



**Arkansas Arts Academy
Student Handbook
2023-2024**

#arkartsacademy

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Arkansas Arts Academy Campuses

<u>District Office</u>	<u>K-6th Campus</u>	<u>High School Campus</u>
1110 W. Poplar St., Ste. A Rogers, AR 72756 Phone: (479) 878-2787 Fax: (479) 878-2790	2005 S. 12th St. Rogers, AR 72758 Phone: (479) 636-2272 Fax: (479) 636-5447	506 W. Poplar St. Rogers, AR 72756 Phone: (479) 631-2787 Fax: (479) 899-6479

Administrative Staff

Chief Executive Officer (CEO)	Dr. Allison Roberts	aroberts@artsk12.org
High School Principal	Melody Morgan	mmorgan@artsk12.org
High School Assistant Principals	Jamie Dale	jdale@artsk12.org
	Dr. Ellen Langley	elangley@artsk12.org
Elementary Principal	Rachel Carethers	rcarethers@artsk12.org
Elementary Assistant Principal	Dr. Erin McGarrah	emcgarrah@artsk12.org
Director of Visual & Performing Arts	Amy Kessler-Weber	akessler@artsk12.org
Director of Arts Integration & Community Partners	Aaron Jones	ajones@artsk12.org
Director of Student Services (IEP, 504, Dyslexia, Therapies)	Beth Scott	bscott@artsk12.org
District Registrar	Pam Lewis	plewis@artsk12.org
Director of Transportation	Neal Harral	nharral@artsk12.org
Gifted and Talented Coordinator K-12	Lainie Adams	ladams@artsk12.org
ESOL Coordinator K-12	Thomas Stephenson	tstephenson@artsk12.org

School Website: www.artsk12.org

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. We challenge our students academically while providing them with an arts-enhanced curriculum.

Application and Admissions

Arkansas Arts Academy is a FREE 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 Registrar's office, the AAA Elementary School main office, the AAA District Administration office, and 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 openings 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 to 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 each school year in early spring. Therefore, prospective students' applications must be renewed each year for possible selection in the annual 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 or identification 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 certificates 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

Student Name, Title or Pronoun

Unless a district employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the student's biological sex
 - a. "Sex" is defined as the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

A student shall not be subjected to discipline for declining to address a person using a:

- a. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
- b. Pronoun or title that is inconsistent with the person's sex.

Legal Reference: ACT 542 A.C.A. § 6-1-108

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 six (6) 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).

Absences

Education is more than the grades students receive in their courses. As important as grades are, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction, which results in higher student achievement.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons. The student must bring a written statement to the principal or designees upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than three (3) days prior to its presentation will not be accepted.

1. When attendance by the student or the student's illness could jeopardize the health of other students, a maximum of five (5) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family, i.e. – spouse, child, parent, sibling, grandparent, any relative who lives in the same household as the student
3. Observance of recognized holidays observed by the student's faith
4. Attendance at an appointment with a government agency
5. Attendance at a medical appointment with a licensed medical physician or a mental health appointment for mental health therapy.
6. Exceptional circumstances with prior approval of the principal
7. Participation in a Arkansas Activities Association sanctioned activity
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty is on leave from active duty or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Any circumstances not covered above which the District determines are excused.

Unexcused Absences

Absences that are not defined above; do not have an accompanying note from the parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has four (4) unexcused absences, in a semester, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified.

When a student has eight (8) unexcused absences, in a semester, his/her legal parents, guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by regular mail with a return address sent no later than the following school day.

Whenever a student has accumulated eleven (11) unexcused absences or has violated the conditions of an agreement granting special arrangements, in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, persons with lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student or his/her parent, legal guardian, persons having lawful control of the student or person standing in loco parentis may petition the school or District's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, legal guardian, persons having lawful control of the student or person standing in loco parentis, and the school or District administrator or designee.

Credit Courses

High School

Students with more than ten (10) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the

student may be denied promotion or graduation. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Procedures for this Policy

Note that high school students may be denied credit for classes with more than 10 unexcused absences. Campus principals will offer credit appeals to seniors at the end of second semester for the classes that are required for graduation.

Written excuses for absences are taken past the three-day deadline at an administrator's discretion.

Family In Need of Services (FINS) is a referral to the Juvenile Probation Office of the county of residence. Attendance violations are referred to FINS.

- Students missing more than 50% of a class period at any point can be considered absent for the period.
- Excessive tardiness is subject to disciplinary consequences. Refer to discipline policies.
- Truancy is defined by intentionally missing class or not being present where one is supposed to be. Examples include, but are not limited to: attending the wrong lunch; presence in a parking lot without permission; not returning to class following travel time, leaving or returning to campus with or without a parent without signing in/out at the office, etc.
- Truancy may occur when one is absent or when one is tardy.
- Anyone checking a student out must be listed by the parent or guardian during annual registration updates.
- In order for students 18 or older to sign themselves out, a note from the student's parent is to be on file indicating the parent is aware that the student is making her/his own decisions. In that case the check-out counts as an excused or unexcused (whichever applies) parent note. Students abusing this option (more than five times per year) may be considered unexcused, truant, and/or lose the option to sign themselves out.
- 18 Year Olds w/Parent Consent Form on file - Students are allowed to use the parent note only 5 times per year, per class period. Any Absences above 5 notes must be medically excused or will be counted as unexcused. Check In/Out at lunch limited to parent/legal guardian coming to school physically signing students out and in upon return.

Attendance Monitoring:

- Parents and students are encouraged to monitor attendance through their online access portal to student records.
- Written notification and conferences occur when students have excessive absences. Referral to juvenile court may also be required in compliance with all applicable laws.
- Students who choose to attend away athletic events or extra-curricular events during the school day will be recorded as a truancy unless the student is participating or a parent note is provided. These absences are “unexcused parent notes”.

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.

A -- Absent

B -- Bereavement

C -- Court

CV -- College visit, 2 allowed per semester of junior and senior year

PR -- Principal approved absence (must be approved prior to absence)

SUS -- Out of school suspension

SK -- Truancy, skipping class

T -- Tardy

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

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

Tardy	29 minutes or less late to an 85 minute class or 9 minutes or less late to a 40 minute class
Absent	30 minutes or more late to an 85 minute class or 10 minutes or more late to a 40 minute class
10+ absences from any one class period could result in loss of credit from that class period.	
10 full-day absences (absent from every class, no note or phone call to the office) could result in being dropped from AR Arts Academy and a FINS petition.	
<i>**Documentation provided to the office for the reason for the absence (doctor's note, newspaper obituary, etc.) can be used to justify excessive absences and may allow a student to maintain credit even after acquiring 10+ absences in one class period.**</i>	

Additional School Information

Arrival and Dismissal for the Elementary

School begins on the elementary campus at 8:00am. The front doors of the elementary campus will open at 7:30am. There is no supervision available before 7:30am. Students are dismissed at 3:30pm.

Drop-Off and Pick-Up Procedures for the High School

School begins on the High School campus at 8:30am. The front doors of the HS campus will be opened at 8:00am. Students are dismissed at 4:00pm. Students who are not picked-up by 4:30pm will be allowed to wait in the glass entryway, however, the doors providing entrance into the school will be locked.

For the safety of all students and staff, parents and guardians are asked to abide by the following protocol when delivering their student(s) to the High School campus:

- Enter the campus by turning south from Poplar Street to the pull-through area on the west side of the main building.
- Afternoon carline begins on South 6th Street. From 6th Street, turn right onto Poplar and right again to enter the main drive of the school campus. The Rogers Police Department has explained it is a traffic hazard for cars to be parked down Poplar Street. You may be ticketed if you are stopped/waiting on Poplar west of 6th Street.
- Afternoon carline is two lanes. Please pull forward to the south end of the parking lot (between the glass doors of PAC and the wooden fence of the adjoining property) if you are waiting for pick-up to begin.
- When exiting the parking lot, please follow the directional arrows indicating to drive forward and around the PAC building to exit onto South 5th Street.
- Parents are not to pick up their student(s) from South 5th Street or load on Poplar St. This area is a loading zone for buses and other delivery trucks. Nor should they encourage students to load while the vehicle is in the street.
- Parents wishing to avoid sitting in the carline may park in downtown Rogers, east of 4th street, and have their student walk to them.

Bus Transportation

Arkansas Arts Academy operates a limited number of buses with designated stops to aid our parents and students. Contact the Transportation Director, Neal Harral, for information on bus service availability @ nharral@artsk12.org There is not much seating space available as our 77 passenger buses are running at full capacity currently.

Bus Rules and Policies

In order to maintain a safe and orderly atmosphere on Arkansas Arts Academy buses, the following rules have been established and must be followed to retain bus riding privileges:

1. Remain properly seated at ALL TIMES.
2. No eating or drinking on the bus, with the exception of water.
3. Keep all body parts to yourself and inside the bus.
4. Do not use profanity, rude language or inappropriate gestures on the bus.
5. Bullying or mean behavior will not be tolerated.
6. All school handbook rules are to be followed.
7. Driver has the right to assign seats.

The bus will wait in the AM for 5 minutes after the bus stop time. Then they will proceed to the next stop. The school district has a total of 6 bus stops. 3 that go north and 3 that go south. In the PM the bus will remain at the stop for 10 minutes then proceed to the next stop, if parents are not on time to the stop the student will be returned to the K-6 campus at which time the parent will have to pick up their student. If the bus is missed in the AM the parent will have to deliver the student to the school which they attend. Buses will not be turning around to pick up late students. It is the responsibility of the parent to make sure they are there on time to drop off and pick up their students. Failure to ride the bus for 5 consecutive days will result in the loss of a spot on the bus. The school will attempt to contact the parent after the second missed day.

The safety of the students during their transportation to and from school is a responsibility which they and their parents share with the bus driver and school officials. The Arkansas Arts Academy Board of Education wants students and parents to know what is expected of them when they wait and ride the school bus. Therefore these transportation guidelines will be issued at the beginning of the school year and to newly enrolled students. Students and parents who fail to observe these guidelines will be subject to disciplinary action, which could include loss of privileges. The Arkansas Arts Academy will operate on a limited bus service schedule which will make specific location stops in areas selected by the administration. The stop locations will be updated on the district website. In the event of an emergency or delay, the school will use email addresses and cell phone numbers provided on this form to contact parents and guardians.

***NEW!!!** High school classes are in session until 4:00 each day and therefore unable to serve and supervise elementary students as a bus transfer stop or car pick up line.

Skateboards & Other Personal Transportation

Skateboards will be allowed on the bus as long as they are placed in the front seat or behind the driver. Once they arrive at school they will be taken to the office and can be picked up at the end of the school day. This applies to all modes of transportation that students can use (skateboards, rollerblades, ect).

K6 AM North	HS AM North	K12 AM South
Glenn Bus #7	Stella Bus #10	Kurt Bus #9
Allen's Grocery Bella Vista pick up @ 6:45am	Allen's Grocery Bella Vista pick up @ 7am	Elm Springs Walmart pick up @ 6:50am
Orchards Park pick up @ 7:05am	Orchards Park pick up @ 7:20am	Northwest Arkansas Mall pick up @ 7:05 am
Rogers Convention Center pick up @ 7:20am	Rogers Convention Center pick up @ 7:40am	Jones Center Springdale pick up @ 7:25 am
Drop K6 @ES 7:35am Transfer HS Kids to HS 7:45am	Drop HS kids @ HS 8:10am	Drop K6 kids @ES 7:50am Drop HS kids @HS 8:10am
K6 PM North	HS PM North*	K12 PM South
Glenn Patterson #7	Stella Heiniemi Bus #10	Kurt Bus #9
		Transfer RAC kids & K6 South to HS
Rogers Convention Center drop off @ 3:45 pm	Rogers Convention Center drop off @ 4:20 pm	Elm Springs drop off @ 4:35 pm
Orchards Park drop off @ 3:55 pm	Orchards Park drop off @ 4:35 pm	Northwest Arkansas Mall drop off @ 4:55 pm
Allen's Grocery drop off @ 4:20 pm	Allen's Grocery Bella Vista drop off @ 4:15 pm	Jones Center Springdale drop off @ 5:10 pm

***NEW!!!** K-6 students that need to walk home with their high school sibling(s) will take the HS PM North bus. Arrangements must be made in advance with the elementary school.

Bus Discipline Policy

We are the only charter school to provide an extensive bus program. We want all children in Northwest Arkansas to have the opportunity to attend our school. When children are on the bus they have the same behavioral expectations as if they were in

the classroom. We have set high standards of student conduct to maximize safety and consideration of others. We have established three bus behavior categories:

Minor, Intermediate and Major Offenses

Minor Offenses

1. Acts that disregard or disrespect the safety or comfort of other passengers.
2. Irresponsible acts.

The bus driver will report to the school administrator the minor offenses. The administrator will issue a verbal warning the first time, written warning the second time, and the third time the student will receive a suspension from the use of the bus. The length of the suspension will be determined by the school administrator. This suspension does not apply to field trips scheduled for classes. However, the student will be assigned a seat near the teacher for those trips.

Intermediate Offenses

Any act that could impact the safety of any school bus rider, including oneself. This act will be immediately reported to the principal who will use the school's code of conduct which will involve a bus suspension.

Major Offenses

Any action that is a classified Level 3 offense, such as fighting or harassment, will result in loss of bus services permanently.

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 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 as documentation in the event an attendance hearing is needed. The registrar or administrative assistant 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.

The Arkansas Arts Academy office will not receive food, flower, gift, etc. deliveries for students between the hours of 7:30am-4:00pm. This is to avoid unknown visitors from being on campus and to keep students in class instead of leaving to pick up their deliveries. Any deliveries made by a delivery service for a student may be refused. Parents/guardians are always welcome to drop off items for their students by visiting the main office.

Visitor Check-In

Arkansas Arts Academy welcomes parents and community members on our campuses. Visitors must check-in at the High School main office. All visitors will be asked to provide a valid state ID. IDs are scanned against the state database to ensure the safety of our students and staff. Once cleared, the visitor(s) will be issued a name tag indicating the purpose of their visit and time they checked in. These name tags should be worn for the duration of the visit. Visitors are asked to check-out through the High School main office before leaving to ensure that they are accounted for appropriately in the event of an emergency.

Parent-Teacher Conferences

School-wide Parent-Teacher Conferences are held once each semester (see annual school calendar). 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.

Academic Policies for the High School

Selecting Classes

All 9th - 12th grade students will have the opportunity to declare an art focus and select classes based on their interests. In the Spring semester, 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.) Students receive schedules prior to the first day of school or upon transfer acceptance and admission.

Student Success Plans

Student Success Plans help students take ownership of their coursework, as well as focusing on post-high school aspirations. Students map out their high school and post high school plans, which allows them the opportunity to personalize their education. With the aid of the school counselors, students at Arkansas Arts Academy will use the Student Success Plan as one way to ensure they are taking the courses they need to graduate from high school, as well as preparing them for life afterwards. Developing the Student Success Plan allows educators, parents, and students the opportunity to converse on future planning and goal setting. Student Success Plans are developed by the end of each student's 8th grade year, and are updated annually. The development and implementation of the Student Success Plan is not the sole responsibility of the school counselor, but is a collaborative process between educators, parents, and students.

Concurrent Credit

Students in grades 9-12 who successfully complete a college course(s) from an institution approved by the Arkansas Department of Education- Division of Elementary and Secondary Education (DESE) 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 classes 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 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.

Schedule Changes

Student schedules on the Arkansas Arts Academy 7-12 campus are generated based on student requests, state course and graduation requirements, and teacher recommendations when appropriate. For the first 10 days of each semester, students may adjust inaccuracies and conflicts with their schedules. To do so, students must complete the [Schedule Change Form](#). Once completed with parent signatures, the form will be returned to the grade-level counselor. Students will be contacted when adjustments have been addressed and should follow their current schedule until that time. If, at semester, the student and/or parent believe a change is necessary, and there is a course option available, the request to change will be reviewed*. Request to Change Course forms are available from the counselors.

**Due to recent changes in College Board's process for ordering AP exams, students are not allowed to transfer out of AP courses at semester. The tests must be purchased in October and students must pay the fee for the unused test if not taken in May.*

Academic Intervention

Any student who has not met standards for individual classes by demonstrating mastery of specific concepts or skills is subject to academic intervention. The advisory period is an intervention/enrichment period where teachers can plan to work with small groups of students to achieve mastery of specific skills that data from classroom assessments, state assessments, and universal screeners indicates a student has not yet mastered. Students who are not asked to attend an intervention session will have the opportunity to participate in a standards based enrichment activity that will allow them to explore a concept further.

Finals/End of Semester Exams

Arkansas Arts Academy values the importance of every school day from the beginning of the year to the last day of school. Teachers will develop culminating assessments that provide students the ability to demonstrate their knowledge of the teachers' defined essential standards in each of their courses. Final Exams for credit-bearing courses will be worth 10% of the semester grade.

Students in 7th and 8th grade non-credit courses may have end of semester exams or projects, but they will not be worth 10% of the semester grade. The exception to this is

an 8th-grade student who is enrolled in Algebra and Physical Science. The Final Exam for these courses will be the same as high school courses.

Graduation Requirements

Arkansas Arts Academy exceeds the graduation requirements set by the state of Arkansas as listed in the local additions to graduation requirements below. Smart Core is the default track of all entering freshmen. 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 following two pages for more information about state requirements for each. The Smart Core/Core requirements apply to all students from 2015 forward.

In order for students to be promoted to the next grade level, students must complete six (6) credit units per year based on the Core and Smart Core Curriculum requirements. Current Arkansas graduation requirements can be found [here](#).

Beginning with the 1996-1997 school year and ending with the graduating class of 2025-2026, a student who has completed a minimum of seventy-five (75) clock hours of documented community service in grades nine through twelve (9-12), as certified by the service agency or organization to the school, shall be eligible to receive one (1) academic credit that may be applied toward graduation. The community service shall be in programs or activities approved by the State Board of Education and the local school district board of directors and shall include preparation, action, and reflection components that may occur in or out of school campuses and during or after school hours. Arkansas Code § 6-16-120

Beginning with the graduating class of 2026-2027, a public high school student shall complete a minimum of seventy-five (75) clock hours of documented community service in grades nine through twelve (9-12), as certified by the service agency or organization with which the public school student volunteers, **in order to graduate**. The community service shall be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board of Education and each public school district board of directors; and include preparation, action, and reflection components. Students transferring into a public school district after grade nine (9) or students graduating early may receive a diploma provided that the minimum requirement for each year they attend the public school district is met.

The minimum number of community service hours for each grade level shall be:

- (A) Fifteen (15) hours for students in grade nine (9);
- (B) Twenty (20) hours for students in grade ten (10);
- (C) Twenty (20) hours for students in grade eleven (11);
- (D) Twenty (20) hours for students in grade twelve (12).

Arkansas Code § 6-16-1901.

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 (for current 10th-12th graders)
- Computer Science -- 1 credit (beginning with the freshman class of 2022-2023 per Arkansas requirements)
- 2 Arts Courses per year (minimum)

Although AAA does not require two years of a foreign language, many colleges and scholarships, including the Arkansas Academic Scholarship, do require two years of a foreign language. Therefore, it is highly encouraged to take two qualifying years of foreign language at the high school level to fulfill this.

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 grading 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.

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 strengthens academic skills, broadens the educational experiences, and relates these experiences to the real life of students and their community.

Students and their parents/guardians 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 on time. Teachers on the 7-12 campus utilize Google Classroom to manage class work. Parents can sign up to receive weekly updates on student progress.

Make-Up Work

Students are allowed to make-up work missed during 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

Students are expected to complete all assignments as we believe all students are capable of learning and achieving high expectations. Students with missing assignments will be assigned to advisory and/or detention sessions to complete missing work. Late work will not be submitted after one week late and may be subject to a deduction in points for late submission.

Student Work Expectations

- Complete assignments by the assigned due date.
- Bring issues/concerns/complications to the attention of the teacher ASAP so a solution can be created before the assignment is past due.
- Check school email and Google Classroom posts daily to stay up to date on news from teachers and administrators.

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 eSchool (<https://hac20.esp.k12.ar.us/HomeAccess20>). Training sessions on how to log in to the eSchool Home Access Center and use available online tools to track student success will be available.

Progress Reports

Grade reports are sent home to parents at the end of each 6-week period. Report cards will be issued at the end of each nine-week period. Semester grades at the high school are calculated by weighing each quarter at 45%, and then the final exam for the semester is worth 10%.

Grades should not be a surprise. Parents will be notified when students fall below a 65% in a course, and will then also be notified if the grade does not improve.

Grade Book Codes

- C -- assignment turned in/completed. Teacher will enter an official grade soon. Does not impact grade.
- NC -- not completed. Student has not attempted assignments. Is calculated as a zero.
- I -- incomplete. Student has started the assignment, but has not completed all of the requirements. Calculates as a zero.
- X -- exempt from assignment. Does not impact grade.

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 the student account in the 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.

Transcript Request Form: <https://www.artsk12.org/o/High%20School/page/forms-89>

Grading Scale -- High School

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) 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

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/or instructors before or after school, during advisory time, or during the scheduled intersession weeks.

Remediation Options

Students whose classroom and standardized assessments indicate they may need additional support to achieve mastery will have the opportunity to participate in a variety of remediation options. These may include but are not limited to: literacy camps, extra tutoring before or after school, double blocked classes, access to reading or math interventionists, and access to software designed to reinforce important skills.

High School students who fail core courses may enroll in credit recovery. Credit recovery courses are completed online with the supervision of Arkansas Arts Academy staff. Students can sign up for these courses through the counselor's office.

7th-9th grade Counselor	Kimberly Miller	afoster@artsk12.org
10th-12th grade Counselor	Amber Foster	kmiller@artsk12.org
College & Career Counselor	Meredith McDowell	mmcdowel@artsk12.org

Extracurricular Policies at the High School

Eligibility

The Arkansas Arts Academy follows the guidelines set forth by the Arkansas Activities Association when determining student eligibility to participate in extracurricular activities. The full list of the guidelines can be found at [ahsaa.org](https://www.ahsaa.org).

Eligibility Basics

Eligibility: To be eligible to participate in performances, competitions, and/or athletic events 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 school disciplinary suspensions or known felony actions for the current semester.

On July 20th, 2021, the AAA School Board added 2 additional eligibility rules:

1. To be eligible to participate in performances, competitions, and/or athletic events a student cannot be currently failing any course.
2. To be eligible to participate in performances, competitions, and/or athletic events a student must have 5 or fewer missing assignments from each of their courses.

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. A building administrator may approve exceptions 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 competition or activity.

Participation

Student participation in such activities should not deprive students of instructional time needed to successfully complete academic coursework; 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, school-sponsored rehearsals and practices will not be scheduled for holidays and cannot extend past 8:30pm.

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. A building administrator may approve exceptions 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 Out of School Date 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 artsk12.org website or they are available in the main office. Students and/or guests in 9th grade or younger may not attend prom. Out of school date forms are available through Google Classroom.

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 social clubs or starting local chapters of nationally recognized organizations provided they meet the following criteria:

- Students participating in student organizations must maintain at least a C average in each class at the end of each semester. There is no GPA requirement for social clubs.
- All club/organization meetings and activities must be attended by a faculty or approved adult sponsor.
- All students wishing to start a new social club or local chapter of a national organization must first secure a teacher that will agree to sponsor the club. The club advisor must submit the Club Start-Up Form to school administration for final approval. This form can be obtained on the school website or in the office.
- Club Start-Up Form: <https://www.artsk12.org/o/High%20School/page/forms--89>

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

Structure and expectations must exist in a school so that learning can remain the focus of the school's energy. 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 and the Rubric, 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)

Anti-Bullying Policy

A. Policy Statement

1. The Arkansas Arts Academy School District, in order to achieve our agreed district vision, believes that all students have a right to a safe and healthy school environment. This is especially important at a visual and performing arts school where students need to be safe in the creation and performance process which often leaves a student vulnerable.
2. All public school students in the Arkansas Arts Academy School District shall be provided a public school environment that does not infringe on safety and is reasonably free from bullying, substantial intimidation, harassment, harm or the threat of harm by another student through words or actions.
3. The Board of Directors of the Arkansas Arts Academy School District shall adopt policies to prevent bullying.

B. Definitions:

1. "Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by written, verbal, electronic, or physical act that causes or creates a clear and present danger of:
 - a. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
 - b. Substantial interference with a student's education or with a public school employee's role in education;
 - c. A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
 - d. Substantial disruption of the orderly operation of the school or educational environment;
2. "Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

a. Harass, intimidate, humiliate, ridicule, defame. Or threaten a student, public school employee, or person with whom the other student or public school employee is associates; or

b. Incite violence to a student, public school employee, or person with home the other student or public school employee is associated;

According to Arkansas Code (A.C.A. § 5-71-217) Cyberbullying is defined as communication with the purpose to frighten, coerce, intimidate, threaten, abuse, or harass another person through textual, visual, written, or oral communication of any kind made through the use of a computer online service, Internet service, telephone, or any other means of electronic communication, including without limitation to a local bulletin board service, an Internet chat room, electronic mail, a social networking site, or an online messaging service. A person commits the offense of cyberbullying if: (1) they transmit, send, or post a communication by electronic means ; and as stated by Arkansas Compilation of School Discipline Laws and Regulations Page 37 if (2) the transmission was in furtherance of severe, repeated, or hostile behavior toward the other person. (c) The offense of cyberbullying may be prosecuted in the county where the defendant was located when he or she transmitted, sent, or posted a communication by electronic means, in the county where the communication by electronic means was received by the person, or in the county where the person targeted by the electronic communications resides. (d)(1) Cyberbullying is a Class B misdemeanor. (2) Cyberbullying is a Class A misdemeanor if the victim is a school employee.

3. "Harassment" means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status or causes, or reasonably should be expected to cause, substantial interference with the others performance in the school environment; and
4. "Substantial disruption "means without limitation that any one (1) or more of the following occur as a result of the bullying":
 - a. Necessary cessation of instruction or educational activities;
 - b. Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
 - c. Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
 - d. Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

C. Bullying is prohibited:

1. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events or through cyberbullying. Students shall not engage in any of the following activities:
 - a. Cyberbullying that substantially disrupts orderly school operation and educational environment, whether or not it is generated on school property or with school equipment, it was directed specifically at students or school

personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose

- b. Hurtful comments about race, color, religion, national origin, sex, socioeconomic status, academic status, gender identity or expression, physical experience, sexual orientation or mental, physical, developmental, or sensory disability;
- c. Manipulation;
- d. Mocking or taunting;
- e. Physical injury;
- f. Public humiliation;
- g. Purposeful social isolation;
- h. Rumor spreading;
- i. Threats (verbal, non-verbal, or electronic [including cyberbullying]);
- j. Verbal assaults, such as teasing or name calling;
- k. Any other verbal, non-verbal or electronic means (including cyberbullying) the administration deems as an attempt to bully;

D. To build staff capacity to maintain a safe and healthy school environment, staff will engage in development and training on approved bullying prevention policies, bullying prevention, on the relationship between bullying incidents and suicide risk, on how to cultivate acceptance and understanding. School leadership teams shall be provided an opportunity for school employees to participate in programs or activities designed to develop knowledge and skills to prevent and respond to bullying.

E. Educators shall discuss the bullying prevention policy with students in age-appropriate ways and assure them that they need not endure any form of bullying.

F. The procedures for reporting bullying incidents include:

1. Students or parents can report bullying incidents to a teacher, counselor, or administrator. Information will be collected in writing. The information will be communicated with the principal (or designee) before the end of the day so an investigation may begin.
2. Students or parents can anonymously report bullying incidents to the administrative team via the StopIt Website or StopIt App.
StopIt Link: <https://appweb.stopitsolutions.com/login>
StopIt Code: AAAdiamondsHS

G. Students are encouraged to report behavior they consider to be bullying to a teacher or their principal. Any student who reports bullying shall not be subject to retaliation.

H. School employees are required to report as soon as possible to the principal (or designee) alleged bullying incidents that they have witnessed or when they have reliable information that a student has been a target of bullying. School employees who witness such acts shall take immediate steps to intervene when safe to do so. School employees that report bullying incidents shall not be subject to retaliation and be

immune from tort liability that may arise from the failure to remedy the reported incident.

I. Each report of bullying shall be promptly investigated.

J. The steps that must be taken by employees to address a report of an alleged incident of bullying:

1. Prior to investigation, report to the parent of the targeted student that the student was a target in a credible bullying report.
2. A written record of the investigation shall be maintained. It should include:
 - a) Detailed description of alleged bullying incident
 - b) Detailed summary of material witness statements to the alleged bullying incident
3. Upon investigation completion, notify the parent of the proven aggressor regarding the consequences of continued bullying.
4. 5 days upon investigation completion, notify the parents of students who are party to the investigation of information about the investigation:
 - a) Existence of a credible report
 - b) Whether the credible report was found to be true based on investigation
 - c) Whether action was taken upon the conclusion of the investigation
 - d) Communicate the need to report recurring bullying incidents
5. Notices to parents shall comply with state and federal privacy laws.
6. A written record of any action shall be maintained.
7. If needed, align counseling and intervention services with the needs of students involved in the bullying incident

K. Students found through investigation to have engaged in bullying are in violation of this policy and subject to disciplinary action. Consequences for bullying will be one or more of the following (based on severity and number of repeat offenses):

1. Loss of privilege(s), change of schedule, required counseling sessions, verbal apology to victim, complete research paper on bullying/harassment, ISS, OSS, expulsion.

L. The CEO shall report to the school board of directors at a public hearing data regarding discipline, including the number of incidents of bullying reported and the actions taken regarding incidents of bullying.

M. A notice of the behaviors that constitute bullying, the prohibition of bullying, and the consequences of engaging in bullying shall be clearly posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus in the school system.

N. Copies of the notice of the behaviors that constitute bullying, the prohibition of bullying, and the consequences of engaging in bullying shall be provided annually to students, parents and legal guardians, employees, and school volunteers. A full copy of this policy shall be made available upon request.

O. A notice of the school system's policies to prevent bullying shall appear in the student handbook and the publication of the comprehensive rules, procedures, standards and code of conduct for each school.

P. The school system shall provide the Arkansas Division of Elementary Secondary Education (DESE) with the website address at which a copy of the policies adopted in compliance with Act 1029.

"Attribute" means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 3.26, is also a form of bullying, and/or

13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").
14. "Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:
- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
 - Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.
15. Cyberbullying of School Employees includes, but is not limited to:
- a. Building a fake profile or website of the employee;
 - b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
 - c. Posting an original or edited image of the school employee on the Internet;
 - d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
 - e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
 - f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
 - g. Signing up a school employee for a pornographic Internet site; or
 - h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.
16. Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.
17. "Harassment" means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and
18. "Substantial disruption" means without limitation that any one or more of the following occur as a result of the bullying:
- Necessary cessation of instruction or educational activities;
 - Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
 - Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.
19. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of bullying as defined in this policy, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible.
 20. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.
 21. District staff are required to help enforce implementation of the district's anti-bullying policy. Students who bully another person are to be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or school-approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously.
 22. A building principal, or designee, who receives a credible report or complaint of bullying shall:
 23. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying;
 24. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
 25. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
 26. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists;
 - b. Whether the investigation found the credible report or complaint of bullying to be true;

- c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
27. Make a written record of the investigation, which shall include:
- a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
 - c. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

District employees are held to a high standard of professionalism, especially with employee-student interactions. Actions by a District employee towards a student that would constitute bullying if the act had been performed by a student shall result in disciplinary action, up to and including termination. This policy governs bullying directed towards students and is not applicable to adults on adult interactions. Therefore, this policy does not apply to interactions between employees. Employees may report workplace conflicts to their supervisor.¹ In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying. A school employee who has reported violations under the school district's policy shall be immune from any tort liability which may arise from the failure to remedy the reported incident.

Additional References: [Bullying Prevention Guidance](#)

Discipline Rubric

Arkansas Arts Academy has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline.

Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school sponsored function, activity, or event; and
- Going to and from school or a school activity.

The purpose of this rubric is to facilitate administering discipline in a fair, consistent, and transparent manner. The rubric is developed using all applicable board policies, local, state, and federal laws. The provisions of this rubric apply not only to within-school activities but also to student conduct on school bus transportation vehicles and during school-sponsored activities.

The infractions are divided into three (3) Category Levels based on the severity of negative behavior or code/policy violation. Each level progressively represents more serious types of infractions with Category 1 at the top of the chart being the least serious and Category 3 at the bottom of the chart being the most serious.

Each infraction has a corresponding Level Response on a continuum from one to three increasing in severity of consequences. 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.

CATEGORY I

Item	Description
1	Detention Violation - -Failure to serve assigned detention or walkout
2	Electronic Devices - -Use of an Electronic device, including without limitation a telephone, wireless phone, or other wireless communications device, computer, pager, that causes disruption of the orderly operation of the school or educational environment
3	Electronic Devices (social media) - -Any social media that results in the substantial disruption of the orderly operation of the school or educational environment.
4	Inappropriate use of technology to include software, Internet, and hardware misuse
5	PDA - -Physical contact between students which violates standards of propriety, good taste, or rules and regulations established by the school
6	Distribution of unapproved petitions/flyers - -Distribution of printed materials not approved in advance by the principal (Note: the principal's sole basis for denying such distribution will be a sincere belief that possession or distribution of the materials will cause substantial disruption of school activities because of obscene or libelous language, personal attacks, or the method or time of distribution)
7	Weapons/Contraband - knife below 3" -Possession, use, or transfer of any knife less than 3 inches of length; other related contraband; pepper spray.
8	Failure to Identify - Lying -Refusal to provide proper identification, or providing false identification, to any school employee. Lying, providing

	false information on purpose.
9	Gambling - -Games of chance conducted at school or at a school activity (except as a part of regular classroom instruction) where money or other valuables may be won or lost
10	Drugs - prescription medication - -Possession or use of prescription medication (prescribed to the student) without authorization from the school nurse
11	Drugs - OTC medication - -Possession or use of non-prescription medication
12	Tobacco, tobacco products, e-cigs, vapes - -Possession, transfer, use of tobacco or tobacco products/paraphernalia including e-cigarettes non THC or other drugs
13	Provoking a fight - -One person hitting or throwing punches without serious bodily harm. Unnecessary confrontation includes but is not limited to verbal threats instigating a confrontation or physical contact that can cause bodily injury but is not a fight or an assault, such as pushing, shoving, etc.
14	Fighting - -Reciprocal exchange of blows without weapon between two people
15	Inciting or videoing a fight - -Witnesses who do not report the fight, get adult aide, seek intervention, and/or who stand around and video the fight.
16	Sexual Misconduct - -Any consensual act between two or more persons involving the touching, directly or through clothing, of the sex organs, buttocks, or anus of a person or the breast of a female. * Reference Arkansas Code 5-14-101
17	Sexual Harassment - -Any unwanted and unwelcome sexual behavior (physical or verbal). Examples can include: petting, pinching, grabbing, indecent gesture, sexual remarks, jokes, innuendoes, illustrations, cartoons, or making someone the target of sexual rumors
18	Deliberate exposure of sex organs/private body parts -
19	Pornography possession - -Possess, view, distribute or electronically transmit sexually explicit or vulgar images, messages, representations, whether electronically on a data storage device, in software, or in a hard copy image form.
20	Bullying and/or Harassment- Cyber Bullying - -Any of the behaviors described under bullying and harassment when occurring in a cyber-environment.
21	Bullying and/or Harassment- Comments - -Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes, doxing, pointed questions intended to embarrass or humiliate, mocking, taunting or belittling, non-verbal threats and/or intimidation, demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
22	Bullying and/or Harassment- Actions - -Blackmail, blocking access to school properties or facilities; doxing; stealing or hiding belongs; threats to harm student possessions or others
23	Extortion to students - -Effort to obtain money or other materials or services of value through force or intimidation
24	Extortion to staff -

25	Theft - -Stealing school or personal property from school employees or other students while on a school campus or at a school-related activity.
26	Trespassing or being on school grounds/school bus while under suspension. This includes, but is not limited to, attending events while serving disciplinary consequences.
27	School Property Violation - -Willfully or intentionally damaging, destroying, defacing, or stealing school property; refusal to pay for lost or damaged property. Consequences are based on the extent of the damage.
28	Possessing fireworks - -Possession of any explosive, chemical, or decorative pyrotechnic device on school property or at a school activity includes lighters and matches.
29	Mob Action - -Two or more students acting “as one” to break rules, disrupt the school, etc.; Acting with a mob mentality; Acting as a group for disruption
30	Inappropriate language or gestures to students - -Language or gestures (directed at students) which violate common standards of decency and good taste
31	Inappropriate language or gestures to staff - -Language or gestures (directed at staff) which violate common standards of decency and good taste
32	Disruptive Behavior - -Any interference with the proper conduct of a school, a school activity, an individual class; false alarms; attempts to prohibit or discourage attendance by others at school or a school activity; attempts to encourage others to violate school rules or policies; refusal to identify others engaged in unlawful or disruptive acts ; failure to divulge information regarding such acts; throwing dangerous objects; reckless behavior Running in hallways, littering, presence in restricted areas, and inappropriate behavior in schools activities or assemblies. Insubordination - -Willful and intentional refusal to comply with any reasonable request from a school employee. Providing false information. Impersonating a guardian for check-in/out purposes. Refusal to wear a face covering when required and after multiple requests are insubordination. Forgery of official documents or signatures on official documents - -Providing falsified documents. Action that incites misbehavior - -Conduct that is unwarranted and reasonably interpreted as demeaning or offensive. Conduct that violates common standards of decency. Inappropriate behavior as determined by the administration. Occupying a RR stall with more than one person. Disrespect (directed to students or staff) - -Rudeness, name-calling, inappropriate gestures, or other actions intended to show a lack of respect for any student.
33	Academic Integrity - -Conduct that fails to achieve academic integrity includes, but is not limited to: cheating, fabrication and falsification, plagiarism, facilitating academic misconduct, tampering with materials/grades/records, or violation of copyright laws
34	Vehicle Violation - -Any unsafe, reckless, or otherwise inappropriate operation of an automobile, truck, motorcycle, bicycle, skateboard, golf cart, non-licensed vehicle, or other vehicle of any type on school property or traveling to or from school.
35	Bus: Serious Infractions - -Failure to comply (disrespectful, talking back, lying) with bus driver or other adult’s instruction; horseplay and spitting; throwing objects at, within, or out of bus; sticking objects or body parts out of the window/door; damage, theft, or pilfering < \$100; spraying of cologne /fragrances; misuse of electronic devices, phones, cameras etc.
36	Bus: Severe Infractions - -Full or partial nudity; sitting in driver’s seat/tampering with controls or equipment, interfering with driver; fighting/Assault (or hitting, biting, pushing); vandalism, damages, or theft > \$100; tobacco use or possession

CATEGORY II

Item	Description
37	Bus - Minor Misconduct - -Boarding or exiting the bus unsafely (includes crossing in front of or behind the bus); standing while bus is in operation or not being properly seated; obstructing an empty seat, door, stairs or aisle; making excessive noise; disturbing, insulting, or harassing other students; public display of affection (PDA); eating, drinking, chewing gum; using profane or obscene language or gestures; littering; any action that causes disturbances or distractions; standing or playing in the roadway; getting off at incorrect bus stop; bringing animals on the bus.
38	Truancy - -Intentionally missing class or not being present where one is supposed to be. Examples include, but are not limited to: attending the wrong lunch; presence in a parking lot without permission; out of designated area; not returning to class following travel time, leaving class without permission, leaving or returning to campus with or without a parent without signing in/out at the office, etc.
39	Parking Violations – Forms - - Parking in a handicap space or unassigned parking space. Parking in the student or teacher lot without a permit or parking illegally.
40	Dress Code Violation - -Students shall not practice a mode of dress, style of hair, or standard of personal grooming that will present a health or safety hazard or cause disruption or disturbance to the educational process; students shall not wear obscene, vulgar, or offensive language on clothing; A student will be detained from returning to class until they can go home or correct the violation.
41	Tardy - -Students who are late to a class, but miss less than 30 minutes of that class period at any point, will be considered tardy for the period. This consequence ensues at every interval of 3 tardies to a given class.
42	Student ID Badge - -Failure to wear school ID or defacing ID badges.
43	Out of designated area- Leaving the building without permission during the school day. Exiting and re-entering the building without permission

CATEGORY III

Item	Description
44	Weapons and Dangerous Instruments – -Possession or transfer of any firearm; knife 3” or longer; razor; box cutter; nunchucks; explosive; Taser or other instrument that uses electrical current; or any other instrument or substance capable of causing bodily harm.
45	The use of an imitation weapon of any kind to threaten or intimidate - -See item 45.

46	<p>Threat - -Verbal or physical intimidation of, threats toward, or verbal abuse of a student or school employee (including verbal or physical harassment, hazing, or other activities intended to threaten, frighten, shame, or disgrace and including any harassment based on race, religion, ethnic origin, gender, or handicap) *Reference Arkansas Code 6-18-502</p> <p>Unfounded Threat -----</p> <p>Low Risk Threat-----</p> <p>Moderate Threat-----</p> <p>High Risk Threat-----</p> <p>Imminent Threat-----</p> <p>Direct Threat-----</p>
47	<p>Bomb Threat - -See item 45.</p>
48	<p>Threat to staff - -See item 45.</p>
48	<p>Drugs – large-scale distribution -Distribution or intent to distribute to more than one person, intent to sell to one or more person(s), or conspiracy to distribute;</p>
49	<p>Drugs - distribution -Distribution to a single person or small scale distribution</p>
50	<p>Drugs - possession and under the influence - -Possession and use (including being under the influence of a drug) of a controlled substance and/or drugs as defined by Arkansas law</p>
51	<p>Drugs - look-alike, paraphernalia, inhaling solvents, aerosols, etc - -Possession, use, being under the influence, or transfer of drug look-a-like products, analogs, solvents, aerosols, nitrates, anesthetics which are not manufactured for the purpose of inhalation, CBD, CBD products, and mood altering substances of any kind (legal or illegal).</p>
52	<p>Alcohol - -Possession, sale, use, or being under the influence of alcohol</p>
53	<p>Assault - serious bodily injury -Assault without a weapon resulting in severe harm: an assault which intentionally, knowingly or recklessly causes bodily injury to another person requiring medical attention</p>
54	<p>Assault – without serious bodily injury -Assault without a weapon; aggressively touching anyone without their permission.</p>
55	<p>Assault with a weapon</p>
56	<p>Performance of sex act</p>
57	<p>Commission of a crime (felony) - -Commission of a crime (felony anywhere) i.e. but not limited to rape, arson, bomb threat, sexual assault, grand larceny; Whose presence on campus would be a disruption to school and/or endanger the welfare of students</p>
58	<p>Detonating fireworks - -Detonating fireworks, chemical devices, or use of explosives</p>

59	Gang Related Activities - -Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited
60	Bus: Criminal or Illegal Acts- -Any action that leads to a bus accident; possession or use of weapons or other prohibited items (including laser lights); lewd or indecent acts; possession of illegal substances; threatening or causing injury to another person (bullying and/or harassment); alcohol use or possession; bomb threat or terroristic threat

Suspension Procedures

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 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

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 inadequate, 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

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. Any disciplinary action pursued by the school shall be in accordance with the student's appropriate due process rights.

Dress Code

Dress Code Infractions

“The General Assembly hereby finds and determines that the clothes and footwear worn by students in the public schools often preoccupy and distract students from their major purpose for being in school: that of becoming educated in math, science, English, history, and other subjects. The General Assembly further finds that student competition over clothes and footwear has, in several instances, led to violence and injuries during school hours; whereas, in those Arkansas schools that have adopted school uniforms, disparities in student socioeconomic levels are less obvious and disruptive incidents are less likely to occur.” Arkansas Code 6-18-102 (a)

Students are not allowed to wear, while on the grounds of AAA during the regular school day or at school-sponsored activities and events, clothing that exposes underwear, buttocks or the breast of a female.

Arkansas Code 6-18-503 (c) (1)

Violations to the dress code will result in disciplinary actions that do not discriminate against a student on the basis of his or her race, color, religion, sex, disability or national origin.

Arkansas Code 6-18-503 (c) (4)

A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student will be required to make modifications.

Self-expression and individuality are encouraged at AAA. The dress code is designed to be applied to all students without distinction to gender. Dress-code guidelines are not intended to be overly restrictive or to inhibit expressions of style, but rather to ensure that the schools are safe, healthy, and free of distractions. Parents and students are expected to see that the guidelines are followed so that few disputes should arise. In cases where violations are identified, the decision of the building administrators shall be final. The main office 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:

- Hats, caps, or other head coverings may be worn in the building ONLY IF your student ID is properly displayed. Hoodies may NOT be worn as a head covering. Hoodie hoods are not allowed inside the building. Hats, bandanas, and other

head coverings are allowed. If the head covering is a distraction, the administrator has the right to ask the student to remove it.

- Cosmetic theatrical make-up or cosplay make-up should not be worn outside of special events. This includes headbands with ears, tails, or other animal-like costumes. The administrator makes the determination of what is and what is not a costume.
- Midriffs should not be visible.
- 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 expose 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 should be a reasonable length (minimum of 3-inch inseam) with students able to move comfortably without making undergarments visible. Holes in clothing should not reveal any part of undergarments or areas of the body that would be covered by undergarments.
- Garments may be sleeveless provided no undergarments are visible and breasts are not exposed.
- 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, drugs, alcohol ads/emblems; No pants with words on the seat.
- Clothing should have no lettering or pictures portrayed that could be deemed offensive to public morals or discriminatory in nature including hate speech or negative portrayals of race, gender, or sexuality.
- Costumes and pajamas are prohibited attire unless students are participating in approved Spirit Day activities.
- Props, stuffed animals, blankets, capes, and other large unacademic-related items are not permitted on campus.
- No flags are allowed on campus.
- Final dress code determinations are made by the administrators.

Special Event Dress Codes for High School

The dress code above should be adhered to for school events that are not 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.

Graduation

Prior to the graduation ceremony, faculty will check seniors for proper dress (dresses, skirts, or slacks; no flip flops or tennis shoes) as it is required for ceremony participation. Remember your cap and gown demonstrate unity. Only regalia distributed through AAA shall be worn during the graduation ceremony on gown. This is a day you and your family have worked hard for. Show your appreciation for their efforts, the efforts of your teachers, and your own hard work by dressing appropriately. Caps may be decorated with approval from an administrator. Submit a description of your cap design to the administrator at least 1 week before graduation to gain approval.

Technology Policies

School-Provided Device Stewardship Policy

School-provided devices are the property of Arkansas Arts Academy. They are placed in the student's care and good stewardship of these assets should be maintained.

Students should not decorate school-provided devices (Chromebooks, iPads, Laptops, etc) with stickers, markings, paintings, of any type. Only school applied labeling/asset tags are allowed. If the student/parent wishes to apply a cover to a device's camera, it should be one that slides open/closed. No tape/sticker/any kind of adhesive should be applied to the camera lens. Violation of this policy is considered vandalism and financial restitution will be required.

If a school provided device becomes damaged in any way, functionally or cosmetically, it is the responsibility of the student to promptly report the damage to the office. If a student misplaces or loses their device, the school will attempt to locate it, however if unable to be located it will be the financial responsibility of the student to reimburse the district.

Students and parents should NOT attempt to repair damaged devices, nor buy replacement parts for devices. This includes device chargers. The technology department is solely responsible for these services. To request any technical support from the technology department, Students, Parents and/or Staff should open a support ticket for school provided technology by sending an email to support@wiredtech.com.

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. Proper use is defined as accessing the internet for education purposes which include: research, critical thinking skills, resources sharing, collaborative projects, debate of current issues, curriculum development, and electronic mail for educational or administrative purposes. All activities associated with the internet must support the educational mission of Arkansas Arts Academy.

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 consistent with educational objectives 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, Using someone else's chromebook and claiming it as theirs, 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

In the case of vandalism, financial restitution will be required. Also, anyone in violation of the policy will be subject to disciplinary action up to and including 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 the 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

Cell Phone Use / Loss Of Privilege

Elementary

Student use of cell phones is not permitted during the school day.

Use of cell phones during the school day is a distraction from educational activities and has the potential to cause disciplinary issues.

Students are always permitted to use the office phone if an emergency arises and they need to speak to a parent during the school day.

If cell phones, smart watches, and any other electronic devices are brought to school, they must be turned off and kept in backpacks from arrival until students are dismissed from school.

Use of cell phones/electronic devices during the day will result in the phone/device being confiscated and turned into the office. Phones/devices turned into the office will be returned to the student for the first offense. Subsequent offenses will require parent pickup.

Be advised that bringing cell phones and/or other electronic devices to school is at your own risk.

High School

AAA High School students may enjoy the privilege of bringing and using their cell phones at school before 8:25am, after 4:00pm, and during their assigned lunch period. Student phones are to be off/silent and stored in the student's backpack during the academic day unless a student is given explicit permission by a teacher.

- If a student is found using a cell phone during the academic day outside of permitted situations cited above:
 - 1st offense: phone is given to the administrator. Students may pick it up from the office at 4:00pm.
 - 2nd offense: phone is given to the administrator. The student will serve one detention and may pick up their phone from the front office after 4:00pm.
 - 3rd offense: phone is given to the administrator. The student will serve two detentions. The parent/guardian must pick it up from the office.
- Students must understand that by bringing their cell phones 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)

Transportation Policies for High School

Parking Regulations For Cars, Motorcycles, and Bikes

Parking on the Arkansas Arts Academy campus is limited. There are 51 student parking spaces at the lot on Cherry St. & 5th St. These are available on a daily first-come, first-serve basis. If students are unable to park in the AAA parking lot, they can park in the Downtown Rogers municipal lots.

All student drivers are required to register their vehicle with the HS main office and purchase a parking sticker (\$5 each). Registration forms are available on MyPaymentsPlus. When registering their vehicle, students will also need to provide a copy of their current driver's license and insurance card.

Parents/guests should not park in student or faculty parking spaces between the hours of 7:30am and 5:00pm. Violators will be asked to move and if the vehicle is not moved in a timely manner, the vehicle may be towed at the owner's expense. Visitor parking is available along the west side of the building by the main entrance.

Bicycles can be parked and locked to the bike racks at the front of the school.

Arkansas Arts Academy is not responsible for damage/stolen property. Park your vehicle at your own risk.

Parking Maps: <https://www.artsk12.org/o/high-school/browse/83033>

Traveling For School-Related Events/Field Trips

Students traveling to school-related events or field trips that occur during the school day are required to ride with their individual parents or in school-provided transportation.

Students may not drive themselves to field trip destinations. For exceptions to this rule, parents will need to meet with the principal.

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 and/or notification to local law enforcement.

Drug & Weapon Free Campus Policy

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 has a zero tolerance policy for the possession of, 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.

- 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).
- Tobacco: Students may not possess, use, sell, distribute tobacco in any form, including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff, nicotine gum, lozenges, patches (or similar) or tobacco-related products such as lighters or matches. This also applies to 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 the Drug, Alcohol and Tobacco policy will 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 the first

offense. Parents/guardians will be notified and requested to attend a mandatory conference.

Weapons

Students are not to possess, handle, or store a club, knife, razor, ice pick, dagger, explosive, pistol, rifle, shotgun, BB gun, pellet gun, automatic firearm, imitation 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. Any student discussion involving bringing a gun or weapon to school will be considered an attempt and subject to disciplinary action.

Consequences

Students who violate the Weapons Policy may receive consequences including parent notification, permanent confiscation of the items, report to law enforcement authorities for possible prosecution and/or consultation (Act 888); and suspension or expulsion.

The principal and District CEO have discretion as to the amount of time and type of consequence assigned from the Level 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, and any student personal possessions left in such places. The principal may request the assistance of law enforcement, including trained dogs, to help conduct searches. 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 parent's decision to assess local conditions and determine whether or not to send students to school if we are in session.

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 activation of strobe lights and/or a fire alert alarm message 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. 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. 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 the 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 seasons.

Health and 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.

Health Services

Ar Code 6-18-706

Arkansas Arts Academy has trained medical personnel to assist you in meeting the health needs of your child during the school day. If you have any questions after reading this information, please contact the school nurse.

Katie Milligan, RN (elementary school nurse/district nurse) kmilligan@artsk12.org

McCrea Sikkink, RN (high school nurse)

msikkink@artsk12.org

Arkansas Arts Academy Health History Form: (HIPAA/FERPA)

An email with the Health Information Form will be sent to parents at the beginning of every school year. This form must be completed annually and updated as needed by the parent. It is important for the parent to bring to the nurse's attention any medical concerns either physical or emotional. The nurse may need to consult with the teacher/staff on a "need to know basis" to not only ensure the safety and welfare of your child, but to possibly modify activities if needed. The following are district-supplied medications. Parents can provide or withdraw consent for medication on the Health Information Form emailed at the beginning of the school year.

MEDICATIONS	ADMINISTERED and NURSE ACTION
Benadryl (diphenhydramine)	with parental consent following an allergic reaction; nurse will call parent/guardian
Motrin (ibuprofen)	with parental consent for menstrual cramps and/or following an injury requiring a student be picked up prior to dismissal
Acetaminophen (Tylenol)	with parental consent following an injury or fever requiring a student be picked up prior to dismissal
Epinephrine injection	Emergency use only for anaphylactic reaction; 911 and parent/guardian contacted
Albuterol inhaler	Emergency use only for respiratory distress; parent/guardian contacted and 911 depending upon severity

Any other over-the-counter medications must be supplied by the student's parent/guardian for any chronic conditions requiring OTC medication as needed during the school day. Other treatment options provided in the health office will be topical (ice, warm compress, antibiotic ointment, anti-itch cream, aloe vera, Vaseline, Eucerin lotion, etc.).

Health Office Visits

All students must have a hall pass to come to the health office. Health office guidance and a first-aid kit are provided to all teachers and substitutes to help care for minor injuries and determine when a student needs to visit the health office. The only exceptions are emergencies or the teacher escorting the student. After each student visit, the nurse will document the reasons, interventions, and outcomes. Visits between classes are not allowed without a pass with the exception of emergencies. At the end of class, a student may request a pass from their instructor. The nurse will monitor trends in student's visits and communicate with parents/guardians any concerns the nurse may have. In the instance a student exhibits social and/or emotional struggles during their visits to the health office, the school counselor will be consulted to help assist the student.

Health Screenings (state mandated)

Vision

A.C.A. 6-18-1501

Act 1438 of 2005 requires students in grades K, 1, 2, 4, 6, 8, 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 or counselor.

Hearing

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

Students covered under Medicaid/Arkansas Kids 1st will be billed, where applicable, for hearing and vision screenings conducted at school unless notified, in writing, by parents to decline within 60 days of receipt of handbook.

BMI

ARK Code 20-7-133 and 3.04

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 nurse. This is located on the Arkansas Arts Academy Health History form. Parents of participants will be sent results.

Scoliosis

Act 95 of 1989 and Act 41 of 1987

The acts require girls in 6th grade and all students in 8th grade 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. This is located on the Arkansas Arts Academy Health History Form.

Illness

Chronic Illness

A.C.A. 6-18-1005

Contact your school nurse if your child has a diagnosis of Asthma, Diabetes, Seizures, Anaphylaxis, or any other medically diagnosed health condition. An Individual Health Care Plan (IHP) may be developed and kept on file. Information is shared with staff on an “as needed basis.” Check with your school nurse to see if your child’s condition qualifies for this. In order to receive care, all medications, medical treatments and procedures must have medical orders which are signed within a year. All medications must be provided to the school nurse and kept in the health office.

Acute Illness

If a student develops a fever of 100 degrees or greater, is vomiting, has diarrhea, or is evaluated by the school nurse and it is determined in the child’s best interest to go home or see their pediatrician, the school nurse or nurse delegate will notify parents to pick up their child from school. Students should be free from vomiting, fever, and/or diarrhea without the use of medication for 24 hours before returning to school. If a student is ill and should not participate in physical activities, a note is required from the parent. Continued activity restrictions, (over 3 days), will require a medical doctor’s written excuse and kept on file. If a student requests an illness dismissal from school, and does not go through the nurse, the absence will not count as medically excused unless an MD note is obtained.

Communicable Diseases

When your child is absent due to a communicable disease diagnosed by a medical professional, the parent should call the office with that information. This is particularly important if the child has chicken pox, measles, influenza, pertussis, etc. A written excuse, preferably by the doctor, should accompany your child when he/she is medically cleared to return to school. The school nurse will inform the Arkansas Department of Health all cases of reportable communicable diseases and will follow their protocol. A letter will be sent home if there is a case of a communicable disease diagnosed in your child’s class. The privacy and dignity of the student diagnosed with the communicable disease will be maintained.

Head Lice

It is common for children to bring head lice to school. Parents are urged to occasionally inspect the heads of their children. If nits are found, the student will remain in school, but a note will be sent home. Students will be sent home from school if live lice are present. The parent will be required to return with the student and proof of treatment accomplished, preferably within 24 hours of dismissal. The school nurse or nurse delegate will re-examine the student and once determined the student no longer has live lice, the student is readmitted to class. Mass screenings are strongly discouraged. A letter will be sent home notifying parents if lice is found in the classroom to encourage parents to perform regular head checks. The privacy and dignity of the student with lice will be maintained.

Immunizations

Ark. Code Ann. § 20-7-109, 6-18-702, 6-60-501 - 504, and 20-78-206

In order for a student to attend school, the following immunization guidelines must be followed. Failure to meet these requirements will result in your child's exclusion from school.

Immunization Requirements

Kindergarten through 12th Grade

DTaP/DT/Td	4 doses- with 1 on/after 4th birthday
Polio	3 doses- with 1 on/ after 4th birthday
MMR	2 doses- with 1 on/after 1st birthday and at least 28 days between doses
Hepatitis B	3 doses (2 or 3 doses with specified age and spacing -see law or call 501 661-2169)
Varicella	2 doses-1 after 1st birthday and 2nd dose at least 28 days after dose 1 OR a note from a medical professional with proof / statement of disease history

Plus: Students meeting the age or grade level criteria below are required to have the following additional immunizations.

Kindergarten and First Grade:

Hepatitis A 1 dose on/after 1st birthday

Students 11 years old or older on or before September 1: (This is required for any student 11-21 years of age.)

Tdap 1 dose

Provide an updated copy of your child's immunization record to your school nurse or registrar before the first day of attendance. For questions, please contact your healthcare provider, school nurse, or the Benton County Health Unit at (479 986-1300).

Immunization Exemption in the State of Arkansas

Parents may obtain information from the Arkansas Department of Health at Arkansas.gov or call (501) 537-8969 or email Immunization.section@arkansas.gov

1. Application for an Arkansas exemption must be completed annually, preferably in June or July or any time a student enrolls; allow 2-4 weeks for processing.
2. Provide a copy of the ADH application to the school registrar/nurse.
3. When a parent receives the ADH Immunization Exemption Approval Letter, please provide a copy to the school nurse/registrar.
4. All exemptions must be renewed before the beginning of each school year and are due the first day of school
5. An exemption letter from another state is not acceptable.
6. An exemption letter from your physician is not acceptable.

Allergies and Nutrition

Students who have food and/or milk allergies must provide a current note to the health office from a physician confirming the status and type of food or milk allergy. Once a doctor's note is provided, Child Nutrition will approve or deny the request based on the availability of the replacement food item. Due to the severe allergies of students on campus, your student's classroom may become allergen-free (i.e. nut-free). Your child's teacher will notify you if your student needs to bring an allergen-free food from home for snack/lunch. It is the parent/guardian's responsibility to pack foods that follow the teacher's guidelines. In the event your student brings a food that places another student's health and safety at risk, an alternative snack will be provided to your student. Students are not allowed to bring energy drinks.

Note: The elementary campus is latex-free due to a life threatening allergy.

Medications

The administration of medication will follow guidelines of ACT 1146 of 1995, Arkansas State Board of Nursing – School Nurse Roles and Responsibilities (July 2018-Practice Guidelines)

All medications given during school hours require prescriptive authority, parent/guardian signed permission, and must be dispensed through the health office. This is required for

both over-the-counter (Benadryl, ibuprofen, acetaminophen) and prescription drugs. Over-the-counter medications will only be given during a severe allergic reaction, following an injury that requires immediate medical attention, or menstrual cramps. Students will only be given over-the-counter medications that have been provided to the health office from the student's parent/guardian. Students are forbidden to self-medicate at school with prescription or non-prescription medications WITHOUT a note from the student's healthcare provider. FAILURE TO COMPLY MAY RESULT IN EXPULSION FROM SCHOOL! Parents are to administer prescription and non-prescription medication to their child at home whenever possible. Prescription medications and certain nonprescription medications must be supplied by the parent and need a physician's written order. A RN or nurse delegate administers medications.

All requirements listed below must be completed by the parent and building RN before any medication can be administered.

1. Prescription and non-prescription medications must be prescribed by an Arkansas Licensed Health Care Provider.
2. Medications must be in the original container with the pharmacy prescription label on the container. Expired medications will not be administered.
3. Any change to a medication or medical procedure will require new written orders from the physician.
4. Parent/guardian is responsible for transporting medicine to and from school. Students are not to transport or deliver any medications. In the event a parent is not available to deliver medication, please contact the school nurse.
5. Only medications prescribed to be given during specific school hours will be administered.
6. Parents are expected to administer the "morning/a.m." dose at home. This includes medications and/or medical procedures.
7. Medication administration forms must be signed by a parent or guardian at the beginning of each school year and as needed when the medication is provided to the health office.

Inhalers

A.C.A 6-18-707

Students with the diagnosis of asthma and require the use of an inhaler, must keep an inhaler in the health office. Inhalers must be in the pharmacy labeled box and also have a written doctor's prescription/note. A doctor's signed Asthma Action Plan can be used in Lieu of a written prescription/note. A parent must also sign the Asthma Action Plan. Qualified students will be allowed to carry their inhalers with appropriate documentation signed by the student, parent, and physician. (See school nurse.) It is recommended that an additional inhaler be kept in the health office but not required.

Epi-Pens

A.C.A. 6-18-707

Students with the diagnosis of anaphylaxis require a physician signed Life-Threatening Allergies Plan on file along with the emergency medication(s) prescribed. These must be kept in the health office. Epinephrine must be in the pharmacy labeled box and also have a written doctor's prescription/note. A doctor's signed Life Threatening Allergies Plan can be used in Lieu of a written prescription/note. The plan must also be signed by a parent. Qualified students will be allowed to carry their epi-pen with appropriate documentation. (See school nurse.) It is recommended that an additional epi-pen be kept in the health office but not required.

The school nurse keeps a school stock of epinephrine auto-injectors on hand that are suitable for the students. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students whom the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

Schedule II Medications

The RN or nurse delegate will administer only methylphenidate and amphetamine sulfate medications or other closely related ADD/ADHD medications specifically prescribed to be administered during the school day by an Arkansas Licensed medical professional.

Disposal of Medications

The school shall not keep outdated medications or any medications past the end of the school year. Parents or guardians shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of in accordance with current law and regulations.

Assisted Devices

A student returning to school with sutures(stitches, staples), ace bandage (elastic bandage, slings), casts, splints, crutches, cane, walker, knee scooter or wheelchair must have a licensed health care provider's written permission to attend school that includes: diagnosis/description of problem, duration of limitation, any recommendations and/or restrictions related to physical activity, mobility, and safety.

Please contact your building nurse if you have questions regarding your child's health and school attendance.

911 CALLS

In event there is an emergency, 911 will be called along with a parent phone call. If the parent cannot be reached, the student will be transported to a local hospital. Efforts will be made to transport to the hospital listed on your child's health history form.

Student use of Multiple Occupancy Room

Definitions:

"Multiple occupancy room" means an area in a district building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals, which includes, without limitation, a restroom, locker room, changing room or shower room.

"Sex" means the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a District building shall be designated as either male or female. A student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

- Custodial, maintenance, or inspection purposes;
- To render emergency medical assistance;
- To address an ongoing emergency, including without limitation a physical altercation
- To accommodate individuals protected under the Americans with Disabilities Act; or
- To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the district

Legal Reference: ACT 317 Ark. Code § 6-21-120

Nutrition Policy

Child Nutrition Services

Arkansas Arts Academy School District and the Child Nutrition Department care about students and want everyone to have an enjoyable experience at school. Our school district participates in the [National School Breakfast and Lunch Programs](#) sponsored by the United States Department of Agriculture and is held to a high standard of accountability, good nutrition and safety.

Eating breakfast and lunch will enable students to be better prepared to learn in the classroom. Breakfasts and lunches are provided on both Arkansas Arts Academy campuses. Students are encouraged to participate in these nutritionally balanced programs; however, students may choose to bring meals from home. Plan ahead for your student; be sure to have a plan for the method of feeding your student(s) each day of the year and make sure everyone in your family knows the plan for what to do about meals.

Meal Modifications Policy

A medical statement is required when a meal modification that is outside of the USDA Meal Pattern is requested, unless the school obtains written medical verification of the impairment during the IEP/504 Plan process. If a medical statement is needed please see your school nurse or Child Nutrition Director.

The medical statement must include:

- Information about the child's physical or mental impairment that is sufficient to allow the school to understand how it restricts the child's diet;
- An explanation of what must be done to accommodate the child's disability;
- The food or foods to be omitted and recommended alternatives, in the case of a modified meal.

NOTE: Some situations may require more information.

The medical statement must be signed by one of the following state-licensed healthcare professionals with prescriptive authority in Arkansas: physician, chiropractor, podiatrist, nurse practitioner, dentist, or physician assistant.

Charge Policy And Collections Procedure

We must limit the occurrence of charging for meals to no more than three (3) charges to your student's account. To add funds to your student (s) account you may send a check or cash to the cafeteria, with your student or create an account at Mypaymentsplus.com to electronically add funds, track purchases and pay for other activities and fees.

It is the policy of Arkansas Arts Academy School District to allow students to charge meals when money is unavailable and the student would otherwise have to miss meal service. This is a courtesy extended to the student and should not occur on a regular basis. When a student's balance becomes negative parents will receive an email, every Friday, requesting payment. Money owed to the district from meal charging will be carried over to the following year.

For further information please contact Charity Tuttle at ctuttle@artsk12.org

Nondiscrimination Statement For Arkansas Child Nutrition Programs:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, a Complainant should complete a [Form AD-3027, USDA Program Discrimination Complaint Form](#) which can be obtained [online](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or fax:
(833) 256-1665 or (202) 690-7442; or

email:

program.intake@usda.gov

AR Department of Education Regulations

Library Materials

Arkansas Library Materials Security Law: A.C.A. 13-2-801 et seq. provides 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 the 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)

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 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

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 including written or performed works. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial

preview of the administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

- Advertising may not promote products inappropriate for age of audience or tobacco, alcohol or drugs.
- 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.)
- Material shall not criticize school personnel if criticism will result in a disruption of school operations.
- Material shall not degrade or harass another student.
- 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 to 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, promote learning, 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.

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 allows Department of Human Services employees, local law enforcement, or agents of the 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 the 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.

Legal Reference: A.C.A. § 6-18-513; A.C.A. § 12-12-509, 510, and 516; A.C.A. § 9-13-104

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: Melody Morgan, AAA High School Principal (479) 631-2787 ext.1795

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 ages 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).

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 students' grades using a provided username and password.
- AAA provides progress reports every 6 weeks and 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 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:
 - New student orientation and tours
 - Open House in the Fall
 - AP Parent Meetings
 - Parent-Teacher Guild meetings
 - Financial Aid Night
 - Family Voice meetings every other month on Monday nights

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 students' 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 including:

- ACSIP School Improvement planning 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.
- AAA 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.
- AAA HS Principal will appoint a Parent Involvement Coordinator from the faculty to serve as a liaison to the Parent Teacher Guild.

Resolution Of Complaint

Citizen Complaint Procedure

We are grateful to all of our Arkansas Arts Academy families for choosing our district for your child's education. We strive to provide a safe and rigorous educational experience with emphasis in the arts. In the cases in which a student, parent/guardian or citizen of the community has a grievance or complaint associated with Arkansas Arts Academy or one of its employees we ask that all follow the steps below:

1. Please visit and communicate directly with the individual in which the complaint/grievance originates.
2. If there is no resolution from step one, please visit with the school principal.
3. If you feel the principal wasn't able to assist in resolving the issue, please make an appointment to meet with the CEO/Superintendent.
4. In the event that the complaint or grievance has not been resolved by the former steps, the grievance can be submitted to the School Board for consideration of hearing.

School Board meetings do not allow personnel issues or student issues discussed in open session.

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

<https://hac20.esp.k12.ar.us/HomeAccess20>

Login credentials may be obtained by contacting the main office of either the K6 or High School campuses.

Google Classroom

<https://classroom.google.com> or download the Google Classroom app.

Many teachers use Google Classroom as an academic platform for instruction.

Students are provided the code to join their respective classroom during the first days of each school year. Parents are encouraged to view their students' Google Classroom pages to have the most up-to-date information on assigned class and homework, classroom activities, and more. Please receive the Classroom code from your student, email invitation from Google, or contact the respective teacher.

Website

www.artsk12.org

The website has three separate pages which can be found by clicking on schools. Each school's page, as well as the District page, is updated regularly with new information, events, and documentation of learning on campus. Most forms needed by parents or students can be found by clicking in the search bar and typing the name of the form.

Parental Involvement

Helpful web-based resources for parents are located on the school website under the parent portal menu. These resources include links to homework help, parenting advice, local organizations, and parent groups.

ACT Test Prep

<https://www.kaptest.com/act/free/act-practice>

<https://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>

The above websites provide practice tests and guided practice to help students improve their ACT scores. The school also contracts with a local company to provide an all-day ACT Boot Camp to interested students during the school day.

Scholarship Information

<https://studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships>

<http://finaid.org/scholarships/>

<https://www.fastweb.com/>

<https://bigfuture.collegeboard.org/scholarship-search>

<https://scholarshipamerica.org/>

<https://sams.adhe.edu/>

<https://explorecareers.com/>

We recognize that college is more expensive than ever and want to help our students mitigate that cost. There is a scholarship out there for you if you are willing to search for it and complete the application requirements. Remember not to wait until the last minute! Many scholarships (and college applications for that matter) require teacher recommendations. Your teachers want to help you, but a last minute request will not result in a well written recommendation.

Career Guidance

<https://www.nwacareers.info/>

<https://www.careeronestop.org/ExploreCareers/explore-careers.aspx>

<https://career.berkeley.edu/Plan/Explore>

Students at Arkansas Arts Academy are assigned an advisor in seventh grade. This advisor will follow them through high school and will help students explore careers and decide on career pathways in addition to other guidance. All junior students are also provided the opportunity to take the ASVAB test. This exam provides valuable feedback on career pathways that students might be prepared for given their aptitudes.