices.

Level 1 -- Classroom Teacher Managed Infractions

Level 1 misconduct interferes with the orderly operation of the classroom or a school activity on campus or off campus at a school-sponsored event. These types of infractions are minor and most pertain to classroom rules and are easily addressed by the teacher without interrupting the lesson at hand. So that students may understand that rules are not arbitrarily made, to the left of each infraction is found either the code in the ARTS pledge or a specific policy/procedure as related to a State and Federal law/regulation.

Level ① Infractions	Tier 1: Classroom Teacher Managed Consequences
<ul style="list-style-type: none"> • a repeated infraction, such as those that interfere with student learning, which despite the use of classroom management strategies has not ceased. • damage to school/student property • misconduct on school transportation, and/or similar off campus school-related event • inappropriate dress • inappropriate public displays of affection (non-platonic embraces and kissing) • Cell Phone Policy: abuse of privilege* • Computer Policy: abuse of privilege* • Internet Policy: abuse of privilege* • Use of Vehicle: abuse of privilege • Nutrition/Wellness Policy violation • Failure to identify (ID badge required for each student) • Tardies/Unexcused absences 	<ul style="list-style-type: none"> • Classroom management strategies and informal documentation*: Prior to formal documentation, the teacher may choose to see if certain types of strategies help prevent or decrease the misconduct, such as giving verbal reminders, defining behavior expectations, and assessing environmental factors, and to document in the Discipline Log the effectiveness of each strategy used. • Teacher & Student Conference: Teachers initiate formal documentation of misconduct on the Referral Action Plan (RAP) sheet and scheduling an informal conference with the student during school hours. The goal of the conference is for the student and teacher to openly discuss the misconduct in which the student is repeatedly engaging, to reflect on how it is in violation of the ARTS pledge, and to find ways to help redirect and prevent the negative behavior. After the conference, the teacher documents any thoughts related to the assessment of the function of misbehavior or the need for counselor support. • Parent and Student Written Notification After the second infraction/form of misconduct, the teacher sends written notification to the student and parent/guardian to explain the next infraction and will be justification for the student to be referred to the Principal for Level 2 consequences. • Referral to principal The third infraction of the same kind is the red flag that marks it is time for the student to be referred for administrative intervention. The teacher checks to see that all relevant information such as strategies used to

<ul style="list-style-type: none"> ● Cheating, plagiarism, falsifying records, violating copyright laws (**) 	<p>prevent, correct or redirect such behavior have been recorded on the student's RAP sheet, and then sends the RAP sheet to the Principal.</p>
<p>*these violations require intent to abuse the privilege **allows for one (1) violation before proceeding to Level 2. All other infractions are granted two (2) violations before referral to principal or Level 2.</p>	<p>*Informal Documentation The point at which a teacher chooses to document student misconduct may vary just as classroom management and teaching styles. AAA Teachers will continue to receive professional development training related to the Discipline Policy which stresses the benefit of frequent and relevant documentation of student misconduct. Such documentation may provide insight into intervention strategies that may immediately support the student's efforts to succeed.</p>

Level 2 Administrative Intervention & Support

Level 2 misconduct is largely comprised of repeated/cumulative Level 1 infractions, but also includes infractions in which Tier 1 and Tier 2 interventions, specifically restrictions and loss of privileges, have proven ineffective in correcting or redirecting student behavior.

In Tier 2 the infractions include moderate risks to health, safety and property of the student, staff or community members present during and property involved in the misconduct.

Level ② Infractions & Violations	Tier 2 Consequences & Interventions
<ul style="list-style-type: none"> • gross misconduct including indecent sexual behavior/exposure • purposefully antagonizing peers in person or via social media which results in disruption of learning. • use of profanity or abusive language /racial slurs in a defamatory manner. • participated in extracurricular activity event without attending school (intentional disregard) • left school without permission/truant* (“skipping school”) • grade of D or lower results in an AIM conference which can be conducted digitally. 	<p>Referral to Principal Tier 2 begins with the formal referral of a student to the principal or assistant principal. After reviewing the referred student’s RAP sheet, the principal will meet with the student to assign an appropriate consequence. The principal’s decision is based on several factors including the student’s grade, academic status, frequency of violations of the same code or policy, the severity or level of the infraction, staff recommendations, and any other documented misconduct exhibited by the student.</p> <p>Restriction or Revocation of Privilege may be a minimum of restricted access for one activity or school day to a semester/year-long revocation and includes but is not limited to:</p> <ul style="list-style-type: none"> • a.) lunch or after school detention without cell phone or social time, the duration of which is at the discretion of the principal • b.) loss of privilege related to an extracurricular activity, event, participating in such activities, including performances and practices on and off campus. • A minimum of one day of restricted or prohibited access to extracurricular activities, including but not limited to: company performances, practice sessions, competitions, ceremonies, school-sponsored dances such as prom, and any school-related activity on and off campus. • c.) confiscation of cell phone for minimum of one day up to loss of the privilege or revocation for the rest of the semester or academic school year, depending on severity of misconduct associated with the infraction. Any time that cell phone is

	<p>confiscated, it is placed in a secure location in the main office and is not released to the student until after school. Some consequences require that the parent/guardian be the designated person to whom the cell phone is released.</p> <ul style="list-style-type: none"> • d.) more restrictive filter or limitation of school-loaned computer • e.) in-school suspension to remove student(s) from the environment in which misconduct occurred and allow for more-intensive interventions with counselor/principal. <p>AIM Academic Intervention Meeting, in which the parent is notified and encouraged to attend, includes the principal, teacher, counselor, support staff, student, and peer mentoring representative. During the AIM, the group conducts a preliminary academic review. In addition to assigning the student to lunch or after-school detention for a short-term of one day to one week or long-term of two weeks or more, the AIM may assign one or more of the following to CPR-Life Supports:</p> <ul style="list-style-type: none"> ○ Counselor Check-ins ○ Peer Mentoring ○ Remediation/Study Skills Intervention
*truant refers to leaving campus without permission after you have arrived as well as refusal to come to school.	

Level 3 Academic Review Committee & Legal Requirements

Level 3 infractions are MAJOR infractions that are reported immediately to the principal who in turn notifies the student's parents/guardians and collaborates with the Rogers Police Department, depending on regulations set by State and Federal law. A student's Level 3 violations and academic status are discussed in the Administrative Review Committees (ARC) during which the appropriate disciplinary action(s) and support are assigned, which may range from in-school suspension to recommendation to the CEO for immediate expulsion.

Level ③ Infractions/Violations	Tier 3 Consequences & Interventions:
<ul style="list-style-type: none"> • destruction of property requiring restitution^ • Bullying, Cyberbullying, Harassment, Sexual Harassment , Hazing, Gang-related, other bias behavior • hazing in connection with initiation • fighting assault w/o bodily harm • insulting comments online in a form that identifies self or others as AAA student(s) • found to have lied/false testimony in investigation of self/other • Assault/ threat of assault to teacher or school employee • Assault of student and/or mutual fighting causing bodily harm requiring medical attention • Possession of illegal drugs/controlled substances on school grounds OR coming to school under the influence. • Possession of drug paraphernalia on school grounds • Possession of alcohol on school grounds OR coming to school under the influence. • Possession of OTC or prescribed medications on school grounds* • Possession of tobacco or tobacco related products** on school grounds 	<ul style="list-style-type: none"> ⇒ Principal notifies parents and may contact law enforcement * ⇒ Principal may choose to follow Level 2 consequences and/or interventions (with the exception of Peer Mentoring being replaced with appropriate Community Resource) or may hold an Administrative Review Committee (ARC) in which short/long-term suspension is assigned or expulsion is recommended <p>Possession, use or distribution of non-prescription, over-the-counter (OTC) medication Minimum of verbal warning ↘ Maximum of expulsion for 1 year</p> <p>Assaulting or threatening to assault or abuse any student or school employee (AR Code 6-17-106) abusing or insulting a public school teacher while teacher is performing normal and regular assigned school responsibilities is a misdemeanor. Minimum 1 to 10 day(s) suspension ↘ Maximum of expulsion for 1 year</p> <p>Possession of any firearm A.C.A. § 6-18-502 3A, knife, club, explosive and/or incendiary device, taser or anything that could be used as a weapon as defined by State law and/or look-alike weapons Minimum 1 to 10 day(s) suspension ↘ Maximum of expulsion for 1 year</p> <p>Possession, transfer, use of tobacco or tobacco products, including lighters, matches, e-cigarettes Minimum 2 days suspension ↘ Maximum of expulsion for 1 year</p> <p>Possession, use or distribution of prescription medication without authorization from the school nurse Minimum 3 days suspension ↘ Maximum of expulsion for 1 year</p>

<ul style="list-style-type: none"> • threat or act of arson, bomb • possession of weapon • criminal abuse of cell phone, computer or internet privileges (intent is not criminal) • possession of weapon while committed/threatened to commit act of violence, any crime involving deadly weapon at school or while school event. • misuse of internet, cell phone/computer- with criminal intent 	<p>Possession, use, being under the influence, offering for sale or transferring any beverage containing alcohol Minimum 10 days suspension ↘ Maximum of expulsion for 1 year</p> <p>Possession or transfer of drug related paraphernalia as defined by Arkansas law Minimum 10 days suspension ↘ Maximum of expulsion for 1 year</p> <p>Possession, use, being under the influence of products such as solvents, aerosols, nitrates, or anesthetics which are not manufactured for the purpose of inhalation Minimum 10 days suspension ↘ Maximum of expulsion for 1 year</p> <p>Possession, use (including being under the influence of a drug), offering for sale, or transferring of a controlled substance and/or drugs as defined by Arkansas law Minimum expulsion 1 semester ↘ Maximum of expulsion for 1 year</p> <p>Hazing in connection with initiation. (ACT 1160 of 2011) Minimum of 1 week After-School Detention ↘ Maximum of 5 days Out of School Suspension.</p>
<p>* all medications that students need to take during the day must be checked in to the nurse by a parent or guardian. The only medications students may carry on their person are inhalers and epipens with the knowledge and approval of the school nurse. **tobacco-related products include pipes, lighters, matches, e-cigarettes, and vaporizers. ^Students are obligated to respect all school property and expected to take care of textbooks, equipment, and musical instruments loaned to them. Students who deface, damage, or destroy school property will be expected to pay for the property to the extent of replacing as new. This is a major disciplinary offense. A.C.A. § 6-18-502</p>	<p>*depending on severity, frequency and legal requirements associated with violation</p> <p>In any incident where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. <u>Consequence:</u> Principal required by law to report immediately to Law Enforcement. Legal Reference: A.C.A. § 6-18-502; A.C.A. § 6-17-113</p>

OFF CAMPUS MISCONDUCT

The school administrators may take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school reputation, discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that is considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the school shall be in accordance with the student's appropriate due process rights.

REFERENCE LIST: MINOR TO MAJOR INFRACTIONS

Minor Level 1 & 2 Infractions include the following:

violation of classroom rules, inappropriate PDA such as kissing, inappropriate dress, use of profanity in a non-threatening way, refusing to work, misuse of cell phone, misuse of computer (which includes playing games), violations of handbook policies including Nutrition, Wellness, and Use of Vehicle, failure to identify, cheating or plagiarizing, three unexcused absences.

Consequences & Interventions: Minimum of teacher classroom managed strategies, including verbal warning, to the maximum of expulsion for 1 year (if part of a documented pattern of persistent misbehavior).

Major Level 3 Infractions include the following:

arson, assault or threatened assault of another student or staff, a pattern of cheating/plagiarism, destruction of property, extortion, fighting, fireworks, gang-related activities, harassment/hazing, bullying, cyberbullying, indecent exposure, indecent sexual behavior, insubordination, profane or obscene language or gestures, sexual harassment, truancy, vehicle violations, violation of any statutory or constitutional regulations, and other disruptive behaviors as determined by the principal.

Consequences & Interventions: Minimum of meeting with Principal and being assigned a restriction or loss of privilege to the maximum of expulsion for 1 year.

Suspension Procedures for Level 3 Intervention

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, will strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes the principal to suspend students for disciplinary reasons for a period not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension will be out of school. A student may be suspended for behavior including, but not limited to that which: is in violation of school policies; interferes with the safe and orderly educational environment; will result, administrators believe, in substantial interference with a safe learning environment; and/or is insubordinate, incorrigible, violent, or involves moral turpitude. The principal will decide whether or not to suspend a student who will be given written or verbal notice of the charges. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts. If the principal finds the student guilty of misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent/ legal guardian or to the student if age 18 or older prior to suspension. Such notice shall be handed to the parent/legal guardian(s), or to the student if age 18 or older or mailed to the address in school records. Generally, notice and hearing should precede the student's removal from school, but if not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, the necessary notice and hearing should follow as soon as practicable.

Out-of-school suspensions shall be treated as unexcused absences, and during the period of suspension students will not be permitted on campus except to attend a student/parent/administrator conference. **Students may ask for any assignments missed due to an Out of School Suspension. Those assignments will be due upon return to school.** Suspensions initiated by the principal may be appealed to the CEO. Legal References: A.C.A. § 6-18-507; Goss v. Lopez , 419 U.S. 565 (1975)

EXPULSION PROCEDURES FOR LEVEL 3 INTERVENTION

The AAA Board of Education may expel a student for longer than ten (10) school days for violation of the school's written discipline policies. The CEO may make a recommendation of expulsion to the Board for student conduct deemed to be so serious that suspension would be inappropriate, or where the student's attendance at school would disrupt the learning environment or pose a danger to the welfare of other students or staff. The CEO shall mail a written notice to the student's parent/guardian explaining the reason and length of time that the student is being recommended for expulsion to the Board. The notice shall give the date, hour, and place where the Board will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following notice date, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation. The President of the Board or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests the hearing be conducted in executive session. Any action taken by the Board shall be in open session. During the hearing, the CEO will present evidence, including the calling of witnesses, which gave rise to the recommendation of expulsion. The student may then present evidence including statements from persons with knowledge of the events relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the CEO, the student, or representative may question the student or anyone else making a statement. The presiding officer shall decide questions concerning the appropriateness or relevance of questions asked during the hearing.

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

enrollment status. Legal Reference: A.C.A. § 6-18-50

Dress Code

Dress Code Infractions

Self-expression and individuality are encouraged at AAA, but not at the expense of a respectable appearance and proper hygiene. It is important that students come to school dressed in a way that will help them focus and put their best foot forward when meeting professional artists and guests on our campus. The dress code is designed to be applied to all students without regard to their gender. Initial violations of the dress code are Level 1 infractions with Tier 1 consequences; however, repeated and cumulative violations result in more severe consequences. For more information, please refer to your ARTS Pledge and the Discipline Policy. The principal will have a supply of alternative clothing on hand that students may borrow for the day if they are violating school dress code.

The following dress code will be enforced:

- Sunglasses and hats or head coverings are not allowed inside the building (except for documented religious or medical reasons).
- Midriffs should not be visible.
- No exposed underwear, buttocks or cleavage: Students are prohibited from wearing clothing while on school grounds during the school day and/or off campus at school-sponsored activities and events that exposes underwear, buttocks, or breasts. This includes sheer clothing that otherwise covers undergarments. **Note:** This does not apply to costumes or uniforms in a school sponsored activity or event. Legal reference: Act 835 of 2011
- Skirts and shorts must be longer than the tips of fingers when arms are relaxed with shoulders down. In jeans with holes, the holes should not be higher than appropriate length shorts or skirts.
- As long as shorts or pants have pockets (including heavier weight athletic shorts) they may be worn.
- Garments may be sleeveless provided they cover from the collarbone to the edge of the shoulder. No tank tops or spaghetti strap tops. Undergarments should not be visible.
- Shoes must be worn while at school. Slippers should not be worn on campus. Cleats or dance shoes may only be worn in the appropriate class. Shoes may not have built in wheels (wheelies).
- No clothing with lewd or suggestive slogans, including gang-related, tobacco, drug, alcohol ads/emblems; No pants with words on the seat.

Special Events

Dress code is exactly the same for after-school and off-campus school events as during the school day. For formal events, the following guidelines apply: dresses may not be cut below the bust line, midriffs may not be exposed, dress slits may not exceed mid-thigh, and backless dresses are allowed as long as not cut below the navel. Tuxedos for boys are recommended, but not required.

Graduation

Prior to graduation ceremony, faculty will check seniors for proper dress (black or, dark dresses, skirts, or slacks; light-colored blouses/shirts with collar and tie; dark socks, dress shoes) as it is required for ceremony participation. Remember your cap and gown stress unity and may not have decorations of any kind.

Internet Policy & Terms of Use of Privilege

AAA is committed to promoting ethical and responsible use of computer and network resources and will not tolerate their misuse. We are committed to adhering to FCC-11-12541 CIPA Order of July 1, 2012 which states that public schools will “educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.” Access to computer and internet resources is a privilege, not a right, and should be treated as such. Access to the internet is provided to students, teachers, administrators, and other school personnel involved in the educational process. Anyone using the internet system is responsible for its proper use*. AAA does not condone the use of inappropriate material that may be obscene, abusive, offensive, inaccurate, etc. and does not permit the use of such material in the school environment. AAA has taken all available precautions to restrict access to controversial materials. In doing so, the school district reserves the right to deem what is appropriate.

Filtering system: AAA uses a filtering system at the state level that monitors all Arkansas schools to restrict the access of minors to materials that might be harmful. Personnel monitor students during Internet use; therefore, proper supervision is required to monitor the appropriate use of the internet system at school.

Right to monitor all network activity with or without notice: users should have no reasonable expectation of privacy in the use of these resources on school premises. Email, or electronic documents stored on AAA servers and computers can be subject to

open records laws. The school district reserves the right to access any and all data stored on computers attached to the internet to ensure that email and/or computer files do not contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The school district also reserves the right to review any material downloaded or in use by any user. The use of the Internet is a privilege, not a right, and inappropriate use will result in a temporary restriction or permanent cancellation of this privilege. The use of your account must be in support of education and research and consistent with educational objective of the AAA School District. Use of other networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited, which includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret, use for commercial activities for profit institutions, product advertisement or political lobbying.

COMPUTER USE VIOLATIONS RESULTING IN DISCIPLINARY ACTION

Inappropriate use of copyright laws, including sharing of research materials; Employing network for commercial or personal gain or for illegal purposes, sending or displaying offensive pictures or messages containing harassing, obscene, profane or vulgar content; Engaging in cyberbullying; Sharing or altering others' passwords or documents, including cafeteria ID number; Trespassing in others' folders, documents or email; Possession, distribution, or posting of magazines, books, electronic data, or printed material not appropriate for school; Unauthorized installation of software or downloading of files on district computer equipment; Use of e-mail or the Internet without teacher's permission; Downloading files from without a teacher's permission; Tampering with, damaging, or stealing computer hardware, peripherals, or software; Intentionally wasting limited resources; Revealing personal information about yourself or others; Introducing viral or other destructive elements; Identity theft, hacking or circumventing any security systems using district technology resources; Generating, copying, or attempting to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any system; Use or attempted use of district technology while access privileges are suspended or revoked.

NETIQUETTE

Do NOT download anything without teacher permission; reveal personal information or that of any other student or use/attempt to use someone else's account; dismantle, disconnect, remove computer equipment, cables or change computer settings, or remove software, operating systems security programs, or configuration files; use profanity, obscenity, or vulgarity; participate in chat rooms, bypass internet filters, or engage in harassment/ vandalism.

Please DO be polite, courteous and respectful during all online sessions; remember each student is responsible for his/her account and that school email accounts/computer use are not private; keep

account passwords private, and log off network after each use; report any type of harassment you see online to a teacher.

Disciplinary Actions: misuse of the internet is considered at level 2 violation and will result in the following types of consequences: Any user violating any of these provisions or any terms and conditions, will be subject to Level 2 consequences and will have his/her account with the Internet temporarily restricted through means of a more restrictive filter or be required to turn in Chromebooks to the principal or assistant principal at the end of each day. In the case of vandalism, financial institutions will be required. Also, anyone in violation of the policy will be subject to disciplinary action up to and including termination of employment for employees, expulsion for students, and possible referral for prosecution. Students who lose internet/Chromebook privileges are responsible for setting up alternative assignments with their teachers.

Warranties: AAA School District makes no warranties of any kind, whether expressed or implied, for the Internet service and will not be responsible for damages suffered or unauthorized costs incurred by student misuse or negligence. This includes loss of data resulting from delays, non-deliveries, delivery errors, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554). A.C.A. 6-21-107; A.C.A. 6-21-111

TECHNOLOGY POLICY: CELL PHONE USE OF PRIVILEGE

AAA students may enjoy the privilege of bringing and using their cell phones at school during the following times:

- before 8:10 and after 3:20 in grades 7 or 8; before 8:40 and after 4:25 for students in grades 9-12.
- During lunch, provided they are not taking pictures or videos of other students and are not assigned lunch detention.
- In order to help AAA students resist using cell phones during classes, each teacher has a designated cell phone spot where cell phones may safely be stored until the end of class.
- Students are not allowed to use their phones to take unauthorized videos or pictures of others during school hours.
- Students must also understand that by bringing the cell phone to school, they are complying with the school's right to search their cell phones if any violations have occurred and/or to hand it over to Law Enforcement if criminal activity is suspected.

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)(ii)

Consequences: students found to be in repeated violations of this policy will be subject to a variety of disciplinary actions, including, teacher conference, referral to the principal, and confiscation of the phone for a period of time at which point the student and/or parent/guardian must sign for the phone's release. After six violations of the Cell Phone Policy, a student may be suspended for up to 10 days.

TRANSPORTATION: USE OF VEHICLES PRIVILEGE

Requesting Driver's Attendance Form: Obtain Driver's Attendance Form from the school office. Student must have a 2.0 GPA for the most recently completed semester to qualify. Please allow 24 hours for processing requests.

Parking Regulations for cars, motorcycles and bikes: Students who wish to drive to school and park on school property must apply for a student parking permit. (In order to obtain a parking permit the school must be provided a copy of the student's current driver's license, a copy of the current insurance policy on the vehicle, the vehicle's license plate number, make and model.

Traveling for School-related events/field trips: Students traveling to school-related events or field trips are required to ride with their individual parents or

in school provided transportation. Students may not drive themselves to field trip destinations.

Failure to practice safe driving: Students that drive on campus in such a way as to harm or potentially harm others or damage or potentially damage property will be subject to disciplinary consequences up to and including revocation of parking privileges.

Parking: Parking on the Arkansas Arts Academy campus is limited. Students and faculty will be issued numbered parking hang tags that correspond with numbered parking spaces in the school parking lots. Hang tags can be purchased from the high school office for \$5 on a first come, first served basis. Families will be notified of the sale date each year via email, school welcome packet, and social media including the school's website. In addition to the application, students will also need to provide a copy of their current driver's license and insurance card. Once parking on campus has been exhausted, students will be directed to one of the public parking lots in Downtown Rogers.

DRUG & WEAPON FREE CAMPUS

The possession of drugs, alcohol, tobacco, and weapons is illegal and unsafe, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly. AAA students may not possess, attempt to possess, consume/use, attempt to consume/use, distribute/sell, attempt to distribute/sell, give to any person, or be under the influence of any substance or item as defined in this Drug and Weapon Free Campus Policy. Furthermore, this policy applies to all students who are on school property, in attendance at school or any school sponsored activity, have left the school campus for any reason and return to the campus, and/or enroute to or from school or off/away from school campus while attending any type of school sponsored activity or event.

Drugs: Alcohol, Medications & Tobacco

Students may not possess, be under the influence of, or in the act of using, selling, sharing, distributing, storing of drugs, such as LSD, or any other hallucinogen, marijuana, cocaine, heroin, narcotic drugs, PCP, amphetamines, steroids, "designer drugs," look- alike drugs, K2, or any "controlled substance," alcohol or alcoholic beverages, medications, including prescription and/or OTC medicine, or tobacco and tobacco-related products.

- o Medication: Students may not possess, use, sell, distribute, manufacture or be under the influence of any form of medication, prescription and/or over-the-counter OTC medications, other than in compliance with the Medication Administration Procedure. It is the responsibility of the parent/guardian and student to correctly

register all medications, prescription and OTC, with the school nurse (see Medication Administration Procedures).

- o Tobacco: Students may not possess, use, sell, distribute tobacco in any form, including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff, or tobacco-related products such as lighters or matches. This also applies to the electronic cigarettes (**Act 1099 of 2013**) as well as **Act 1451** of 2013 which states it is illegal for a minor to use, possess, purchase or attempt to purchase an electronic cigarette device. In accordance with state law **Arkansas Code 6-21-609**, smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by AAA, including parking areas, school buses, trailers, is prohibited by students and adults.

Consequences: Students who violate Drug, Alcohol and Tobacco policy may be reported to law enforcement and subject to legal proceedings in addition to Level 3 disciplinary measures which begin with an immediate suspension of 1 to 3 days for first offense. Parents/guardians will be notified and requested to attend a mandatory conference.

Weapons

Students are not to possess or handle or store a club, knife, razor, ice pick, dagger, explosive, pistol, rifle, shotgun, BB gun, pellet gun, automatic firearm, imitation of firearm, or any other such weapons or contraband materials. Students are also not allowed to possess any hand-held laser pointer while on school campus or off campus at any school-sponsored event.

Consequences: parent notification, permanent confiscation of the items, report to law enforcement authorities for possible prosecution and/or consultation (Act 888); immediate 3 to 10 day suspension, and/or expulsion.

The Principal and District CEO have discretion as to the amount of time and type of consequence assigned from the Tier 3 continuum. Act 567, which states consequence shall be expulsion for no less than one year, is to be taken into consideration; however, school officials may modify expulsion requirements as established in Act 567 on a case-by-case basis.

Search & Seizure Procedures

If there is a reasonable suspicion that students are in possession of items in violation of the Drug & Weapon Free Campus, the principal has the right to search school property, including buildings, cars, parking lots, any student personal possessions left in such places. The Principal may request the assistance of law enforcement, including trained dogs, to help conduct searches. Personal searches of students may be conducted on campus or off campus if attending school-related event, and will not be excessively intrusive in light of the age and sex of the student and/or the nature of the infraction. A school official of the same sex will conduct personal searches with an adult witness of

the same sex present. When possible, prior notice of a search will be given, and the student may be allowed to be present with an adult witness; however, searches may also be done at any time with or without notice or the student's consent. Any evidence found during the search will be seized and disciplinary action will follow as stipulated in the Discipline Policy. ACA 6-18-513

Emergency Preparedness

Inclement Weather: In the event of inclement weather, please refer to our website, school app, official social media pages or to local television stations for school cancellation or delay information. The administration team will determine if school will be in session by 5:30am. If Rogers Public Schools are closed due to inclement weather, Arkansas Arts Academy will also be closed. Because our families are spread across Northwest Arkansas, we always respect a parents decision to assess local conditions and determine whether or not to send students to school if we are in session. Absences due to inclement weather are excused.

Intruder Drill: In accordance with ACT 484 of 2013, annual active intruder drills and school safety assessments in collaboration with local law enforcement and emergency management personnel will be performed for students and personnel of all schools. School districts and charter schools shall provide annual training for all of its employees and students, to the extent practicable, in preventing and responding to acts of violence, terrorism, and natural disasters.

Fire Drills: A long, continuous buzzing sound and a fire alert alarm and activation of strobe lights are the signals to follow the emergency exit plan. Teachers should have a fire exit map in their rooms, posted by the door. Students should leave the classroom in a quiet, orderly manner. Junior Fire Marshals are assigned to help close doors and check the building. Teachers will call roll outside at the designated area to be sure that all students are safe and accounted for. Students must stay in the designated area with their teacher until the return signal is given. Students will be told to return to classes by intercom. Fire drills are conducted on a monthly basis.

Tornado Drills: An announcement over the intercom will signal a tornado drill. Students should move to areas away from the windows and/or crouch down using their arms to protect their head. The fire exit map of building shows designated safety areas for the classroom in case of a tornado or drill. Tornado drills are conducted three (3) times a year during severe weather season.

Foreign Exchange Student Procedures

AAA welcomes foreign exchange students (FES) to our campus as we believe our students gain knowledge from having the opportunity to learn about other countries, cultures and customs. AAA has adopted the following guidelines in an effort to ensure the organization and FES understand AAA expectations and requirements:

FES: Requirements: Be of school-age (may not have graduated or completed course of study in home country), be referred by an approved agency, provide a current academic transcript in English, be able to read and write fluently in English, and agree to attend a full academic school year at AAA while living with an agency-appointed host family.

FES: Approved Agencies: AAA accepts FES only from agencies included on the “Advisory List” published by the National Association of Secondary School Principals and the Council on Standards for International Educational Travel. A maximum of four (4) students will be accepted by AAA each academic school year; a maximum of three (3) from any one (1) agency.

FES Credits & Eligibility: FES will be granted a Certificate of Attendance but will not be included in any class ranking lists nor shall a GPA be computed for the student. FES will not be eligible for special programs such as special education services or section 504 accommodations. For more information on how to host a FES, contact the AAA school counselor (see AAA Directory).

RESOLUTION OF COMPLAINT

The purpose of the **Resolution of Complaint Procedure** is to secure prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, handicap, or limited-English proficiency. The student may be accompanied/represented by an adult at any point during the following Grievance procedural process:

- If the grievance involves a problem with a teacher, the student discusses the matter with the teacher before requesting a conference with the principal.
- If a student has tried unsuccessfully to resolve the grievance with the teacher, they may request a conference with the principal who will schedule and hold a conference with the student.
- If the outcome of the conference with the principal is not to the student's satisfaction, the student may request a conference with the CEO by submitting a written grievance that is to include: a statement of the grievance and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the principal.
- If the outcome of the conference with the CEO is not to the student's satisfaction, the student may submit to the CEO a written request to place the matter on the School Board agenda, at least one week prior to the next school board meeting.
- The CEO shall inform the student of the date, time and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's grievance and take whatever measure it deems appropriate.

Moment of Silence

As an Arkansas charter school AAA shall observe a one (1) minute period of silence at the beginning of each school day. This moment of silence will occur within the first 5 minutes of the school day following the pledge of allegiance. During this Moment of

Silence a student may, without interfering with or distracting another student, reflect, pray, or engage in a silent activity. School staff members ensure all students remain silent and do not interfere with or distract another student during the Moment of Silence. **Legal Reference:** ACT 576 of 2013

LIBRARY MATERIALS

Arkansas Library Materials Security Law: A.C.A. 13-2-801 et seq. provides for support for school libraries in terms of keeping ***“library materials”** secure from unauthorized removal or willful mutilation. This act provides support by allowing charges to be brought against a person who violates school policies that govern library security and provides protection to the employee that detains or questions a person believed to be concealing materials. Legal charges may be brought against persons violating school policies that govern access to library materials. Before a charge can be filed, the library sends written notice that if library materials are not returned, charges will be filed. The act also allows for a person to be detained and questioned if library personnel believe a person has committed an offense or has concealed library material. This law protects library personnel that detain or question any person from civil liability.

Challenging Library Materials: The parent of a student or District employee (hereinafter complainant) affected by the media selection may formally challenge its appropriateness by following this policy during which the challenged material remains available. Before formal challenges are filed, the complainant contesting the selection requests a conference with the principal and is given a copy of this policy and a **Request for Formal Reconsideration Form**.

Principal Meeting: The meeting may take place no later than five (5) working days from date of request unless it is by choice of the complainant. In the meeting, the principal explains the selection criteria and how the challenged material fits the criteria, and the complainant explains reasons for objecting to it. If, at the end of the meeting, the complainant wishes to make a formal challenge to the selection, he/she submits a completed **Request for Formal Reconsideration Form**.

Committee Review: The principal, as chair, selects a committee of five (5) or seven (7) licensed personnel with curriculum knowledge and diverse viewpoints to determine if the challenged material meets the criteria of selection. No material is withdrawn solely for the viewpoints expressed within it and will be reviewed in its entirety and not selected portions taken out of context. The principal convenes a meeting after giving time for committee members to review the request and the contested material.

Board Final Decision: The complainant is allowed to present the complaint and then the committee meets privately to vote by secret ballot to determine if the material should be removed from the library's collection. A voting majority member writes a decision summary and gives it by hand or certified mail to the complainant. If the decision is to not remove the material, the complainant may appeal the decision to the AAA Board of Directors by filing a written appeal to the CEO no later than 5 working days of written receipt of the decision. The CEO then presents the complaint, the decision summary and an administrative recommendation, if so desired, to the Board within 15 days of the committee's decision. The Board reviews the material and makes a decision, which is final, within thirty (30) days of receipt of the information. (ACT 1786 of 2003)

LITERATURE PUBLICATION AND DISTRIBUTION

Student Publications Publications supported financially by the school, or by the use of school facilities, or produced in conjunction with a class, shall be considered school-sponsored publications. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may not promote products inappropriate for age of audience or tobacco, alcohol or drugs;
2. Material may not be forbidden if offensive portions are found in school facilities like the school library (i.e., quotes taken from books or publications available in the library);

3. Material shall not criticize school personnel if criticism will result in a disruption of school operations.

4. Prohibited publications shall include: those that are obscene as to minors, as defined by state law; those that are libelous or slanderous, as defined by state law, including material containing defamatory falsehoods about public figures, which are made with knowledge of their falsity or reckless disregard for the truth; those that constitute an unwarranted invasion of privacy, as defined by state law; those that incite students to the commission of unlawful acts on the school premises; those that violate school regulations; those that create a material and substantial disruption to the orderly operation of the school; and any hate literature that attacks ethnic, religious, or racial groups.

Legal Reference: A.C.A. 6-18-1201 – 1204

Non-school Publications School authorities shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution. Such evidence shall be based on more than unsubstantiated speculation as what “might” happen or “could result” from the material’s distribution. Material that is merely offensive, unpopular, or that stimulates controversy shall not be barred from distribution.

Distribution of Literature: The CEO shall establish reasonable regulations governing time, place, and manner of student distribution of literature. The regulations shall: be narrowly drawn to promote orderly school activities, prevent disruptions, and not stifle expression; be uniformly applied to all forms of student literature; allow no interference with school classes/activities; specify time and places where distribution may occur; and not inhibit a person’s right to accept or reject any literature distributed correctly.

Wellness Policy

The AAA School Board shall cooperate with State, County, and City Health Departments in providing health services for the school. The following Health and Wellness Policy consists of procedures and regulations associated with student illness and injury, homebound issues and medication procedures for students requiring medication administration during school hours.

Wellness Policy: Student Illness & Injury at school

If students become ill or injured at school they will be sent to the nurse's office or the administration office. The parent(s) or guardian will be contacted if necessary, based on the evaluation. In case of accident and/or injury at school: The school nurse and/or an administrator will be notified. The parent(s) or guardian will be contacted if necessary based on the evaluation. (This rule may be suspended for students 18 years or older.) Emergency Medical Services will be called if warranted. An incident report will be filled out by the teacher and an administrator.

Students showing signs of illness will be evaluated by the school nurse or an administrator for risk of a communicable disease. Students may will be sent home or if at home is asked to notify and not come to school if they have any of the following symptoms: Fever of 100° (F) or above, diarrhea, vomiting or upset stomach, earache, persistent cough, sore throat, rash, runny nose, cold or allergy-like symptom with fever, sore throat with fever, rash with fever, runny nose, cold or allergy-like symptoms with fever, pink eye, impetigo, scabies, head lice, chicken pox, ringworm.

Wellness Policy: Student Illness & Injury at home

If a student becomes ill at home with a communicable disease or with parasites, they will demonstrate respect for other students by not attending school while they are contagious.

Before returning to school, a student must be: symptom-free from nausea, diarrhea, or parasites, without medication for 24 hours, or fever-free (below 100° [F]) for 24 hours before returning to school, or symptom-reduced and fever-free for 24 hours after receiving antibiotics for a bacterial infection, including pink eye and strep throat.

Wellness Policy: Homebound students

Any student 5 to 21 years old who, because of illness, injury, or the nature and/or extent of his/her handicapping condition requires homebound or hospital instruction shall, upon approval, receive educational services during the academic year with his/her facility of confinement for as long as the disabling condition prevents the student from safely and adequately attending school.

A statement by the attending physician as to the student's diagnosis, reason for confinement, and approximate length of time such services will be needed must be submitted to the special educational supervisor prior to approval. Homebound and hospital instruction is then provided upon approval by the superintendent of the school in which the child is enrolled and the special education supervisor, if they are legal residents of the District. The AAA Plan for Homebound Services contains proper forms and instructions for provision of homebound and hospital instruction. Students shall receive a minimum of twelve hours of instruction per month, with a minimum of three hours each week to be counted for full attendance. Days and times should be distributed to the best advantage of student and teacher. Provision of homebound instructional services is subject to reevaluation of eligibility. Services that extend for a period of three months will be required to be reevaluated in terms of continued eligibility and/or referral to more appropriate services.

MEDICATION POLICY

Administration Procedures for all student prescription medications, including inhalants and Epi-pens, as well as over-the-counter (OTC) medications, must be administered by the school nurse or designated school employee. The medications are to be stored in the Nurse's office. Sharing medications as listed in the AAA Medication Policy is a **violation**

of the Weapons & Drugs Free Campus Policy and results in Tier 3 consequences (see Discipline Policy).

Prescription Medications will be administered per a qualified medical authority's instruction as indicated on the labeling of the prescription. Medication is to be in the original container and properly labeled with the student's name, dosage, frequency and instructions of use. Any change to the medication will require new orders from a qualified medical authority. A parent/guardian or age-eligible student is responsible for checking medications in to or out of school. Medications will not be sent home with a non-age-eligible student under any other circumstance. Only medication prescribed to be given during specific school hours will be administered. (Medications ordered three times daily or less will not be administered at school unless a specific time of day is indicated in the orders.) Medication administration forms are to be updated at the beginning of each school year or as needed. At the end of the school year, any remaining medications will be picked up by the parent/guardian; unclaimed medications will be destroyed by the nurse and a witness.

Inhalers: Asthma-diagnosed students who require the use of an inhaler must keep the inhaler in the school nurse's office OR have written permission from the school nurse, doctor, and parent/guardian to carry and administer the inhaler. All inhalers must be labeled with the original prescription or in the prescription box. All inhalers must be labeled with student's name. All students with inhalers will have an **Asthma Action Plan** (completed by doctor/parent) and **Parental Consent for Inhaler Use** on file with the school nurse's office who confirms the student's qualification to carry the inhaler for self-administration before permission is granted.

Epi-pens: All students with life-threatening allergies requiring an epinephrine auto-injector (Epipen) must have an extra Epipen available in the school nurse's office along with a physician-signed **Allergy Action Plan** and a **Parent Consent to Administer form**. A student may self-carry their Epipen if there is written permission from the doctor and parent. All Epipens shall be labeled with the original prescription or in the original prescription packaging. Legal notice: The AAA Nurse may provide an Epi-pen to students who have proper documentation on file by allowing the student or a staff

member authorized on health care plan to administer the EpiPen, or by administering an EpiPen to a student who the nurse in good faith believes is having an anaphylactic reaction regardless of student having filed documentation. In the latter case, AAA, its employees, and physician providing standing protocol are immune from any damage, loss, or liability as a result of an injury arising from the use of the EpiPen. In addition, ACT 1437 of 2013 states a licensed physician may issue a certificate under the Insect Sting and Other Allergic Reactions Emergency Treatment Act (A.C.A. 20-13-401 et seq.) authorizing a charter school nurse/employee trained in administration of an Epi-pen to possess and administer Epi-pens. **Legal Reference: ACT 757 of 2013; ACT 1437 of 2013**

Over-the-Counter (OTC) Medications: May be administered at the nurse's discretion only with prior written consent of the parent or confirmed phone contact. OTC medications include items as antacids, ibuprofen, acetaminophen, cough syrups, and cough drops. OTC medications must be provided by the parent/guardian in an original, labeled, unopened container. Self-medication is forbidden regardless of age. No student may self-medicate or carry prescription or OTC medication on their person or in their cars.

AAA follows the state law, ACT 1146 of 1995, when administering medication to students and has trained personnel to administer medications under the nurse's oversight.

Administration of medication is a service provided in proxy of the parent/guardian by school employee. Any medication given at school must be dispensed through the official locations designated by the School Nurse. Prescription medication shall be supplied by the parent and shall have completed required paperwork prior to administration by school personnel. According to ACT 1232 of 2013, a student suffering from diabetes may be administered Glucagon by school personnel trained by licensed nurses employed by the school. All medication administration at school must be requested by a parent/guardian in writing. This written authorization relieves the School Board, administration, and individual administering the medication from any civil liability for damages or injuries. **Legal Reference: ACT 1232 of 2013**

Nutrition

AAA supports research that prescribes a healthy diet and finds nutrition to be a key component in promoting the physical, emotional and mental development of our students. AAA provides healthy breakfasts and lunches at low cost. School meals shall be in compliance with US Dept. of Agriculture and State of Arkansas standards for good health. Students may purchase meals by establishing an account in the lunchroom, and students may also bring their lunches. If a student shows poor eating habits or signs of an eating disorder, parents/guardians will be contacted.

To ensure all students have a healthy and complete diet all students and parents/guardians will be informed of the Federal Free and Reduced Lunch Program. If a student forgets his/her lunch or does not have money in account to pay for the cost of a meal, the school will assist the student in contacting parents to either bring money or a lunch or an alternative meal will provided at no cost to the student. If this practice continues on a regular basis, the school reserves the right to discontinue providing the alternative free meal. If a parent or guardian refuses to provide meals, pay for meals, or apply for the Federal Free and Reduced Lunch Program after two contacts by the administration, a report of Child Abuse or Neglect will be filed with local authorities. Students who have food and/or milk allergies must have an annual/current formal note from a physician confirming the status and type of food or milk allergy. Upon receipt of the doctor's note, a substitute food item will be provided. Students not allowed to bring energy drinks.

SCREENINGS

Vision: Act 1438 of 2005 requires students in grades K, 1,2,4,6,8,10, and transfer students to have an eye and vision screen. Only failure notifications will be sent home. A child who does not pass the screening shall be required to have an exam conducted by an optometrist or ophthalmologist within 60- days of receipt of the screening report and show proof of the exam. Parents needing financial assistance should contact the school nurse.

Hearing: Hearing screens are mandated for students in grades K, 1,2,4,6,8,10 and transfer students. Only failure notices will be sent home. Parents have 60 days to show proof that their child was examined by a doctor or audiologist.

BMI: Act 1220 requires students in grades K, 2, 4, 6, 8, and 10 shall have their height and weight assessed. A parent who refuses to have their child assessed must provide written documentation of the refusal to the school. Parents of all participants will be sent results.

Scoliosis: Act 95 of 1989 and Act 41 of 1987 require girls in 6th grade and all students in 8th grade to be screened for scoliosis. Parents of a child who fails the screening will be sent an informative letter stating the need to see a licensed physician. A parent, who refuses to have their child screened, must provide written documentation of the refusal to the school.

Students covered under Medicaid/Arkansas Kids 1st will be billed, where applicable, for hearing and vision screenings conducted at school unless the district is notified, in writing, by the parents/guardian to decline within 60 days of receipt of the handbook. This written notice can be sent to: Arkansas Arts Academy Administration, 1110 W. Poplar Street Ste A, Rogers, AR. 72756, Attention: Medicaid Coordinator

Parent Involvement Plan

Goal 1: Arkansas Arts Academy will use various communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

- Our District Events Calendar, Facebook Page, Twitter, Instagram, AAA App, and Website updates make available to parents important classroom information, academic information and information about upcoming events.
- AAA utilizes Home Access Center (HAC) in eSchool to give parents the ability to access their student's grades using a provided username and password.
- AAA provides report cards to parents every 9-week grading period with information regarding their child's academic progress.

Goal 2: Arkansas Arts Academy schools will hold regularly scheduled parent meetings, conferences, and activities throughout the school year providing flexible meeting times, with the goal of increasing parental involvement and building staff and parental capacity to engage in these types of efforts.

- AAA will offer parents the opportunity to attend parental involvement meetings throughout the school year. These meetings will provide information to help parents enhance their child's education, as well as to provide opportunities to volunteer/ help support their child's classroom/school.
- AAA will encourage parents in the following types of roles and activities to increase their involvement and support for student learning and achievement:
 - o New Student Orientation and tours
 - o Open Houses in the Fall and in the Spring
 - o AP Parent Meetings
 - o Parent-Teacher Guild meetings
 - o Financial Aid Night

Goal 3: Arkansas Arts Academy High School will provide information to parents about volunteer opportunities.

- AAA will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents, encouraging them to become involved in school.
- AAA will offer information at Open House and during PTA/PTG meetings that will provide parents with the information they need to participate as school volunteers in order to put them at ease and help them to feel more of a part of their student's education.
- The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understanding of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Goal 4: AAA will provide opportunities for parents to be involved in the development, implementation, and evaluation of the schoolwide school improvement plan and other committees tasked with improving curriculum and student welfare.

- ACSIP School Improvement planning committees
- Curriculum review committees
- Student Handbook committees
- Local scholarship committees
- Create/maintain a Parent Center. AAA Media Centers are available for parents to checkout materials, use computers to check grades, and/or visit educational websites.
- To promote and support responsible parenting, AAA shall, as funds are available, purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library.
- AAA will distribute informational packets each year that include a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for

parents/teachers/students and school, suggestions for ways parents can become involved in their children's education as well as homework and discipline policies.

- AAAHS Student Handbook does include the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- AAAHS Principal will appoint a Parent Involvement Coordinator from the faculty to serve as a liaison to the Parent Teacher Guild.

PARENT/TEACHER CONFERENCES

School-wide Parent Teacher conferences (see annual school calendar) are held once each semester. Teachers may contact parents and schedule individual parent/teacher conferences in order to create academic and/or behavior plans of improvement for students not showing satisfactory academic progress or responding to specific behavior intervention strategies. Likewise, a parent/guardian may request a conference by contacting the teacher.

CHILD ABUSE NOTIFICATION

The principal is prohibited from notifying the parent/guardian if there is an official investigation by legal authority dealing with suspected child maltreatment, and parent/guardian is the alleged offender or the investigator provides written documentation that notification is prohibited. State law requires Department of Human Services employees, local law enforcement, or agents of Crimes Against Children Division of the Department of Arkansas State Police, interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72- hour hold" without first obtaining a court order. Other questioning of students by non-school personnel will be granted only with a court order directing the questioning, with permission of the parent/guardian, unless student is eighteen [18] years/older, or in response to a subpoena or arrest warrant. **ACT 613 of 2011**

If the school reports a student's misconduct to any law enforcement agency or if access to a student is granted to a law enforcement agency due to a court order, the principal will make a good faith effort to contact the student's parent/ guardian. If not a case of suspected child abuse, the principal must release a student to a police officer who presents a subpoena or warrant for arrest, to an agent of state social services, or to an agent of a court with jurisdiction and a judge signed court order. The principal then notifies the student's parent/ guardian that the student was taken into custody by law enforcement or a social services agency. If unable to reach the parent, the principal will make a reasonable, good faith effort to leave a message with the principal's and the CEO's day and after-hours phone numbers. Legal Reference: A.C.A. § 6-18-513; A.C.A. § 12-12-509, 510, and 516; A.C.A. § 9-13-104

QUICK REFERENCE GUIDE

Community Resources

REPORTING SUSPECTED CHILD ABUSE: The AAA School Board, in compliance with the Arkansas Child Abuse and Neglect Prevention law A.C.A. 9-30-101 - 109, hereby directs that any school employee who suspects that a child's physical or mental health and/or welfare has been adversely affected shall report those concerns to the Suspected Child Abuse/Neglect (SCAN) hotline at 1-800-482-5964. **Legal Reference:** ACT 985 of 2011..

CRISIS HOTLINE PHONE NUMBERS:

Crisis Hotline anytime 1-800-798-8336
Loving Choices Pregnancy Center 1-479-631-6677
Teen Action Support Center 24 hours 1-479-636-TASC (8272)
Alcohol & Drug Abuse Hotline (8:30-5 M-F) 1-501-686-9866
Arkansas Child Abuse & Neglect Hotline 1-800-482-5964
Arkansas Drug Info (8:30-5:00 M-F) 1-888-228-1233
Arkansas Poison & Drug Info 1-800-376-4766
Arkansas State Drug Hotline 1-800-553-3820
Crisis Center for Women 1-800-359-0056
Planned Parenthood 1-479-443-7791
Rape Crisis 1-800-813-5433
Sexual Assault 1-877-432-5368
Suicide Prevention 1-800-784-2433
Youth Bridge 1-800-628-2260
National Drug & Alcohol Hotline 1-800-662-4357
National Runaway Hotline 1-800-Runaway (786-2929)

National STD & AIDS Hotline 1-800-342-2437
National Teen line National Hotline (3-12 PM) 1-800-522-8336
National Trevor Hotline for Gay Youth Crisis 1-800-850-8078

ONLINE RESOURCES

Eschool:

Google classroom

Website

Parental Involvement

ACT Test Prep

Scholarship Information

SERVICES FOR STUDENTS WITH DISABILITIES

In accordance with state and federal laws, AAA will comply with the Individuals with Disabilities Education Improvement Act (IDEA) of 2008 and Arkansas Department of Education, Special Education Eligibility Criteria and Program Guidelines for Children with Disabilities, Age 3-21 and Special Education and Special Education Related Services Procedural Requirements and Program Standards when determining identification, programming and placement options for students with disabilities. The Special Education Supervisor can be contacted for additional information (see Staff Directory).

Staff Directory

School Board

District Staff

Mary Ley, District CEO mley@artsk12.org

District Bookkeeper

Rebecca Dudley, District Administrative Assistant rdudley@artsk12.org

Terri Harral, District Medicaid Coordinator tharral@artsk12.org

David Hanson, Student Services Specialist dhanson@artsk12.org

Andrea Hanson, Speech Pathologist ahanson@artsk12.org

John Hines, District Technology Coordinator jhines@artsk12.org

Jay Hoyt, District Maintenance jhoyt@artsk12.org

Aaron Jones, Arts Integration Specialist ajones@artsk12.org

Patricia Burns, District Librarian pburns@artsk12.org

Rhonda Asencio, District ESL Coordinator rasencio@artsk12.org

K-6 Staff

Matt Young, K-6 Campus Principal myoung@artsk12.org

David Skelton, K-6 Campus Assistant Principal dskelton@artsk12.org

Pam Lewis, K-6 Campus Registrar plewis@artsk12.org

Debbie Zupan, K-6 Campus Administrative Assistant dzupan@artsk12.org

K-6 Nurse

Amanda Shover, K-6 Counselor ashover@artsk12.org

Kristina Helm, Kindergarten Teacher khelm@artsk12.org

Jody James, Kindergarten Teacher jjames@artsk12.org

Kortney Elkington, Kindergarten Teacher kelkington@artsk12.org

Kindergarten Teacher #4

Michelle Steele, 1st grade Teacher msteele@artsk12.org

Karen Armstrong, 1st grade Teacher karmstrong@artsk12.org

Mary Fishback, 1st grade Teacher mfishback@artsk12.org

Lacee Hale, 1st grade Teacher lhale@artsk12.org

Crystal Howie, 2nd grade Teacher chowie@artsk12.org

Colinda Fogg, 2nd grade Teacher cfogg@artsk12.org

Barb Lamp, 2nd grade Teacher blamp@artsk12.org

Emily Phillips, 2nd grade Teacher ephillips@artsk12.org

Courney Velaquez, 3rd grade Teacher cvelaquez@artsk12.org
Amanda Willard, 3rd grade Teacher awillard@artsk12.org
Monica Seiler, 3rd grade Teacher mseiler@artsk12.org
3rd grade Teacher #4
Debbie Benton, 4th grade Teacher dbenton@artsk12.org
Lainie Adams, 4th grade Teacher ladams@artsk12.org
Megan Rozzana, 4th grade Teacher mrozzana@artsk12.org
Holly Gibbons, 4th grade Teacher hgibbons@artsk12.org
Crystal Lewis, 5th grade Teacher clewis@artsk12.org
Kelly Bankston, 5th grade Teacher kbankston@artsk12.org
Saylor Saylor, 5th grade Teacher ssaylor@artsk12.org
Amanda Hammond, 5th grade Teacher ahammond@artsk12.org
Sheena Racher, 6th grade Teacher sracher@artsk12.org
LaVona Cerna, 6th grade Teacher lcerna@artsk12.org
Paul Stewart, 6th grade Teacher pstewart@artsk12.org
Lily Welch, 6th grade Teacher lwelch@artsk12.org
Lori Gladden, Special Education lgladden@artsk12.org
Jackie Harden, Title I Reading Specialist jhardin@artsk12.org
Sandi Colvin, Title I Math Specialist scolvin@artsk12.org
Rachel Carpenter, Piano Instructor rcarpenter@artsk12.org
Mark Shields, Modern Music Instructor mshields@artsk12.org
Jongim Ryan, Orchestra Instructor jryan@artsk12.org
Joy Price, Visual Art Instructor jprice@artsk12.org
Rebecca Schuster, Theatre Instructor rschuster@artsk12.org
CeCe Benson, Dance Instructor cbenson@artsk12.org
General Music Instructor
Technology Instructor
Peri Heffernan, PE/Cross Country Coach pheffernan@artsk12.org
Austin Frederking, PE/Basketball Coach afrederking@artsk12.org
James Green, PE/Archery Coach jgreen@artsk12.org

7-12 Staff

Heather Wright, 7-12 Campus Principal hwright@artsk12.org
Terry Gracy, 7-12 Campus Assistant Principal tgracy@artsk12.org
Nicole Lindley, 7-12 Campus Registrar nlindley@artsk12.org
Marissa Byler, 7-12 Campus Administrative Assistant mbyler@artsk12.org
Maribel Morgan, 7-12 School Nurse mmorgan@artsk12.org
Meagan Hurt, 10-12 Counselor mhurt@artsk12.org
Calvin Clark, 7-9 Counselor cclark@artsk12.org
Sophia Barrett, 7-12 Special Education Teacher sbarrett@artsk12.org
Micah Roberts, 7-12 Special Education Teacher mroberts@artsk12.org

Julie Rains, 7th Grade English Teacher jrains@artsk12.org
Jessica Shores, 7th Grade Math Teacher jshores@artsk12.org
Alexandra Vasile, 7th Grade Science Teacher avasile@artsk12.org
Tiffany Ford, 7th grade Geography Teacher tford@artsk12.org
Paula Scott, 8th grade English/History Teacher pscott@artsk12.org
Katherine Canfield, 8th grade Math/History Teacher kcanfield@artsk12.org
Tonya Jetton, 8th grade Science/Health Teacher tjetton@artsk12.org
Rebecca Brittain, 12th and 10th grade English Teacher rbrittain@artsk12.org
Jamie Dale, 11th grade English/History Teacher jdale@artsk12.org
Tyler Dearing, 9th and 10th grade English Teacher tdearing@artsk12.org
David Myrick, Geometry and Calculus Teacher dmyrick@artsk12.org
Mary Gentry, Algebra I and Statistics Teacher mentry@artsk12.org
Mary Eoff, Algebra II & III Teacher meoff@artsk12.org
Susan Kedrowski, Chemistry and Physics Teacher skedrowski@artsk12.org
Life Science Teacher
Lauren Eoff, World History and Civics Teacher leoff@artsk12.org
Tim Martens, US History and Economics Teacher tmartens@artsk12.org
Star Iglesias, Spanish Language and Culture Teacher siglesias@artsk12.org
Eddie Smith, PE/Health and Biking Teacher esmith@artsk12.org
Computer Science Teacher
Crystal McWilliams, 2-D Art Instructor cmcwilliams@artsk12.org
Kerrey Klatt-Klingerman, Painting Instructor kklingerman@artsk12.org
Kaitlyn Davis, 3-D Art Instructor kdavis@artsk12.org
David Kersey, Animation and Graphic Design Instructor dkersey@artsk12.org
David Singleton, Modern Music Instructor dsingleton@artsk12.org
Patrick Sallings, Modern Music Instructor psallings@artsk12.org
Schumann Robert, Piano and Jazz Instructor srobert@artsk12.org
Sandy Nieves, Orchestra Director snieves@artsk12.org
Rebeca Pitts, Choral Director rpitts@artsk12.org
Amy Kessler, Dance Instructor akessler@artsk12.org
Karen Castleman, Dance Instructor kcastleman@artsk12.org
Jessica Davenport, Theatre Director jdavenport@artsk12.org
Anne Wenzel, Creative Writing Teacher awenzel@artsk12.org
Culinary Arts

RECORDS: PRIVACY & FERPA

Student records are the property of Arkansas. Parents/guardians may not remove material from a student's file at any time. The Family Educational Rights & Privacy Act (FERPA) governs parental/guardian access to student records. Parents/ guardians have the right to inspect and copy student records of students 17 years old and under, but they do not have the right to inspect and copy student records of students 18 years old and older unless granted that right by the student. Custodial and non-custodial parents/guardians have rights to access student records UNLESS a court order exists that bars them from access AND the custodial parent has presented a file-marked legal copy of the court order. Enforcement of "denied rights to access" is the responsibility of the custodial parent/guardian. A parent/guardian or student 18 years old or older may challenge the accuracy per federal law by first contacting the CEO; further appeals require the appointment of an independent hearing officer.

Charter School Notice The legal status of Arkansas Art Academy (AAA) is that of a corporate body (501c3). AAA is organized and governed by the laws of the State of Arkansas relating to charter schools, by written policies adopted by the Arkansas Arts Academy School Board pursuant to federal and state laws, and in accordance with the instructions of the Arkansas State School Board (ASSB) and the Arkansas State Board of Vocational and Technical Education (ASBVTE).

AAA is an open enrollment public charter school. AAA is not a private school and no tuition fees are charged. Any student who is a legal resident of Arkansas is eligible to apply for admission. Enrollment is limited by our charter and a lottery process is necessary to ensure fairness to all potential students.

NON-DISCRIMINATION DISCLAIMER:AAA does not discriminate in the application of its educational programs nor in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any unlawful criteria such as age, race, color, sex, handicap, religion or national origin, in its dealing with employees, students, or the general public. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Heather Wright, AAA High School Principal (479) 631-2787 ext.1723

The 2017-2018 Discipline Policy Committee & Handbook Review Committee members include: Anita Fomin, Chris Gross, Abigale Houchins, Crystal McWilliams, Laura Hansen, Chandler Gross, Duke Wells, Meredith Wells, Lea Parette, Jamie Dale, Renee Cain, Fletcher DeRouen, Joe DeRouen, Heather Wright, Yannik Dwyer, Megan McNabb, Jessica Wood, Russell Petrie, Eddie Smith

June 2018 reviewed and approved by the AAA Chief Executive Officer, Mary Ley, and the AAA School **Board officers:** Tony Beardsley, Howard Alsdorf, Dave Russell, Asele Mack, Joe DeRouen, Alicia Knotts, Anthony Porchia