



Arkansas Arts Academy
7-12 Campus
Student Handbook
&
Code of Conduct

Arkansas Arts Academy Campuses

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About This Handbook

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

The handbook is divided into four parts:

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

Upon enrollment and/or at the start of each academic year, AAA students and parents/guardians are provided with a digital copy of the handbook, as well as the opportunity to participate in informational discussions regarding its contents. Paper copies of the handbook are available upon request. All students and parents/guardians will sign the ARTS Pledge which serves as receipt of a copy of the handbook and an agreement to abide by the AAA policies and procedures as well as the state and federal laws and regulations that support the ARTS Pledge. Copies of the handbook are available in the central office of the 7-12 campus and online at artsk12.org. Legal reference: A.C.A. 6-18-502

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Who and Why We Art

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

Mission Statement:

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

Academic Excellence:

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

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

Arts Integration:

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

Mastery of the Arts:

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

Museum Initiative:

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

Our Art School Is:

A place that:

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

Our Art School Is Not:

A place to:

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

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

A.R.T.S Pledge:

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

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

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

Authentic and adventurous artist among artists

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

Code of Conduct:

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

Respectful and responsible representative

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

Code of Citizenship:

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

Talented & tenacious team-player

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

Code of Ethics:

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

Self-disciplined and smART student

actively achieving the highest standards of scholarship & moral excellence.

Code of Academic Integrity:

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

Application and Admissions

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

Lottery Forms

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

Application for Admittance forms are available at the AAA High School 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 anew each school year in early spring. Therefore, 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

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).

Transfer Students

Grade Placement

If a student transfers from a school accredited by the DESE (Department of Elementary and Secondary Education), they will be placed in the same grade-level as they were in the former school. If transferring from another type of school, AAA reviews evidence-based data prior to placing a student in a specific grade, including transcript(s) from former school(s), chronological age (a consideration but not a primary factor), Individualized Education Plans (IEPs), and assessment scores from tests such as the Iowa Test of Educational Development (ITED), Benchmark Exams, and ACT/ACT Aspire. Once a student reaches 9th grade, grade placement is based on the number of credits earned. A sophomore has earned no fewer than six credits, a junior has earned no fewer than twelve credits, a senior has earned no fewer than eighteen, and a graduate has earned all 24 required credits. Each student has the opportunity to earn up to 8 credits each academic year.

Other Transfers

For students transferring in from places other than accredited public schools, the parent and principal will meet and review all academic data available in order to make the best and most appropriate grade-level placements.

Credits & Grades

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

Initial Progress Reports

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

Appeal Process

If questions arise regarding credits/grades placement for any student transferring in, the parent/guardian will meet with the principal who will review the reasons for student credit/grade transferred and/or grade placement. Parents/guardians who disagree with the principal’s decision may appeal to the AAA Chief Executive Officer (CEO) who

consults with a qualified placement team before rendering a final decision in writing to the parents/guardians.

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

Immunization Schedule

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

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

Policies and Procedures

Attendance Policy

Compulsory Attendance Requirements

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

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

Attendance Requirements

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

Excessive Absences

Parents are notified by mail when their child has accumulated more than four (4) absences (of any kind) and by certified mail when their child has accumulated more than eight (8) absences (of any kind) in a semester*. Parents/guardians will be reminded that the student may be denied promotion or graduation for exceeding ten (10) absences of any kind) in a semester. The school may also file a Family In Need of Services (FINS) report with the Department of Human Services in cases of excessive absences. Legal reference ACT 1322 of 2013

*Students and parents who have worked with the principal and staff on pre-approved absences and have made up their work will not receive letters.

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

Exception/Exemption Petition

Parents/legal guardians of minor students and students who are eighteen (18) years of age may submit a petition to the principal if they believe a special circumstance exists regarding the student accumulating more than eight (8) successive absences per semester. It is the responsibility of the parent/legal guardian, or adult student, to schedule a time to discuss the [Petition for Special Circumstance Exception for Absences](#) so they may explain the nature of the extenuating circumstance(s). The principal will review the nature of the situation, the student's attendance history in the past, as well as the student's current academic status before approving or denying the petition.

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

Compulsory Attendance Hearing

Students who accumulate the equivalent of 10 total absences (of any kind) per semester will be required to participate in a Compulsory Attendance hearing to determine whether the student shall receive credit for the class in which they have missed the

equivalent of 10 absences. The hearing will be held by the principal and include parents and the student as well as any other relevant staff or guests invited by the parents.

Absence Procedures

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

*Students who serve as pages for a member of the General Assembly will be considered on instructional assignment and will not be considered absent from school for the day the student is serving as a page.

Tardies and Admittance to Class Slips

AAA HS campus classes begin at 8:30 am and end at 3:50 pm. Students who are late for the school day must go to the main office to check-in and receive a time-stamped admittance slip. The teacher will mark them tardy or absent as appropriate and note the time of entry to class in eSchool. Students who miss more than thirty minutes of instruction in a period are considered absent.

Request for Missed Assignments

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

Attendance Codes

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

A -- Absent

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

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

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

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

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

Additional School Information

Drop-Off and Pick-Up Procedures

School begins on the High School campus at 8:30 am. The front doors of the HS campus will be opened at 7:20 am. Students dropped off between 7:00 and 7:20 may wait in the glass entry way. Students are dismissed at 3:50 pm. Students who are not picked-up by 4:30 will be allowed to wait in the glass entry-way, 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 busses 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.

[7-12 Car Line Map](#)

Bus Transportation

Arkansas Arts Academy operates a limited number of buses with designated stops to aide our parents and students. One bus will pick up and drop off 7-12 students at Allen's grocery in Bella Vista, Orchard Park in Bentonville, and Lewis and Clark in Rogers. A second bus will pick up and drop off K-12 students at the former Toys R' Us in Fayetteville, the Jones Center in Springdale, and the Elm Springs Rd Walmart in Springdale. A time schedule for bus arrivals/departures is available on the website. The buses will be filled through electronic form submission on a first come first served basis. The 7-12 bus has 51 available spots, and the K-12 bus has 47 available spots. Parents are

also encouraged to use Ozark Regional Transit within the city of Rogers. Our school is an assigned stop on their route. More information can be found here:

Bus Rules and Policies

The safety of students during their transportation to and from school is a responsibility which they and their parents share with the bus drivers and school officials. The Arkansas Arts Academy Board of Education wants students and parents to know what is expected of them when they wait for and ride on a school bus. Therefore, these transportation guidelines will be issued at the beginning of each 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 is defined as making specific location stops in areas selected by the administration. The stop locations will be on the district website and will be included in the distributed transportation guidelines.

In the event of an emergency or delay, the school will use the email addresses and cell phone numbers provided on the [bus registration form](#) to contact parents and guardians.

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) Follow directions the first time they are given.
- 2) Remain properly seated at ALL times.
- 3) Keep all body parts and objects to yourself and inside the bus.
- 4) No eating or drinking on the bus, except water.
- 5) Do not use profanity, rude language or gestures on the bus.
- 6) Bullying or mean behavior will not be tolerated.
- 7) All school handbook rules are to be followed.
- 8) Students must be picked up or dropped off on time at limited bus service stops.*

*The bus will wait for 5 minutes for parents to arrive after which they will depart for the next stop. If a student is not picked up on time, they will remain on the bus and be taken back to the K-6 school campus. Parents will be required to pick their student up from the K-6 campus. If the bus has been missed in the morning, it is the responsibility

of the parent to ensure the student arrives at school. Failure to utilize the bus for five consecutive days with no communication from parents will result in removal from the bus list. The school will attempt to contact the parent after the second consecutive day.

Bus Discipline Policy

We are the only charter schools 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

1. 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.

Skate Boards and other Personal Transportation

Skate boards must be dropped off in the office upon arrival to school and can be retrieved at the end of the school day. This also applies to roller blades and any other personal transportation devices. Bicycles should be secured on the provided bike rack on campus.

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.

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 of wanted criminals and sex offenders 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

Selecting Classes

All students (grades 7-12) will have the opportunity to declare an art focus and select classes based on their interests. Each March students and parents will be issued a [Course Catalog](#) which contains a listing of all classes available by grade along with a brief description of the classes. Students and parents will work with teachers and counselors to build schedules that reflect students' goals and interests. Students will select courses for the coming year in order of seniority (i.e., seniors will select first, then juniors, etc.) Students receive schedules prior to the first day of school or upon transfer acceptance and admission.

Concurrent Credit

Students in grades 9-12 who successfully complete a college course(s) from an institution approved by the 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 our high school campus that count as concurrent credit with an affiliated college partner. In this case, the cost of the class is still the responsibility of the student.

Schedule Changes

Students may request schedule changes on a limited basis. All schedule change requests must be submitted within the first two weeks of a semester. Students are expected to continue to attend the courses listed in eschool until they have been notified that their schedule change request has been approved AND processed. 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 principal. Please understand that for a schedule change to take place, students must show that they have already tried everything in their power to be successful including before/after school tutoring.

**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 of Wednesday-Friday are reserved as intervention periods 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. The school utilizes a program called RTI Scheduler to manage this process and a student's advisor will help them understand where they are going on those days. 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.

Graduation Requirements

Arkansas Arts Academy exceeds the graduation requirements set by the state of Arkansas. 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.

Local Additions to Graduation Requirements

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

- Computer Science -- 1/2 credit

- Foreign Language -- 2 credits

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.

ARKANSAS GRADUATION REQUIREMENTS

SMART CORE INFORMATION

For current Arkansas Graduation Requirements, please visit <http://bit.ly/ARGradReq>

English – 4 credits

- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English*

Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science**)

- Algebra I*
- Geometry*
- Algebra II*
- ADE approved fourth Math credit or Computer Science Flex – 1 credit

Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science**)

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

Social Studies – 3 credits

- Civics* - ½ credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* - ½ credit

Oral Communication* – ½ credit

Physical Education* – ½ credit

Health and Safety* – ½ credit

Economics and Personal Finance* – ½ credit (may be counted toward Social Studies or Career Focus)

Fine Arts* – ½ credit

Career Focus* – 6 credits

Personal Finance – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12.

***Category course options as listed on the ADE Smart Core Course Code List**

****Computer Science – (optional)** A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

Smart Core is the default graduation requirements for all students; therefore, signatures are no longer required to participate. Schools should develop Students Success Plans beginning in 8th grade for all students in accordance with Smart Core requirements.

Arkansas Department of Education— May 9, 2019

**ARKANSAS MINIMUM GRADUATION REQUIREMENTS
SMART CORE WAIVER FORM**

For current Arkansas Graduation Requirements, please visit <http://bit.ly/ARGradReq>

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

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

Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

STATE MINIMUM GRADUATION REQUIREMENTS

English – 4 credits

- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English or Transitional English 12*

Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science)**

- Algebra I (or Algebra I-Part A & Algebra I-Part B - *each may be counted as one credit of the 4-credit requirement*)
- Geometry (or Geometry-Part A & Geometry-Part B - *each may be counted as one credit of the 4-credit requirement*)

(All math credits must build on the base of algebra and geometry knowledge and skills.)

Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science)**

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

Social Studies – 3 credits

- Civics* - ½ credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* – ½ credit

Oral Communications – ½ credit

Physical Education – ½ credit

Health and Safety – ½ credit

Economics and Personal Finance – ½ credit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ credit

Career Focus – 6 credits

Personal Finance* – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12.

***Category course options as listed under each applicable subject area in the ADE Course Code Management System**

****Computer Science – (optional)** A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

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

Parent/Guardian/Adult Student Signature

Date

School Official Signature

Date

Homework & Late Work Policy

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

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

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

Semester Final Exemptions

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

- Students earning an A in both quarters with no more than 4 absences and/or 6 tardies, and no more than 3 missing or late assignments are exempt from semester finals.
- Students earning at least a B in both quarters with no more than 3 absences and/or 3 tardies, and no more than 1 missing or late assignments are exempt from semester finals.
- Students earning at least a C in both quarters with zero absences, zero tardies, and zero missing or late assignments are exempt from semester finals.

Semester finals will be comprehensive summative assessments based on the instruction that has taken place in each class. Students who earn exemption are encouraged to take

at least one semester final each year to prepare for comprehensive final or mid-term exams in college classes.

Grade Reports

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

Progress Reports

Grade reports are sent home to parents at the end of each 6-week period. Final report cards for the year will be available online in mid-June after grade verification is completed. Semester grades for students in grades 7-12 are calculated by weighting the semester's work at 80% and the semester final at 20%. In the event that a semester final is not given or the student is exempt, their work for the semester will be weighed at 100%.

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.

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 instructors before or after school.

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 through Brigham Young University (BYU). Credit recovery courses are completed online with the supervision of Arkansas Arts Academy counselors. The cost for each course is \$50. Students can sign up for these courses through the counselor's office.

Extracurricular Policies

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.

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, rehearsals and practices will not be scheduled for holidays and cannot extend past 8:30 pm.

Failure to Attend

Any student who fails to attend every class at school on the day of a school-sponsored activity is not eligible to participate or compete in extracurricular activities, including practice sessions scheduled for after school hours. A building administrator may approve 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 under 7-12 school, then documents, or they are available in the main office. Students and/or guests in 9th grade or younger may not attend prom.

Extracurricular Activities

Students at Arkansas Arts Academy have a wide variety of extracurricular activities that they may participate in, including the privilege of creating their own 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 obtain prior approval from the principal by completing and submitting the Club Approval Form. This form can be obtained on the school website or in the office.

Current List of Student Organizations:

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

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

National Honor Society for Dance Arts -- Nationally recognized society made up of students selected for their academic achievement, commitment to service, and contribution to the dance art form. Interested dancers complete applications in the fall. Applications are evaluated by a committee of faculty members. Accepted members will be officially inducted. Members are expected to maintain a minimum 3.0 GPA and yearly enrollment in dance classes. **Sponsors:** Karen Castleman, Amy Kessler

Student Council -- The student government body at Arkansas Arts Academy is made up of elected representatives from each graduating class and follows the guidelines of the National Student Council. Officers are seniors that are elected by the entire student body. These students are responsible for presenting ideas for school improvement to

the principal, working with the principal to identify issues on campus and enact changes, act as the school's student representatives for the community and school board, and plan and carry out social events for high school students throughout the school year. **Sponsor:** Jamie Dale

JH Student Council -- The junior high version of our high school governing body, this group is made up of elected representatives from the 7th and 8th grade classes. These students are responsible for ensuring that junior high voices and ideas are heard on our campus and coordinating with the principal and assistant principal to address junior high issues and organize junior high specific events. **Sponsor:** Tiffany Ford

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

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

Peer Ambassadors -- A group of students who strive to make sure that all students at Arkansas Arts Academy feel welcome. These students are responsible for helping new students acclimate, giving tours to prospective families, pairing with students who are shadowing, and being present at school orientations and open houses to help answer questions. These students complete the C.R.E.A.T.E. change leadership program offered through Ozark Guidance Center. **Sponsor:** Meagan Hurt and Calvin Clark

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

International Thespian Society -- Students in Thespian Society compete at the state and national level in theatre arts. **Sponsor:** Scott Russell

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.

Current List of Student Social Clubs:

Student social clubs are groups of students who share similar interests and want time and space to discuss and/or engage in those interests. Student Social Clubs are not permitted to hold fundraisers. Their main goal is to provide peer support and engagement.

Dungeons and Dragons: This group of students meets once a week to play Dungeons and Dragons. Sponsor: Tyler Dearing (9-12) and James Hobbs-Taber (7-8).

Anime Club: This group of students meets regularly to discuss current trends in anime, watch anime movies, and practice drawing anime style creations. Sponsor: James Hobbs-Taber.

Chess Club: This group of students meets once a week to play chess and teach those new to the game how to play. They have the opportunity to compete in area chess tournaments. Sponsor: Tim Martens

Discipline Policy

The implementation of a meaningful and effective school discipline policy requires a student body who is well informed of what types of behavior are expected, as well as what kinds of consequences are available if ever to be found in violation. Through the incorporation of the ARTS Pledge and the distribution of the student handbook, it is our hope that the AAA Discipline Policy becomes a tool by which students may become more accountable for their actions and one that allows teachers and administrators the chance to facilitate and redirect, instead of lecturing and demanding good behavior.

Participating in the arts is an endeavor that requires feeling safe in order to be vulnerable. AAA students are held to the highest level of accountability in supporting their fellow artists publicly and privately. In an effort to maintain a safe atmosphere that is conducive to student achievement, the AAA School Board has approved policies including this Discipline Policy, to help regulate student behavior so as to promote an orderly and respectful school environment, to ensure the uniform and fair enforcement of student discipline, and to make the content readily available for our AAA students and families so they may be well informed of topics relevant to academic success.

A.C.A. § 6-18-502 (5d)

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;

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 can be shared verbally or 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 Anonymous Reporting GoogleForm. <https://www.artsk12.org/o/High%20School/page/forms--89>

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):

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 superintendent 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.

Infraction Levels & Consequence Tiers

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

For example, the fourth code is the *Academic Integrity Code* in which AAA students pledge to be “**Self-disciplined & smART students** by achieving the highest standards of scholarship & moral excellence” which among other things, remind students to be prompt and prepared for class; so, within the Code of Academic Integrity, lies the Attendance Policy. A **Level 1 Infraction** being late to class is listed as Academic Integrity Code/Attendance Policy: more than five minutes late to class. If the student violates this code and policy three times, the infraction moves to Tier 2 consequences.

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

Using the student from the previous example who was frequently late to class, the **Tier Response** consequences would begin first with the teacher meeting with the student during school hours, and then progresses with each subsequent infraction to consequences such as referrals to the principal, detention, a larger conference, an

Academic Intervention Meeting, in which the parent and key support service staff, including the school counselor and students who volunteer as peer mentors are invited to attend to offer support to the student before the next tardy lands him or her in suspension.

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

Level 1 -- Classroom Teacher Managed Infractions

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

Level ① Infractions	Tier 1: Classroom Teacher Managed Consequences
<ul style="list-style-type: none"> ● a repeated infraction, such as those that interfere with student learning, which despite the use of classroom management strategies has not ceased. ● Minor damage to school/student property (ex. Writing on desks or walls, leaving gum under desks) Minor damage is defined as damage that is cosmetic or easily fixed without expenditure of funds. ● misconduct on school transportation, and/or similar off campus school-related event ● inappropriate dress ● inappropriate public displays of affection (non-platonic embraces and kissing) ● Cell Phone Policy: abuse of privilege* ● Computer Policy: abuse of privilege* ● Internet Policy: abuse of privilege* ● Improper Use of Vehicle: abuse of privilege ● Tardies/Unexcused absences 	<ul style="list-style-type: none"> ● Classroom management strategies and informal documentation*: Prior to formal documentation, the teacher may choose to see if certain types of strategies help prevent or decrease misconduct, such as giving verbal reminders, defining behavior expectations, and assessing environmental factors, and to document in the Discipline Log the effectiveness of each strategy used. ● Teacher & Student Conference: Teachers initiate formal documentation of misconduct through an informal conference with the student and during school hours. The goal of the conference is for the student and teacher to openly discuss the misconduct in which the student is repeatedly engaging, to reflect on how it is in violation of the ARTS pledge, and to find ways to help redirect and prevent the negative behavior. After the conference, the teacher documents any thoughts related to the assessment of the function of misbehavior or the need for counselor support. ● Parent and Student Written Notification After the second infraction/form of misconduct, the teacher sends written notification to the student and parent/guardian to explain the next infraction will be justification for the student to be referred to the Principal for Level 2 consequences. ● Referral to principal The third infraction of the same kind is the red flag that marks it is time for the student to be referred for administrative intervention. The teacher checks to see that all relevant information such as strategies used to prevent, correct or redirect such behavior have been documented, and then sends the

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

Level 2 Administrative Intervention & Support

Level 2 misconduct is largely comprised of repeated/cumulative Level 1 infractions, but also includes infractions in which Tier 1 and Tier 2 interventions, specifically restrictions and loss of privileges, have proven ineffective in correcting or redirecting student behavior. In Tier 2 the infractions include moderate risks to health, safety and property of the student, staff or community members present during and property involved in the misconduct.

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

	<p>the student until after school. Some consequences require that the parent/guardian be the designated person to whom the cell phone is released.</p> <ul style="list-style-type: none"> • d.) more restrictive filter or limitation of school-loaned computer • e.) in-school suspension to remove student(s) from the environment in which misconduct occurred and allow for more-intensive interventions with counselor/principal. <p>Intervention Meeting, in which the parent is notified and encouraged to attend, includes the principal, teacher, counselor, support staff, student, and peer mentoring representative. During the IM, the group conducts a preliminary review. In addition to assigning the student to lunch or after-school detention for a short-term of one day to one week or long-term of two weeks or more, the AIM may assign one or more of the following to Supports:</p> <ul style="list-style-type: none"> ○ Counselor Check-ins ○ Peer Mentoring
<p>*truant refers to leaving campus without permission after you have arrived as well as refusal to come to school.</p>	

Level 3 Academic Review Committee & Legal Requirements

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

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

<ul style="list-style-type: none"> • Possession of OTC or prescribed medications on school grounds* • Possession of tobacco or tobacco related products** on school grounds • threat or act of arson, bomb (casual or joking statements will be taken as serious threats and subject to similar consequences) • possession of weapon or threat, including insinuation, of possession of weapon that causes a disruption to learning (casual or joking statements will be taken as serious threats and subject to similar consequences) • criminal abuse of cell phone, computer or internet privileges (i.e. using a cell phone, computer or school internet to arrange drug or weapon exchanges or other criminal activity) • possession of weapon while committed/threatened to commit an act of violence, any crime involving a deadly weapon at school or while school event. (casual or joking statements will be taken as serious threats and subject to similar consequences) 	<p>Possession, use or distribution of non-prescription, over-the-counter (OTC) medication Minimum of verbal warning √ Maximum of expulsion*</p> <p>Possession or transfer of drug related paraphernalia as defined by Arkansas law Minimum 10 days suspension √ Maximum of expulsion*</p> <p>Possession, use, being under the influence of products such as solvents, aerosols, nitrates, or anesthetics which are not manufactured for the purpose of inhalation Minimum 10 days suspension √ Maximum of expulsion*</p> <p>Possession, use (including being under the influence of a drug), offering for sale, or transferring of a controlled substance and/or drugs as defined by Arkansas law Minimum expulsion 1 semester √ Maximum of expulsion*</p> <p>Hazing in connection with initiation. (ACT 1160 of 2011) Minimum of 1 week After-School Detention √ Maximum of 5 days Out of School Suspension.</p>
<p>* all medications that students need to take during the day must be checked in to the nurse by a parent or guardian. The only medications students may carry on their person are inhalers and epipens with the knowledge and approval of the school nurse.</p> <p>**tobacco-related products include pipes, lighters, matches, e-cigarettes, and vaporizers.</p> <p>^Students are obligated to respect all school property and expected to take care of textbooks, equipment, and musical instruments loaned to them. Students who deface, damage, or destroy school property will be expected to pay for the property to the extent of replacing as new. This is a major disciplinary offense. A.C.A. § 6-18-502</p> <p>***Arkansas Arts Academy is not liable for the cost of replacing personal items that are lost or stolen on school grounds. Students are encouraged to refrain from bringing expensive or personally valuable items and to secure them properly in a locker or backpacks.</p>	<p>*depending on severity, frequency and legal requirements associated with violation</p> <p>*Students expelled from Arkansas Arts Academy will not be readmitted. Effective 7/2019</p> <p>All level 3 not specifically described above have a minimum of one day of ISS to a maximum of expulsion depending on severity and frequency.</p> <p>In any incident where a person has committed, insinuated, or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. <u>Consequence:</u> Principal required by law to report immediately to Law Enforcement. Legal Reference: A.C.A. § 6-18-502; A.C.A. § 6-17-113</p>

Reference List: Minor to Major Infractions

Minor Level 1 & 2 Infractions include the following:

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

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

Major Level 3 Infractions include the following:

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

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

Suspension Procedures for Level 3 Intervention

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

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

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

Expulsion Procedures for Level 3 Intervention

The AAA Board of Education may expel a student for longer than ten (10) school days for violation of the school's written discipline policies. The CEO may make a recommendation of expulsion to the Board for student conduct deemed to be so serious that suspension would be 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. Such acts could include, but are not limited to a felony or an act that is considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the school shall be in accordance with the student's appropriate due process rights.

Dress Code

Dress Code Infractions

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

The following dress code will be enforced:

- Sunglasses and hats or head coverings are not allowed inside the building (except for documented religious or medical reasons).
- Cosmetic theatrical make-up or cosplay make-up should not be worn outside of special events.
- Midriffs should not be visible.
- No exposed underwear, buttocks or cleavage: Students are prohibited from wearing clothing while on school grounds during the school day and/or off campus at school-sponsored activities and events that exposes underwear, buttocks, or breasts. This includes sheer clothing that otherwise covers undergarments. **Note:** This does not apply to costumes or uniforms in a school sponsored activity or event. Legal reference: Act 835 of 2011
- Skirts and shorts should be a reasonable length with students able to move comfortably without making undergarments visible. Holes in jeans 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 cleavage is 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.

Special Event Dress Codes

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

Graduation

Prior to the graduation ceremony, faculty will check seniors for proper dress (dresses, skirts, or slacks; blouses/shirts with collar; dress shoes) as it is required for ceremony participation. Remember your cap and gown stress unity. 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.

Technology Policies

Internet Policy & Terms of Use of Privilege

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

Filtering System

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

Right to Monitor All Network Activity With or Without Notice

Users should have no reasonable expectation of privacy in the use of these resources on school premises. Email, or electronic documents stored on AAA servers and computers can be subject to open records laws. The school district reserves the right to access any and all data stored on computers attached to the internet to ensure that email and/or computer files do not contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The school district also reserves the right to review any material downloaded or in use by any user. The use of the Internet is a privilege, not a right, and inappropriate use will result in a temporary restriction or permanent cancellation of this privilege. The use of your account must be in support of education and research 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, damage or otherwise hinder the performance of any system; Use or attempted use of district technology while access privileges are suspended or revoked.

Netiquette

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

Please DO be polite, courteous and respectful during all online sessions; remember each student is responsible for his/her account and that school email accounts/computer use are not private; keep account passwords private, and log off network after each use; report any type of harassment you see online to a teacher.

Disciplinary Actions

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

Warranties

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

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

Cell Phone Use Of Privilege

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

- Before 8:25 am and after 3:50 pm.
- During lunch, provided they are not taking pictures or videos of other students and are not assigned lunch detention or In-School Suspension.
- Student phones are to be off and stored in student backpacks during the academic day with the exception of lunch.
- In order to help AAA students resist using cell phones during classes, each teacher has a designated cell phone spot where cell phones may safely be stored until the end of class.
- Students are not allowed to use their phones to take unauthorized videos or pictures of others during school hours.
- Students must also understand that by bringing 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)

Consequences

Students found to be in repeated violations of this policy will be subject to a variety of disciplinary actions, including, teacher conference, referral to the principal, and confiscation of the phone for a period of time at which point the student and/or parent/guardian must sign for the phone's release. After six violations of the Cell Phone Policy, a student loses the privilege of having a cell phone on the school grounds. In this case, phones will be turned in to the main office upon arrival for the day, and can be picked up at the end of the day. Failure to comply will result in suspension.

All parents and students will sign a cell phone contract at the beginning of each year in order to acknowledge that they are aware of the rules surrounding cell phone use and the consequences of violating those rules.

Transportation Policies

Parking Regulations For Cars, Motorcycles And Bikes

Parking on the Arkansas Arts Academy campus is limited. Students and faculty will be issued numbered parking stickers that correspond with numbered parking spaces in the school parking lots. Stickers can be purchased from the high school office for \$50 on a first come, first served basis. A wait list will be established each school year for students who were not able to purchase parking permits. Families will be notified of the sale date each year via email, school welcome packet, and social media including the school's website. Once purchased, students cannot transfer their spot to another student. In addition to the application, students will also need to provide a copy of their current driver's license and insurance card. Once parking on campus has been exhausted, students will be directed to one of the public parking lots in Downtown Rogers.

Parents/guests should not park in student or faculty parking spaces between the hours of 7:30 am and 5:00 pm. Violators will be asked to move. Guest parking is available along the west side of the building.

Traveling For School-related Events/Field Trips

Students traveling to school-related events or field trips are required to ride with their individual parents or in school provided transportation. Students may not drive themselves to field trip destinations.

Failure To Practice Safe Driving

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

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 students may not possess, attempt to possess, consume/use, attempt to consume/use, distribute/sell, attempt to distribute/sell, give to any person, or be under the influence of any substance or item as defined in this Drug and Weapon Free Campus Policy. Furthermore, this policy applies to all students who are on school property, in attendance at school or any school sponsored activity, have left the school campus for any reason and return to the campus, and/or enroute to or from school or off/away from school campus while attending any type of school sponsored activity or event.

Drugs: Alcohol, Medications & Tobacco

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

- 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, 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 may be reported to law enforcement and subject to legal proceedings in addition to Level 3 disciplinary measures which begin with an immediate suspension of 1 to 3 days for 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 of firearm, or any other such weapons or contraband materials. Students are also not allowed to possess any hand-held laser pointer while on school campus or off campus at any school-sponsored event. 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); immediate 3 to 10 day suspension, and/or expulsion.

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

Search & Seizure Procedures

If there is a reasonable suspicion that students are in possession of items in violation of the Drug & Weapon Free Campus, the principal has the right to search school property, including buildings, cars, parking lots, 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. Personal searches of students may be conducted on campus or off campus if attending a school-related event, and will not be excessively intrusive in light of the age and sex of the student and/or the nature of the infraction. A school official of the same sex will conduct personal searches with an adult witness of the same sex present. When possible, prior notice of a search will be given, and the student may be allowed to be present with an adult witness; however, searches may also be done at any time with or without notice or the student's consent. Any evidence found during the search will be seized and disciplinary action will follow as stipulated in the Discipline Policy. ACA 6-18-513

Emergency Preparedness

Inclement Weather

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

Alternative Method of Instruction

Act 862 of 2017 allows an open-enrollment public charter school to develop a plan for alternative methods of instruction to be used on days when the superintendent closes school due to exceptional or emergency circumstances. As stated in the legislation, the Commissioner of Education may grant up to the equivalent of ten (10) student attendance days for public school districts that have an alternative instruction plan approved by the commissioner for the use of alternative methods of instruction on days when the public school district is closed. Students will be responsible for completing their assigned work in order to receive attendance credit for that day.

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 at the High School campus are assigned to help close doors and check the building. Teachers will call roll outside at the designated area to be sure that all students are safe and accounted for. Students must stay in the designated area with their teacher until the return signal is given. Students will be told to return to classes by intercom. Fire drills are conducted on a monthly basis.

Tornado Drills

An announcement over the intercom will signal a tornado drill. Students should move to areas away from the windows and/or crouch down using their arms to protect their head. The fire exit map of 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 season.

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 (ARK. 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.

ARKANSAS ARTS ACADEMY HEALTH HISTORY FORM: (HIPPA/FERPA)

A student health history 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. District supplied "over the counter medications" will NOT be given without a parent signed health history form.

HEALTH PASS:

The health pass is a legal document and should be treated accordingly. All students must have a pass to come to the health office. The only exceptions are emergencies or the teacher escorting the student. After each visit, the yellow portion will be given to the student to take home. Visits between classes are not allowed without a pass. At the end of class, a student may request a pass from their instructor.

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. 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.

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 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 removed 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:

<i>DTaP/DT/Td</i>	4 doses- with 1 on/after 4th birthday
<i>Polio</i>	3 doses- with 1 on/ after 4th birthday
<i>MMR</i>	2 doses- with 1 on/after 1st birthday and at least 28 days between doses
<i>Hepatitis B</i>	3 doses (2 or 3 doses with specified age and spacing-see law or call 501 661-2169
<i>Varicella</i>	2 doses-1 after 1st birthday and second 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 11-21years 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 health care 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. Upon receipt of the doctor's note, a substitute food item will be provided. 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.

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 (ibuprofen, acetaminophen, etc.) and prescription drugs. One dose of an over-the-counter medication will be administered to a student in a school day. A second nurse visit for medication will prompt the health office to contact the parent/guardian. Students are forbidden to self-medicate at school with prescription or non-prescription medications. Students are forbidden to carry any medications on their person. **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 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 to transport medicine to and from school. Students are not to transport or deliver any medications. In the event a parent is not available to deliver a medication, please contact the school health office.
5. Only medications prescribed to be given during specific school hours will be administered. (Medications ordered to be given more than twice daily will not be given at school.)
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 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.

Restroom Policy

Arkansas Arts Academy High School desires for all students to feel welcomed and comfortable. We have individual-user option restrooms available to all students who voluntarily seek additional privacy.

There are single private restrooms in the following locations:

- The main office
- The nurse's office
- Hallway directly behind the cafeteria in building C
- Second floor of building C

Nutrition Policy

AAA supports research that prescribes a healthy diet and finds nutrition to be a key component in promoting the physical, emotional and mental development of our students. AAA provides healthy breakfasts and lunches at low cost. School meals shall be in compliance with the US Department of Agriculture and State of Arkansas standards for good health. Students may purchase meals by establishing an account in the lunchroom, and students may also bring their lunches. If a student shows poor eating habits or signs of an eating disorder, parents/guardians will be contacted. To ensure all students have a healthy and complete diet, all students and parents/guardians will be informed of the Federal Free and Reduced Lunch Program. If a student forgets his/her lunch or does not have money in their account to pay for the cost of a meal, the school will assist the student in contacting parents to either bring money or a lunch or an alternative meal will be provided at no cost to the student. If this practice continues on a regular basis, the school reserves the right to discontinue providing the alternative free meal. If a parent or guardian refuses to provide meals, pay for meals, or apply for the Federal Free and Reduced Lunch Program after two contacts by the administration, a report of Child Abuse or Neglect will be filed with local authorities.

Students who have food and/or milk allergies must have an annual/current formal note from a physician confirming the status and type of food or milk allergy. Upon receipt of the doctor's note, a substitute food item will be provided. Students are not allowed to bring energy drinks.

Student Meal Charging Policy

Recognizing the occasional need for students to charge meals, the following guidelines are set in place as a collection procedure for negative balances in student meal accounts. All parents are encouraged to complete the application for free and reduced lunches.

First Notice: When a student's lunch account accrues a negative balance, a reminder note is sent home to parents that day. Meals will continue to be provided to the student on a "charging" basis. Ala carte items may not be purchased if a student's account has a negative balance.

Continued Notice: On the third consecutive day with a negative balance, a phone call will be made to parents or guardians by the Food Service Manager or Director to make arrangements to bring the account current. If they are not reached by phone, an email will be sent if available.

If contact has not been made with the parent or guardian or satisfactory arrangements achieved and the student has charged 5 meals or \$15.00, the student will be provided and charged for a sack lunch consisting of a sandwich and juice. The parent may be notified at this time that should the account accrue to an amount greater than \$50.00 in arrears and a payment arrangement is not achieved, the account may be sent to an agency for collection. ***Meals will continue to be provided to the student unless the Superintendent makes a decision to stop meal service.***

Adult Accounts

Adults are expected to pay for meals daily or in advance. If an adult account becomes negative a notice will be given to the adult staff member.

Arkansas Department of Education

Regulations

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

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)

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 control 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 what “might” happen or “could result” from the material’s distribution. Material that is merely offensive, unpopular, or that stimulates controversy shall not be barred from distribution.

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

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. If unable to reach the parent, the principal will make a reasonable, good faith effort to leave a message with the principal’s and the CEO’s day and after-hours phone numbers. Legal Reference: A.C.A. § 6-18-513; A.C.A. § 12-12-509, 510, and 516; A.C.A. § 9-13-104

Records: Privacy & FERPA

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

Charter School Notice

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

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

Non-discrimination Disclaimer

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

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 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 Houses in the Fall and Spring
 - AP Parent Meetings
 - Parent-Teacher Guild meetings
 - Financial Aid Night

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

- AAA will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents, encouraging them to become involved in school.
- AAA will offer information at Open House and during PTA/PTG meetings that will provide parents with the information they need to participate as school

volunteers in order to put them at ease and help them to feel more of a part of their 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
- Curriculum review committees
- Student Handbook committees
- Local scholarship committees
- Create/maintain a Parent Center. AAA Media Centers are available for parents to checkout materials, use computers to check grades, and/or visit educational websites.
- To promote and support responsible parenting, AAA shall, as funds are available, purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library.
- AAA will distribute informational packets each year that include a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions for ways parents can become involved in their children's education as well as homework and discipline policies.
- 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, one may contact the School Board https://www.artsk12.org/o/District/staff/#s_110960. Please remember, at a Board meeting personnel issues may not be discussed in open session.

Virtual Learning Guidelines

Behavior Expectations

Students enrolled as virtual attendees should be actively engaged and fully participating in the curriculum designed and implemented by the course instructor. This includes but is not limited to:

- Attending live Zoom sessions with cameras on and appropriate digital backgrounds
- Asking questions during Zoom sessions either vocally or through the Chat window at the teacher's discretion.
- Communicating with the instructor using professional emails to ask for additional help, voice concerns, or ask general course questions.
- Complete assignments and tasks on time and to the best of your ability.
- Collaborate with peers in the digital setting by participating fully in group discussions and projects.
- Support your peers through positive interactions and considerate communication.

Virtual Attendance

Attendance for virtual students will be taken based on daily active participation. Students who attend zooms, complete daily activities, or submit daily work assignments will be considered present for the day. Students who do not actively participate on any given day will be counted absent.

Grades in the Virtual Environment

Teachers will enter grades from virtual assignments into the eSchool platform as they are graded. The same late work and make up work guidelines for in person classes applies to virtual students.

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://hac40.esp.k12.ar.us/HomeAccess40/Account/LogOn?ReturnUrl=%2fHomeAccess40>

Login credentials may be obtained by contacting the main office of either the Elementary 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/>

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.

The 2020-2021 Handbook Committee Members include: Hollie Gumm, Amber Carson, Jamie Dale, Josh Depner, Rachel Carpenter and Heather Wright

If you would like to serve on the 2021-2022 Handbook Review Committee, please contact Heather Wright, hwright@artsk12.org.

July 2020 reviewed and approved by Board Members: Tony Beardsley, Jeff Hunnicutt, Nate Fries, Howard Alsdorf, Cara Riley, Leslee Post, and Adrienne Jackson.