

ASA Student/Parent Policy Handbook 2010-2011

Mission Statement

ASA is a rigorous academic and performing arts learning community cultivating leaders of the future.

ASA School Vision

Arizona School for the Arts intends to do the following:

1. Provide a physically safe and secure environment for its students.
2. Provide a rigorous, challenging, and stimulating college preparatory academic program.
3. Provide the opportunity to work with professional artists as part of the core curriculum of the school.

ASA School Goals

The goals for Arizona School for the Arts are to educate 5th – 12th grade students in the performing arts, sciences, and humanities in a program that has the following characteristics:

1. Learner outcome-based curricula organized around what students need to know and create.
2. An emphasis on both the academic and artistic studies that will prepare students for competitive university and/or conservatory study.
3. Expand the teacher's role as professional educator.

The Statement on Equal Opportunity

Arizona School for the Arts does not discriminate on the basis of race, religion, national origin, gender, language, or disability. ASA is in compliance with state and federal laws covering health, safety, disability, and insurance. Information on special education policies is separate from this handbook. Annual FERPA notice is on the last page. School special education policies are available in the school office.

Purpose of this Handbook

The purpose of this handbook is to inform and advise ASA students and parents of the mission, vision, and goals of the school and how it operates. The following school philosophy, principles of operations, and specific policies have been reviewed and approved by the ASA Governing Board. Enrollment of your child in ASA is an agreement that you have reviewed this policy manual and agree to follow the policies outlined herein.

Legal Authority of the School

Arizona School for the Arts is a private, not-for-profit 501 (c) (3) corporation legally recognized by the Arizona Corporation Commission and the Internal Revenue Service. ASA is supported with public funds appropriated by the Arizona legislature. ASA has a non-sectarian educational program and has no religious bias in any program or operation. The school adheres to state and federal laws relating to disability, educational opportunity, civil rights, health, safety, and insurance.

Accreditation

Arizona School for the Arts is a full member of Advanced Ed (previously the North Central Association for Colleges and Secondary Schools). Membership implies all the rights and privileges of Advanced Ed. ASA is also a member of the Arizona Interscholastic Association.

Governing Board

The function of the Governing Board is to insure financial responsibility for the school, to review the mission and goals of the school, and to set and review policies of the school. The board does have the power of student expulsion. The board does not work in the day to day administration of the school. The board does not accept requests to change grades or placement and retention or promotion of students. The board will not hear appeals on any lower level disciplinary actions. The board will hear requests from parents to insure that ASA policy was properly implemented in the areas of evaluation, promotion, retention and discipline. If parents/legal guardians/ court-appointed advocates want the board to review policy procedures regarding their student, they must give the board 30 days advance notice. The board will not take actions on the request during its regularly scheduled meeting without this advanced notice. Only persons who have legal standing for the child may make the request.

Regular meetings of the Governing Board are held on the fourth (4th) Tuesday of every month in room 113 of ASA Main Campus. Meetings begin at 5:30 p.m. and are open to the public. The meeting schedule for the year is posted on the bulletin board in the main office and is on file with the Secretary of State, State Capitol Tower. The agenda is published and posted in the main office on the Thursday preceding each meeting.

As stated in its charter, Governing Board members are members of the community who support the mission and goals of the school. Bylaws of the Governing Board, its minutes, and financial reports are available for review in the school office. Interested parties must make an appointment to review records.

Administration and Faculty

Administration and faculty qualifications are available on the ASA website, www.goasa.org. The school office will provide a hard copy of faculty information for those not able to receive information on-line.

Avenues for Parent Involvement

ASA parents have many avenues for participation in the education of their children. The most important avenue for parent involvement is to be knowledgeable about what their children are learning in each subject, to review periodically the student's plan book, to keep current of short and long term assignments.

1. Parents are required to participate in the actual academic and artistic evaluation of their children by attending their child's third quarter presentation during Presentation Week.
2. Parents may meet for a conference with the child's academic or arts team. A parent/teacher/student conference may be initiated by the faculty team, or the parent(s) or guardian. Because of teachers' schedules, arts and academic meetings are scheduled separately. Academic meetings include parents and the student's entire academic team. Arts conferences include the arts teacher(s) who can provide the needed input. By meeting with the appropriate team, parents can get a holistic picture of the child and his/her progress.
3. Parents with specific concerns about school policy and/or procedures are urged to make an appointment with the Head of School.
4. All ASA parents are members of the ASA Parent Committee (ASAPC) and strongly encouraged to become active participants. Monthly meetings are directed by the president and executive officers of the ASAPC. The ASAPC's executive committee is a group of parents who meet regularly with the ASA administration and faculty to help develop effective ways of supporting the mission and goals of the school. The ASAPC is separately incorporated from ASA and handles its own budget. The ASAPC is a support organization. It does not review school policies or procedures.

Parent Responsibilities

The parent agrees:

1. with the mission, vision, and goals of the school. The parent will work with ASA faculty and administration to insure that his/her child is taking advantage of the educational opportunity provided them.
2. to attend and bring his/her child/ren to arts performances and academic presentations.
3. to insure that their child/ren arrive daily and on time to school. The parent also acknowledges that chronic absence and tardiness will result in lower evaluations which may result in loss of credit - or even retention - of the student.
4. to contribute 2 hours of volunteer time or make an in kind contribution of needed material or a monetary contribution to the school each year.
5. to attend the 3rd quarter presentation with his/her student.
6. to communicate concerns in timely and respectful manner.

ACADEMIC AND ARTS PROGRAM

ASA offers a rigorous and challenging academic and arts program for all its students. The short-term goal of both the academic and arts curricula is for the student to be well prepared to enter the college/university or conservatory of his/her choice. The long-term goal is to develop students who are life long, autonomous learners.

Educational Philosophy

ASA believes that the chief responsibility of this school should be to nurture each student's capacity to learn, to reason critically, and to weigh the merits of conflicting knowledge in a responsible way. Even though the target population for our school consists of students who are particularly interested in the arts, the academic and arts curriculum for the school addresses these abilities and expands the students' options rather than narrowing them. The school believes that its students should be expected to strive for excellence in the academic areas as well as in the arts. ASA students will be viewed as capable of exceptional achievement across the entire spectrum of both the academic and art disciplines. Since we believe it is imperative to develop students who are critical thinkers and able to articulate and communicate their ideas orally as well as in writing, teachers give substantial weight in their evaluations to in-class participation.

Students are placed in academic classes according to their instructional needs. The placements are fluid and may be changed during the school year to accommodate a student's changing instructional needs. While parent input is sought, the final decision about individual placement rests with the Head of School and the student's faculty team.

ASA students participate in all testing mandated by the Arizona Department of Education (ADE).

Student Evaluation

Students of Arizona School for the Arts are evaluated by the use of authentic assessment in the form of standards-based assessments and performance assessments. All students receive standards checklists at the end of each quarter. ASA students who take high school classes receive a semester grade. For academic and arts classes, the winter semester represents 50% and the spring semester represents 50%. The final grade for the year which is entered on the transcript is the average of the two.

Presentation assessment is given once per year during Presentation Week. During Presentation Week the regular classroom schedule is suspended so that students may make individual, half hour academic presentations before a panel consisting of their parents, teachers, and administrators. The subject of these presentations rotates between the curricula areas of language arts/ social studies and science/math.

Participation in performance assessments and department concerts are a requirement for all ASA students. Absences due to severe illness, death in the family, or religious conflict will be excused.

Grading Policy

Middle School students must earn a cumulative performance level of "meets minus" or higher to earn credit for the class. ASA does not convert grades for middle school students.

High School students must earn a "C-" (70%) or better to receive credit. ASA does not recognize a "D" as a passing grade. Grade calculations are based on the following scale:

Grade	GPA Points	Percentage Range
A+	4.33	97-100
A	4.00	93-96.9
A-	3.66	90-92.9
B+	3.33	87-89.9
B	3.00	83-86.9
B-	2.66	80-82.9
C+	2.33	77-79.9
C	2.00	73-76.9
C-	1.66	70-72.9
NCE	0.00	0-69.9
NCE = NO CREDIT EARNED P = PASSING		
Honors courses are weighted by 1.00 Grade Point and are designated with an "H" following the grade.		

Honors Credit students in Junior & Senior year are eligible to earn honors credit in each academic course and in the most advanced level of arts classes. Honors criteria for each class is distributed by each content area teacher.

Transcripts and Transfers

A transcript of classes taken and the credits earned from those classes will be issued when a formal request from another school is received. Students who transfer to other schools should check with those schools to see how their credits and courses will transfer. ASA does not make those decisions. Students who transfer to other schools after a quarter has begun may be placed in a position where they receive NCE (No Credit Earned) for their work. ASA strongly recommends that students complete the full quarter in which they are enrolled and complete all assignments before transferring.

The ASA school transcript reflects coursework taken during years of attendance at ASA only.

High School Program Graduation Requirements:

ASA high school students must meet the following criteria to receive a diploma and participate in the commencement ceremony:

1. Complete the curricula requirements listed below. ASA students must take the required coursework at ASA.
2. Complete the community service/research project requirements and presentation by the assigned deadline.

Graduation Requirements

English	4 credits
Foreign Language	4 credits*
Social Studies	4 credits
Mathematics	4 credits**
Science	4 credits***
Community Service	.5 credits
Arts	8 credits (6 in major) ****

* Only French and Spanish are recognized as foreign language credits. Students must complete four consecutive years of the same language.

** Mathematics credits include Core 1, Core 2, Core 3, and Pre-calculus, Statistics or Calculus. Students who took Core 1 in the eighth grade must take Statistics or Calculus class their senior year. Students who enter the high school with advanced math skills may not fit into the sequence of classes. Individual arrangements will be made that may not include an on-campus math class during a given year. ASA is not financially responsible for outside mathematics classes.

*** Science credits must include Freshman Science/ Health, Biology, Chemistry, and Physics.

****The student needs a minimum of eight (8) credits, six (6) in the declared major to graduate. Two (2) credits must be taken each of the four years the student is enrolled and moving toward graduation.

Middle School Program Requirements:

ASA 8th grade students must successfully complete all arts and academic curricula requirements in order to be enrolled in the ASA high school program.

Language Arts	4 credits
Mathematics	4 credits
Social Studies	4 credits
Science	4 credits
Piano	2 credits
Life Skills	2 credits

Arts Requirements:

Ballet	8 credits
(may include vocal/instrumental credits if schedule permits)	
Voice and Instrument	8 credits

Promotion and Retention Procedure

Arizona School for the Arts faculty and administration has the sole authority to determine promotion and retention for all its students. That is not a function of the Governing Board. Students who are progressing at a level sufficient to function adequately at the next grade level will be promoted. **Students who are not progressing will not be promoted until all skills and content have been acquired to a degree that will enable the students to function adequately at the next curricular level.** Students who fail any combination of three or more (arts or academic) classes for the school year will be retained. It is the function of classroom teachers and the administration to determine whether a student has made sufficient progress toward promotion to the next grade.

Students who receive 2 NCE's (no credit earned) for the year in any academic or arts classes must remediate the credits in summer school in order to be promoted to the next grade.

Students required to enroll in summer school must enroll in ASA summer school or an ASA approved summer school course. Students must receive a C- or better in all required summer school classes. High school students will receive a C- on their transcript to replace the NCE. Verification of enrollment in the summer course must be submitted to the office by the first week of June. Verification of class completion must be submitted to the school office prior to the first day of school in order to complete registration and attend ASA.

Required Additional Academic Instruction

ASA requires additional academic instruction and tutoring for students struggling to meet academic standards. Student assignment to these classes is based upon teacher recommendation only. Classes meet from 3-4pm in the afternoon. Students are excused from their arts classes to attend ASA tutoring.

Extra Curricular Activities and Student Standing

Students must be passing all classes and have no outstanding disciplinary issues to participate in ASA extra-curricular activities.

Arts Program

General Principles of the ASA Arts Program

The goal for the ASA arts program is for the student to gain mastery in a specific arts area. To meet that end, the ASA high school student declares a major arts discipline (Music, Drama or Ballet) at the end of his/her sophomore year. That declaration occurs with the selection of classes for the junior year. This determines the course of his/her study in the junior and senior year.

1. Juniors and seniors must take two (2) credits each year in their major.
2. Students may not stack credits, such as taking six credits in the freshman and sophomore years, and then petitioning to be released from credit requirements during their junior and senior year or requesting to change majors.
3. Students may not take two choir classes of the same level.
4. Student may not take two piano classes to fulfill the requirements.

Unique situations in music:

1. *Piano*: Piano slots are reserved first for piano majors and then music majors. Students in other majors will be placed in piano only after the piano and music majors are placed. New high school students must audition. Students who participate in the high school piano program, no matter what their major, must make arrangements for a home piano on which to practice.
2. *Jazz Band & Percussion Ensemble*: Freshman and sophomore students must enroll in a band class and one other music class, i.e. voice, piano, guitar in addition to jazz band or percussion ensemble. Juniors and seniors may enroll in jazz band or percussion ensemble and a band class to fulfill their two credits for the major.

Placement and Promotion

Middle School: The core of the middle school arts curriculum is based in music. All new and returning students are reviewed annually for correct class placement. Placement in the appropriate level for ballet and/or music classes is determined by the arts faculty and the administration. Students in 5th – 8th grade will

take class piano as part of their morning academic program. All middle school students, with the exception of ballet students, will study an instrument and voice in the appropriate ensemble. The curriculum is designed to help the student develop habits of regular practice, focused concentration, and team work.

High School: All new and returning student placements are reviewed annually for correct classroom placement. The high school arts curriculum encompasses three performing arts areas: music, theater, and ballet. Ballet alone will fulfill the arts requirement of two credits per year.

Private Lessons

ASA encourages students to study privately. Theatre and ballet students may make arrangements with Phoenix Theatre and Arizona Ballet School instructors for additional lesson work. Many ASA music faculty members are available after school for lessons. ASA can also make arrangements with highly qualified music instructors for on-campus instruction after regular school hours. Parents contract directly with the teacher, not through the school.

ASA Policy on Vocal and Instrumental Music

The school reserves the right to choose music as it sees fit to meet the needs of its curriculum and special performances such as the Evening of Arts performance and Showcase performance.

Much of the great music literature for ensembles uses texts that are based on liturgical or scriptural traditions. Moreover, folk traditions also incorporate sacred aspects in their songs. Much American concert music uses holiday themes or texts. Since ASA uses primary sources as much as possible for its curriculum and/or works of composers who know and understand the young voice, the music curriculum will include music with religious texts.

It is not the policy or intention of ASA to indoctrinate students in any religious belief or specific theology. However, when one studies the great masterworks, the school believes that the benefits of studying and performing the music that is carefully chosen by the ASA vocal and instrument music instructors for its pedagogical, artistic, and cultural merits are important to the artistic development of ASA students. ASA instructors will not choose and perform music of an overtly religious text that is designed to promote or encourage its particular theology.

Music Instrument Policy

ASA does not provide music instruments for students with the exception of string bass, certain oversized percussion instruments and tuba. Students bring their instruments to school daily and take them home for nightly practice. Rooms in which instruments are stored are locked or supervised during academic periods. Students may not leave their instruments in the hall or on the school grounds unsupervised. Students may not share their instruments with others while on school grounds unless they have direct permission with the instructor and they are under the instructor's supervision. Students are expected to keep their instruments in good repair.

If students rent their instruments, ASA strongly recommends that the parent purchase theft and repair insurance. If a student owns his/her instrument, especially an instrument of any value, ASA strongly recommends that the parent attach a rider to their home owner's insurance covering the instrument. ASA is not responsible for lost or missing instruments.

Additional Costs

Parents are responsible for student dance/drama attire, musical instruments and supporting equipment.

ASA provides daily transportation to the School of Ballet Arizona and Phoenix Theatre. To help offset the cost of bus maintenance and gas, an annual fee of \$100 is assessed to 7th – 12th grade ballet students and \$50 to 5th & 6th grade ballet and 8th – 12th grade drama students.

Ballet dancers pay a costume fee (approximately \$60 to \$80), to participate in Showcase. Students who are experiencing financial hardship can apply for a scholarship.

Students who participate in ASA dramatic productions including Showcase may be assessed a costume fee. The fee will vary depending on the production.

Students in vocal and instrumental ensembles may be required to rent a dress/tuxedo or buy a red performance polo or other performance attire.

STUDENT LIFE and GUIDELINES for STUDENT CONDUCT

Daily Class Schedule

School begins at 7:45 am. Students who arrive after 7:45 are marked tardy by their teacher. Students arriving after 8:00 am must report to the office for check-in and a late slip (*See Absence and Tardiness Policy*). School ends at 3:00pm or 4:00pm depending upon the student's arts schedule. For current year daily class schedule please refer to the front of your students planner or the website at www.goasa.org.

Code of Student Conduct

The Arizona School for the Arts is both a school and a community. ASA is housed in buildings belonging to ASA, First Congregational Church, Ballet Arizona, Phoenix Theatre, Dance Theatre West, and Wessex Properties. Being a member of the ASA community, students have an obligation to the other members of that community, including fellow students, faculty members, school administrators, parents, and visitors. A student's personal behavior, attitudes, and values become essential parts of the student's contribution to the learning community. The rules and regulations as well as the Code of Student Conduct are meant to formalize these obligations and expectations that we can reasonably demand from each other.

Students will:

1. respect the properties.
2. be courteous, helpful, and respectful to any visitors and guests who come to our school.
3. treat others with dignity and respect in words and actions.
4. be on time for school each day and be prompt for all classes.
5. do all homework.
6. behave in a dignified, respectful, and appropriate manner. This means that they will not use offensive language, including the use of racially or sexually offensive language.
7. dress according to the dress code.
8. not deface any of the school property nor will they put any graffiti in or around the school grounds.
9. stay with the group on school trips, and not go off on their own without the expressed permission of a responsible staff member.
10. never leave the school building and grounds without the expressed signed permission of their parent/guardian, and the Head of School, the Vice Principal, or someone designated by them as the person in charge. Seniors may be given parent permission to leave campus for lunch. No students may drive off campus for lunch.
11. report any potential problems of a serious nature to the Head of School, the Principal, Vice Principal, or to one of the teachers.
12. report to the administration any knowledge of fellow students doing something harmful to themselves, another person, or to the reputation of the school.

Basic Daily Rules

ASA has a closed campus policy. Students at ASA are expected to abide by the basic set of rules listed below. Additionally, students are expected to respond to direction from ASA staff and faculty even though the request made may not be specifically mentioned in this handbook.

1. Gum: Students, faculty, parents, and visitors may not chew gum while on campus. Our lease specifically stipulates that no gum is allowed on campus.
2. Phones, MP3 Players, and iPods: Phones, MP3 players, iPods and other items that interfere with instruction may not be used from 7:40am until the end of the student's day. These items must be stored in a student's book bag so they are not exposed on campus. If a parent needs to contact his/her child during instructional hours, please call the office.
3. Make-up and other Grooming Articles: Grooming should be done at home or in the bathroom during lunch time. The classroom is an instructional environment in which make-up, hair brushes, and other grooming articles are not appropriate. These items will be confiscated.

4. Eating and Drinking: No eating or drinking can take place in any classroom or building other than the cafeteria. Water bottles may be used.
5. Vending Machines: Use of vending machines is limited to before school, during lunch, or after school. The vending machines in Pilgrim Hall may not be used after lunch period until 4:00 p.m. when the last arts class held in that room is dismissed.
6. Driving: Students are allowed to drive themselves to and from campus at the beginning and end of the day. **They are not allowed to use their cars as lockers. They cannot visit their cars during the school day, including lunchtime, without expressed consent by faculty or administration.** Cars must be parked in designated student areas. Students may need to purchase a parking permit to park on campus. Seniors are not allowed to drive to lunch. Students who drive to Ballet Arizona or Phoenix Theatre must have a parent permission note on file in the office and may NOT drive another student. Students who go to Phoenix Theatre for part of their arts program and then return to ASA campus must take the bus.
7. Personal Responsibility for Trash: Every student is expected to use appropriate trash receptacles for snack wrappers, soda cans, and other trash. Students are also expected to clean up the area in which he/she has eaten lunch. It is not the function of the church's janitorial staff to clean up after any member of the ASA learning community.
8. Public Displays of Affection (PDA): Short hugs and hand-holding are permissible on campus. Other forms of affection including, but not limited to kissing, sitting on one another's lap, putting arms around one another, are not allowed.
9. Physical contact: Students are to keep their hands and feet to themselves at all times.

Dress and Appearance

Please note the consequence for dress code violations as they will impact parents and students. Please help us maintain a positive and productive learning environment by helping your child select appropriate clothing for school.

ASA students represent the school at all times. While a comfortable, relaxed atmosphere is part of the ASA environment, students are not visitors in their classes but active participants. Therefore, students must remove coats or jackets in class. The school does not allow students to wear clothing or carry accessories that bear images or messages that glorify death, drugs, alcohol violence, or the occult. Furthermore, clothing or accessories that bear profanity or are sexually, racially, or religiously offensive may not be worn. Students are to be dressed in a manner that is appropriate to a teaching/learning environment defined as follows:

1. Backless or halter tops, spaghetti straps, and sheer garments may **NOT** be worn. Tank tops, sleeveless shirts and all tops must have at least 3 fingers (index to student's own ring finger) coverage at the top of the shoulder. At no time, can bra straps be exposed.
2. All tops must sufficiently cover the chest. Necklines may be no lower than the width of 4 fingers (student's own index to pinky) when measured from the bottom of the neck or collarbone. Additionally, tops must lay flat against chest. No cleavage may show.
3. The back of the shirt may not be lower than armpit level.
4. Clothing should fit appropriately without being too tight or too loose.
5. Shirt and blouse hems should extend four fingers below the waistband of shorts, skirts, or pants. NO MIDRIF or back skin lower than armpit level should show at any time. No underwear can be exposed.
6. Skirt/dresses must reach the top of the knee (front and back) or students must be wearing a pair of dress code length shorts underneath.
7. Shorts must come to at least 4 inches below the buttocks, measuring from immediately below the buttocks to 4 inches down the back of the leg.
8. Clothing may not be ripped, cut, or have holes within the dress code restricted areas.
9. No cell phones, iPods or MP3 players may be out or used during school hours.
10. No hats, visors, bandanas or beanies may be worn during school hours. Students with medical conditions can notify the Vice Principal for an exception.
11. Sunglasses may not be worn inside.
12. Shoes must be worn at all times. Slippers may not be worn.

Students will be given a dress code pass and will be sent to the office from class if they are in violation of the dress code. Upon 1st violation of dress code, students will be allowed to call a parent to bring alternative clothing or to change clothes. For all subsequent dress code violations, they will be sent home for the day and receive an unexcused absence in all missed classes. Repeated dress code violations will result in multiple day suspensions. Final decisions as to the appropriateness of dress rest with the school administration.

Policy on Bullying, Hazing and Harassment

Bullying, hazing and harassment are prohibited and ASA students may not participate in any of these actions. Students may not solicit others to participate in/or aid and abet any of these actions. It is not a defense by the perpetrator(s) that the bullying, hazing or harassment victim consented or acquiesced in the activity. All students and staff are responsible for taking reasonable measures to prevent bullying, hazing and harassment. "Reasonable measures" does not allow or justify the victim to return in-kind. Such in-kind actions on the part of the victim will be considered a violation of the ASA Disciplinary Code of Conduct. If a student is a victim of bullying, hazing or harassment, the student should ask the perpetrators to stop. If the actions do not stop, the student should inform a teacher or an administrator. If the student does not feel comfortable informing a school representative, he/she must inform their parent or guardian who will in turn inform the school. The victim must report the bullying, hazing or harassment in order for the school to implement an action plan to resolve the situation. The school will then act as it does in its general disciplinary procedures. Retaliation by the perpetrator(s) in the form of further actions, including organized shunning of the victim, will result in further disciplinary action against the perpetrator(s) up to and including expulsion.

Discipline and Due Process Procedures

Any student whose behavior while on or around campus is alleged to be in violation of the school's code of responsibilities shall be referred to the administration for disciplinary action. It is the policy of Arizona School for the Arts to remove students from class who are disruptive to the educational process. It is the role of the student to bring appropriate classroom behavior and self monitoring skills to class. If a student is unable to work properly in class, the students shall be removed from the class. Minor infractions of the rules and regulations concerning student conduct will be handled by the faculty and administrators.

Cheating/Plagiarism

Students involved in any way in academic dishonesty will receive NCE (no credit earned) for the assignment or test involved in the incident and parents will be contacted. A repeated incident of academic dishonesty can result in an NCE in the class for the semester and/or expulsion. All complaints of cheating or plagiarism against a student are to be dealt with confidentially in order to protect the privacy and interests of the students or students involved, including any student reporting alleged wrongdoing. Personal information with respect to an incident of student academic misconduct will be treated in confidence and not released to any third party or external agency unless required by law or with the express written consent of the student or the student's parent or legal guardian.

Suspension

When a student has been referred to an administrator for a violation of school regulations, the administrator will determine the nature of the violation and the resulting disciplinary action to be imposed if the charges are found to be accurate. The administrator then decides if the violation would subject the student to the possibility of an in-school suspension, a short-term off-campus suspension, or a long-term off-campus suspension. ASA will inform the parent in a timely manner to inform them of the impending suspension.

In instances where the action by the student has the potential to endanger his/her safety, the safety of others, or cause a severe disruption in the relationship with ASA and First Congregational Church, Phoenix Theatre, Ballet Arizona, Wessex Properties, the Phoenix Public Library, or other institutions which have an agreement with ASA to provide services necessary for the successful operation of the school, the issue may go immediately to the Governing Board for expulsion, even if the student has not had a previous suspension.

The policy for Arizona School for the Arts which relates to student suspension is based upon Arizona Revised Statute, Title 15- chapter 8, Article 843 which reads in part " . . . the authority to suspend a pupil or student from school is vested in the superintendent, the principal, or other school officials granted the power by the

Governing Board of the school district." The approval of this hand book by the ASA Governing Board confirms that authority.

No Tolerance Policy

ASA has a No Tolerance Policy for tobacco, alcohol, and drug use, distribution, and/or possession and for the use and/or possession of weapons in and around the ASA campus. Around the campus means any place in the vicinity that other students or the public may observe the behavior of the student and/or associate that student with Arizona School for the Arts. Violations of these regulations will result in suspension and referral to the Governing Board for a formal expulsion hearing. Suspension for violation of the No Tolerance Policy will be in effect until the expulsion hearing.

Expulsion

Expulsion of a student from the school is a power of the Governing Board and conforms to the provisions in Arizona Revised Statute Title 15 Chapter 8, Articles, 341, 342, and 343. The Governing Board alone has the authority to exercise the power of expulsion of a student from school. All conduct which may result in the expulsion of a student requires a formal hearing before the Governing Board. No student shall be expelled unless the Governing Board has determined that such punishment is applicable after the formal hearing. Parents may formally withdraw a student from school before the hearing. However, ASA reserves the right to continue with the expulsion proceedings even if a student withdraws from ASA. Students who are expelled may not reapply for admission within the current school year. Students who are expelled may apply for the next school year subject to Board approval.

Attendance Policies

General Statement on Attendance

Arizona Revised Statutes (ARS) requires the parent or legal guardian of the student shall "enroll the child in and ensure that the child attends a public, private or charter school for the full time of the school." To that end, Arizona School for the Arts has implemented attendance policies in the spirit and letter of the law. It is imperative that parents understand these policies and how they will affect their child's evaluations at ASA. A note of caution to parents:

1. Family vacations or trips that interfere with scheduled school days, performances or Presentation Week are not recognized as an excused absence. They will count against all missed days for the semester. **Presentations will not be rescheduled to accommodate family vacations.**
2. The parent(s) or guardian must get their children to school on time. Continuous or habitual tardiness becomes cumulative and will negatively affect class grades. Parents cannot excuse or remove the child's negative evaluation based on parent inability to get children to school on time.

Leaving Campus

A student may not leave campus for any reason except under the following circumstances:

1. The student is under the supervision of a staff person and has parental permission.
2. The student has a written note from his/her parent or legal guardian and presents it to the attendance staff person in the office at the time of sign-out. The student must be accompanied by an adult at the time of departure.
3. The parent or guardian personally picks up the student and signs out the student in the office.
4. No parent may sign out a child that is not their own without written permission from that child's parent or guardian.

Daily Attendance and Tardiness

Parents are responsible for the timely attendance of their children to both academic and arts classes. Daily and punctual attendance to all classes, school functions, and performances is essential for success at ASA. The ASA curriculum requires active participation and often involves group work. For this reason, it is difficult for students to make up work missed due to absence or tardiness. Since regular and timely attendance is so vital to student success, the following attendance policies have been implemented:

General Attendance Policies:

1. **Three (3) tardies or early withdrawals equal one (1) absence** in any class for which they occur and will count toward the absence total.

2. A student who misses more than half of a class period due to tardiness or early withdrawal is considered absent from that class.
3. Only exceptional traffic circumstances (i.e. freeway closure) will be excused at the administration's discretion.

Make-up Work:

1. Students are responsible for contacting their teachers for make-up work **immediately** following an absence.
2. Students have the same number of days to complete make-up work as days absent.
3. Participation in class is a **required** element of the curriculum that **cannot** be made-up.
4. Quarterly assessments **may be affected** by excessive absences even if all written make-up work is completed.

School Attendance Policy:

1. **Seven (7) unexcused absences per semester will result in the following:**
 - A. **A full grade drop** for the semester in any class in which the absences occur.
 - B. **No Credit Earned (NCE)** in any class in which make-up work is not completed successfully.
2. **Fourteen (14) absences in a single class** will result in **No Credit Earned (NCE)** in that class.
3. **All unexcused absences must be cleared by the end of each quarter in which they were accumulated.**
4. If an ASA **pre-approved summer school plan is completed**, credit may be given for up to 2 classes.
5. Final decision about consequences resulting from excessive absence rests with the school administration.

Exceptions

Chronic health problems

As stated in the Arizona Education Code, pupils with chronic health problems are defined as pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease or accident but who are not homebound. The chronic health problem must be **certified by a health care provider and a note submitted to the office for students file.**

Extended/Severe Illness

An extended/severe illness is one that results in a student missing more than **three (3) days** of school or when illness symptoms include; fever, vomiting and/or flu-like symptoms. To maintain a healthy school environment, students should return to school when symptom free. **All cases of chronic health problems or extended/severe illness will be reviewed on an individual basis.** Extended illness situations may require a **letter from a health care provider.**

Miscellaneous

Family emergencies, religious holidays and visits to a qualified Health Care Provider (documentation required) will not be counted toward the total number of absences for a semester.

Non Participation Days in Arts

Students who do not participate in arts class activities (i.e. No instrument, non dress for ballet, etc.) will receive a non-participation day. Two non-participation days will equal 1 regular school absence for that class.

Extracurricular Activities:

1. **Five (5) days per school year** may be approved for extracurricular events in which a student actively participates such as performances, competitions, and leadership opportunities.
2. Students must complete an extracurricular activity approval form available in the office prior to the event. Each request will be reviewed on an individual basis.
3. Students must submit the required documentation after the event to get it excused.
4. These 5 excused days are for the school day only and do not excuse students from evening obligations.

College Visits for 11/12th grade students:

1. Two days per school year may be approved for college visits.
2. Students must complete a college visit approval form available in the office.
3. Documentation from the school(s) visited must be provided upon return to campus. Each request will be reviewed on an individual basis.

Notification Procedure

All students **must** contact their teachers for make-up work on the first day the student returns to school. Teachers will not initiate contact. Make-up work for such absences will receive full credit if completed within time allotted by the instructor.

Concert Performance Attendance

Performances are not merely concerts. They are presentations of curriculum materials learned and mastered. Performances are listed on the annual calendar. It is the parent's responsibility to bring his/her child to the concert or performance in the appropriate attire. Students not in the appropriate attire will not perform thereby losing credit for that performance. Concerts cannot be made up by another concert.

Enrollment and Campus Policies**Enrollment**

As stated in the beginning of the handbook, ASA does not discriminate on the basis of race, religion, national origin, gender, language or disability. ASA supports and is in compliance with all state and federal health, safety, civil rights, disability, and insurance laws. Moreover, ASA reviews those laws in relation to the school on an annual basis through participation in state ADE workshops. ASA offers prospective parent information meetings to learn about the ASA school philosophy. Dates and times of events can be found on the school website.

Returning Students

Returning students are responsible for submitting two forms, the Re-enrollment Form and the Arts Registration Form, for re-application by the appointed annual deadlines. Student activity fees are requested at the time of registration. If you do not meet these deadlines for both re-enrollment and arts registration, you may lose your space.

New Student Enrollment

ASA enrolls students in accordance with ARS 15-184, ASA enrolls eligible new pupils by lottery and program availability who submit a timely application unless the number of applicants exceeds the capacity of a program, class, grade level or building:

1. In the enrollment process, "lottery" is the number drawn at a public board meeting for the prospective student. The lottery number only determines the order in which the application is processed.
2. "Eligibility" means students who are working at grade level as determined by previous standardized and criterion-referenced testing, previous school evaluations, and ASA skills assessments. The ASA administration has the sole authority to place the student at the appropriate grade level for both arts and academic classes.
3. "Program" for academic placement means in which class the child will be placed so as to best meet his/her needs to access the school curriculum.
4. "Program" for arts enrollment purposes means music, ballet, and drama in the high school and music and ballet in the middle school.
 - A. "Ballet" means the dance program (grades 5-12) offered through Ballet Arizona/ Dance Theatre West.
 - B. "Drama" means the high school program (grades 9-12) offered through Phoenix Theatre.
 - C. "Music" means programs (grades 5-12) in strings, band, and piano. Classical guitar is available with limited enrollment. The band and strings programs are subdivided by families of instruments that meet in individual classes which have enrollment caps.

Prospective students must take skills assessments in both arts and academics. The skills assessments are used solely for placement purposes. These tests will determine placement in classes available at ASA.

Summer remediation will be required for any student who does not meet the minimum academic admission requirements.

Siblings of students already attending the school have the right of first refusal for openings.

Upon completion of skills assessments, the re-enrollment of current ASA students, enrollment of siblings of current students, ASA alumni and children of faculty or staff, and the number of program openings, the administration will notify the prospective student as soon as possible.

Withdrawals

In the event that a parent or legal guardian withdraws a student from ASA during the school year, the following procedures apply:

1. The parent or legal guardian must request an *Official Notice of Pupil Withdrawal* (ONPW) per A.R.S. Title 15-827.
2. The withdrawal date on the ONPW shall be the same as the last date of attendance recorded in the official school attendance log.
3. ASA grading policy is to give high school students grades and middle school students a pass/NCE only at the end of each semester. This means that no grade on a transcript will be issued unless the student has attended and has completed assignments for the semester. If a student is passing but withdraws before the end of a semester he/she will receive a form listing the classes attended, the dates of attendance, and a *P* for pass in middle school and an exit grade in high school for each class the student is passing. If the student is not passing a class or classes, the same will apply except that he/she will receive an *NCE* for each class the student is not passing.
4. ASA will forward transcripts of all completed semester work to the student's new school upon official request by that school. If the student withdraws before the end of the semester, ASA will send the transcript and the form described above in No. 3.
5. Parents may request copies of their student's evaluations for themselves. Refer to the annual notice of the Federal Education Rights Privacy Act (FERPA) that is at the end of this handbook.
6. Students who withdraw will be treated as new students if they decide to reenroll.

Vaccination Records

Parents must provide the school with vaccination records in accordance with the laws of the State of Arizona. Vaccination is mandated by state law and no student will be admitted to school until the form is completed.

Medical Emergency Forms

Parents must complete the medical emergency section of the student application as part of the admissions process. Parents are also expected to keep medical emergency information up-to-date by calling the school office to provide any information that may change during the course of the school year.

Prescription Medication

Parents or guardians must deliver prescription and over the counter medication to the school office in person. No one else can do this. Additionally, prescription must be delivered in a bottle that comes from the pharmacy with the prescription label attached. Prescription and Non-prescription medication may not be carried by any student. This medication must be kept in the locked medical cabinet in the school office. To take this medication, the parent must fill out a medication dispensing consent form in the office listing the specific instructions for the medication. Medications policy is posted in the office. Parents may sign and submit a release to have the school provide and dispense certain OTC medications. See release form for details (meds/dosages).

Field Trips

Field Trip Permission Forms

All parents must submit the field trip permission form during the first week of school. Forms will be handed out to students and also available in the main office or on the website. The field trip permission form is for trips to the library, local museum, theaters, and neighborhood excursions for field study. Out of downtown area trips require a signed parent permission slip. Out of county trips require Governing Board approval,

notification to our insurance carrier, and a notarized medical release form signed by the student's parent or legal guardian.

ASA policy is to use the school bus for field trips when it is available. Parents may serve as drivers in certain cases. Students may drive only as a last resort. Students who drive must have a parent permission slip. This includes ballet & drama transportation as well.

Field Trips and Responsible Bus Behavior

The bus driver is responsible for the safety of ASA students on the bus. The driver of the bus has the same authority as any teacher or administrator in the school. The laws regarding bus safety, driver training and licensing, and student behavior are state and federally mandated. Inappropriate behavior such as standing up on the bus, waving to other drivers on the road so as to distract them, sticking any part of the body out of the bus, coming too close to the bus by students who are not riding are all violations of the code. There is no eating or drinking of anything but water in approved containers on the bus. Students who violate this responsibility have violated the Code of Conduct and are subject to severe disciplinary measures.

Building Information and Rules

Visitors

All visitors to ASA must report to the office before going on to the campus. Parents who wish to see a teacher, an administrator, or visit a classroom must make an appointment. Only alumni or siblings of current ASA students may be on campus.

First Congregational Church, Ballet Arizona, Dance Theatre West, Phoenix Theatre, Phoenix Library and Wessex Properties

ASA students are "guests" of First Congregational Church, Phoenix library, Ballet Arizona, Dance Theatre West, Phoenix Theater, and Wessex Properties. Defacement and destruction of property are not tolerated and may result in the procedure for expulsion from school. Students, who witness such actions by others and do not report the incidents to faculty, administration, or a responsible adult such as a parent, are subject to disciplinary action as well.

Before and After School

Students may not arrive on campus before 7:15 a.m. There is no adult supervision before that time; therefore, the school cannot be responsible for any student before that time. Students are released at 3:00 p.m. or 4:00 p.m. depending on their afternoon arts schedule. Students must leave the campus within 15 minutes of their last class unless they are involved in an adult supervised activity.

Parent Transportation Responsibilities for Events Outside of Regular School Hours

All students must be picked up by ASA designated times (within 15 minutes of the conclusion of the event) for school days and other on and off campus events. Students who are not picked up by ASA designated times for field trips, socials, extra curricular activities, and performances may be prohibited from attending future events. Parents who fail to pick up students by designated times may be assessed a fee to cover chaperone and security costs (approx. \$65/hour).

Pesticide Spraying

At this time, ASA is not using any chemical spraying on its campus. Should circumstances necessitate a change, we will notify parents.

Parking, Student Drop-Off Areas, and Use of the Cross Walk

Parents who drop off students should do so in the north parking lot of First Congregational Church or the front of the administration building. Parents who drop off students on the north side of Willetta within the signed school zone may be cited for illegal stopping in a marked No Passing Zone. Students shall not jaywalk across Willetta. The intersection at Second Street and Willetta is marked as the official cross walk of the school; it is the only legal area for students to cross the street. Students and parents are advised to use due care and caution when crossing the street. Students who fail to use the crosswalk or exhibit unsafe behavior in the street may be suspended.

Notification of Rights under The Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the students education records. These rights are the following:

1. **The right to inspect and review the student's educational records within 45 of the day Arizona School for the Arts receives a request for access.** Parents or eligible students should submit to the ASA principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.** Parents or eligible students may ask ASA to amend a record that they believe is inaccurate. They should contact the school principal in writing, clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed as an administrator, supervisor, instructor, or support staff member (including contracted specialists and health, medical or law enforcement personnel); a person serving on the Governing Board; a person or a company whom the school has contracted to perform a special task (such as a contacted education consultant or teacher, attorney, auditor, medical consultant, or therapist); or a parent or student serving an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. ASA will send school records to another school upon that school's request only if the parent has signed the new school's official request form.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by ASA to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are the following:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

CHILD FIND POLICY

As a further duty, Arizona School for the Arts will define and pursue efforts to see that:

1. All children with disabilities, who are in need of special education and related services, will be identified, located and evaluated.
2. A practical method will be developed and implemented to determine which children are currently receiving needed special education and related services.
3. The program also applies to highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though they are advancing from grade to grade.

To carry out these duties, assigned Arizona School for the Arts personnel will:

1. Maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction of the availability of special education services.
2. Implement screening activities for all newly enrolled students and those transferring in without sufficient records.
3. Complete the screening activities within 45 days of a student's enrollment.

4. Include in the screening consideration of academic or cognitive, vision, hearing, communication, emotional and psychomotor domains.
5. Maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated.
6. Children, aged birth through two years, and suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services.

FREE APPROPRIATE PUBLIC EDUCATION (FAPE) POLICY

Arizona School for the Arts will ensure that all children with disabilities have the right to a free appropriate public education (FAPE).

For the purposes of the IDEA, the term free appropriate public education or FAPE means special education and related services that:

1. Are provided at public expense, under public supervision and direction, and without charge;
2. Meet the standards of the State Board of Education;
3. Include elementary school, or secondary school education;
4. Are provided in conformity with an individualized education program (IEP).

To discharge these obligations, administrative, professional, and support staff personnel will competently execute any applicable responsibilities of their positions to help assure that:

1. FAPE is made available to each child with a disability, who is in need of special education and related services, even though the child is advancing from grade to grade.
2. Services in accordance with '300.121 are made available for a child with a disability who has been removed from his or her current educational placement for disciplinary reasons for more than 10 school days.

FAPE is available to students who have graduated, but who have not been awarded a regular high school diploma, and who were previously identified as a student with a disability in need of services..

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. They include the right to the following:

1. *Consent* before students are required to submit a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by the program of the U.S. Department of Education (ED)
 - a. Political affiliations or beliefs of the student or student's parent
 - b. Medical or psychological problems of the student or student's family
 - c. Sexual behavior or attitudes
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior
 - e. Critical appraisals of others with whom respondents have close family relationships
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g. Religious practices, affiliations, or beliefs of the students parents
 - h. Income, other than required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of* –
 - a. Any other protected information survey, regardless of funding
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exams or screening permitted or required by Arizona law.
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect* upon request and before administration or use –
 - a. Protected information surveys of students
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - c. Instructional material used as part of the education curriculum.

The school office should receive a copy of any court order specifying guardianship, student pickup, interaction or educational decision making.

Arizona School for the Arts application and annual registration form requires parents to give consent to participate in research and also release of student image or performance for ASA purposes. ASA policy refrains from any other non-school use of students in surveys, marketing, sales and distribution purposes with out parent permission.

Duty to Report

Any ASA faculty, staff, or administrator who reasonably believes that a minor *is or has been* the victim of abuse... or neglect... shall immediately report or cause reports to be made... to a peace officer *or* to child protective services." A.R.S. § 13-3620

Policy on Drug-Free School Zone (A.R.S. § 13-3411)

It is unlawful for a person to intentionally be presenting a drug free school zone to sell, transfer, possess or use

marijuana, peyote, prescription drugs, dangerous drugs or narcotic drugs. It is unlawful to manufacture dangerous drugs in a drug free school zone.

"Drug Free School Zone" means the area within three hundred feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or any school bus or bus contracted to transport pupils to any school.

McKinney Vento Homeless Assistance Act

The school provides a staff person as a liaison for students in homeless situations.

1. The liaison insures the following:
 - d. children and youth in homeless situations are identified by school personnel and through coordination with other entities and agencies
 - e. Students enroll in, and have full and equal opportunity to succeed in, the school.
 - f. Families, children and youth receive educational services for which they are eligible, including Head Start, Even Start and preschool programs and referrals to health, mental health, dental and other appropriate services.
 - g. Parents or guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
 - h. Public notice of the educational rights of students in homeless situations is disseminated where children receive services under the Act.
 - i. Enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act.
 - j. Parent and guardians and unaccompanied youth are fully informed of all transportation services, including to the school of origin, and are assisted in accessing transportation services.
2. The liaison will assist children and youth who do not have immunizations or medical records to obtain necessary immunizations or immunization and medical; records
3. The liaison will help unaccompanied youth choose and enroll in school if a space exists. The liaison will coordinate and collaborate with State Coordinators for the Education of Homeless Children and youth and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.

ACKNOWLEDGEMENT and ACCEPTANCE OF
ASA STUDENT/PARENT POLICY HANDBOOK 2010-2011

By signing below, I acknowledge that I have read the ASA Student/Parent Policy handbook 2010-2011. Both student and at least must one parent must sign and return this form to student's homeroom teacher.
(Period 1)

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____