

THIS PLANNER BELONGS TO _____

HOMEROOM _____

ART FOCUS _____



Arts Academy
Charter Middle School

Student/Parent Handbook

GENERAL CONTACT INFORMATION

Address: Arts Academy Charter School
1610 E. Emmaus Avenue
Allentown, PA 18103

Telephone: 610-351-0234
Fax: 610-351-0307
Website: www.arts-cs.org
Main Office: mainoffice@arts-cs.org
Facebook: Arts Academy Charter Middle School
Instagram: arts_academy_charter_ms

School Wide Positive Support Behavior Program: STAR

	S Strive for Success	T Take Responsibility	A Always Positive	R Respect Others
Hallways/ Transition/ Lockers	<ul style="list-style-type: none"> • Set a positive example for other students • Get to class on time 	<ul style="list-style-type: none"> • Walk on the righthand side of the stairs/hallway • Use locker quickly • Be aware of surroundings • Carry pass when required 	<ul style="list-style-type: none"> • Help others when needed • Wait patiently in line • Keep hands to self 	<ul style="list-style-type: none"> • Allow others to access their lockers • Speak at appropriate volume • Keep hands off walls and artwork
Cafeteria	<ul style="list-style-type: none"> • Set a positive example for other students • Learn and follow cafeteria rules • Make healthy choices 	<ul style="list-style-type: none"> • Keep your area clean • Stay at chosen seat 	<ul style="list-style-type: none"> • Remain patient in line • Be polite to staff • Help others when needed 	<ul style="list-style-type: none"> • Be silent when directed • Respect cafeteria staff • Speak at appropriate volume
Classroom	<ul style="list-style-type: none"> • Be a positive role model • Ask meaningful questions • Put in time and effort • Communicate with teachers • Learn from your mistakes 	<ul style="list-style-type: none"> • Be prepared and ready with supplies and work • Think before you act • Contribute relevant comments 	<ul style="list-style-type: none"> • Be willing to try • Persevere in challenging situations • Cooperate in teams and groups 	<ul style="list-style-type: none"> • Choose kindness • Wait your turn • Follow each classroom's procedure
School wide	<ul style="list-style-type: none"> • Do your best • Follow directions • Set and work toward realistic goals 	<ul style="list-style-type: none"> • Remain present and engaged • Take ownership and pride in our school 	<ul style="list-style-type: none"> • Make school better when you are here • Encourage each other 	<ul style="list-style-type: none"> • Keep school spaces clean • Respect others' right to be here • Choose kindness and courtesy
Performance Space	<ul style="list-style-type: none"> • Focus on doing your best • Help out where needed 	<ul style="list-style-type: none"> • Arrive on time Be prepared 	<ul style="list-style-type: none"> • Show your passion • Support your peers 	<ul style="list-style-type: none"> • Follow the rules of the performance space • Leave area cleaner than how you found it • Be a good audience
Bathroom	<ul style="list-style-type: none"> • Use sign out sheets appropriately • Carry a pass • Wash your hands 	<ul style="list-style-type: none"> • Alert teachers when something is wrong • Leave it cleaner than you found it • Wash your hands 	<ul style="list-style-type: none"> • Use facility responsibly and appropriately 	<ul style="list-style-type: none"> • Give others privacy • Take only the time you need

School Closings/Delays

Announcements regarding school closings due to inclement weather or other emergencies will be posted to our website, and reported on WFMZ television and online broadcast, as well as through our text message alert system (Caller Id #956-64).

Quick References

Executive Director: William Fitzpatrick
wfitzpatrick@arts-cs.org ext. 506

Principal: Elaine Hersh
ehersh@arts-cs.org ext. 509

Dean of Students: John Peters
jpeters@arts-cs.org ext. 518

School Counselor: Kristen Stachina
kstachina@arts-cs.org ext. 514

Director of Educational Support Services: Christa Greagori
cgreagori@arts-cs.org ext. 501

Health Room/Nurse: Andrea Angstadt
aangstadt@arts-cs.org ext. 517

Business Manager/Registrar: Amy Reid
areid@arts-cs.org ext. 512

National School Lunch Program/Office Manager: Heather Woodell
hwoodell@arts-cs.org ext. 519

Main Office/Transportation: Melinda Clemente
mclemente@arts-cs.org ext. 511

Main Office/Attendance: Crystal Hahn
chahn@arts-cs.org ext. 516

ATTENDANCE

The Arts Academy Charter Middle School believes that consistent attendance is crucial to your child's successful learning. We also understand the importance of knowing that you entrust AACCS with your child's care while they are with us. In our effort to keep track of all students at all times, we ask for your cooperation with the following procedures.

ATTENDANCE PROCEDURES

Absences

1. On days when your child will be absent, please call the school before 9:30 am at 610-351-0234 ext. 1 to inform us. Include your child's first and last name, their grade, and the reason for their absence. Your child will be marked as Absent Unexcused until the school receives an absentee note.
 - Parents/Guardians who have not called their child out of school, will receive an automated phone call informing them that their child is not in school.
2. **Within 3 days** of your child's return to school, send in a written note which includes your child's name, date(s) of absence(s), and reason. Without this note, your child's absence will remain "unexcused". If your child was seen by a Doctor, submit the doctor's note within 3 days of their return.

Tardy and Early Dismissals

1. If your child is late to school, you must send in a signed note stating why they were late. The note must include their first and last name and date. Students should report to the Main Office upon arrival to turn in the note and be checked in to school.
2. If your child will be leaving school early, you must send in a note with your child in the morning stating their first and last name, the date, what time they will be leaving, and the reason. They will be called out of class once you arrive to pick them up.
3. If your child is tardy or leaving school early due to a Doctor's appointments, provide the school with a Doctor's note when they return to school.

Planned Vacations, Trips, Auditions, etc.

1. Applications for Educational Trips, Vacations, and Auditions must be submitted at least 10 days prior to the time requested off. The application can be found at the Main Office or the school's website and will be reviewed by the Principal and/or the Executive Director and returned to you. It is your child's responsibility to get the work that they will miss from their teachers.

DEFINITIONS OF ABSENCES

(AACS 2.4)

Cumulative Excused Absences

- Absence from school verified by parent or doctor note within three days of a student's return to school
- Preapproved family vacation while school is in session per school board policy
- Any absence as defined by the [PA School Code](#) in which a written excuse is submitted within three school days of a student's return

Cumulative Unexcused Absences

- Any day for which a written excuse is not submitted within three days of a student's return from an absence including notes from physicians
- Any absence not excused by a physician's note after 10 absences verified by parental excuses

Examples of Excusable Absences

- Illness verified by a physician's note submitted within three days of a student's return. Any absence in which a physician's note is submitted is not included in the seven days permitted for parental excuses in middle and high school.
- Death in the family from date of death until two days after the funeral unless otherwise authorized by the building principal, supported by a parent note
- Proof of required court appearance
- Religious holidays
- School Sponsored activities

Truancy Policy and Procedures

A student shall be considered truant after they have accrued three unexcused absences. Once a student is considered truant, the school will schedule a Truancy Improvement Plan meeting. The purpose of this meeting is to identify the cause(s) of the unexcused absences and create a plan to improve attendance. For more information on the Arts Academy Charter School's Truancy, refer to [Policy 2.4.2](#) on the school's website.

GENERAL SCHOOL PROCEDURES

Arrival/Dismissal

School doors will open for students at 7:25 A.M. Classes begin with Period 1 at 7:50 A.M. A student will be considered late to school if he/she is not in period 1 class by 7:50 A.M.

Dismissal begins at 2:45 P.M. Students are not permitted in the building after 3:00 P.M. unless in a school-supervised activity. Students must go directly to bus or parent-pickup area once the announcement for dismissal is made. Bathroom, water fountain, and/or locker visits must be completed during P.M. homeroom prior to dismissal.

Art Choices

1. Students will remain in their focus art for the entire school year.
2. At the time of re-enrollment for the next school year (January) students/parents may request an audition to switch to another art form for the next school year. Request for Focus Art changes after Intent to Reenroll forms are due will not be accepted.

Back Parking Lot

The back parking lot is for AACS staff only. No parents or visitors may park in the back parking lot without prior permission from the Principal or Executive Director.

Change of Address

Parents must complete change of address paperwork when they are moving or have moved. You must also provide a proof of address. The AACS Transportation Coordinator will then contact **the school districts** providing busing with the address change information. This process must be completed through our office, and **the school districts** require some lead time to make the adjustment.

Classroom Materials

Each student must have appropriate books, pencils, pens, and other materials required by the teacher in each class session. When a pattern of not being prepared exists, parents may be contacted, and reduction of grade may result.

Communicating with Faculty and Staff

If a student or parent/guardian has a question or concern about a school policy or an employee, the following procedure should be followed in order to address the concern as quickly as possible.

Note: Communication should be clear and professional in nature. ***Inappropriate communication is not productive and will be addressed by the administration.***

1. Contact the teacher/staff member for whom you have a question or concern to discuss. Faculty and Staff may be contacted via e-mail addresses. The format for e-mail addresses is first initial last name@arts-cs.org; e.g., jsmith@arts-cs.org.
2. Messages may also be left via the main office utilizing the **Parent Concern** form that can be found on the school website and at the Main Office. Parent Concern forms are given to the Principal.

3. After review of the concern, parents will be contacted by a member of the administration within two school days.

Daily Attendance Phone Calls Home

We send out a daily phone call if your child is marked absent and we were not notified. If you receive this phone call and your child SHOULD be in school, try not to panic! Please call us so we can verify that they are here. Usually, it is that your child made it to class late after attendance was taken and did not stop at the Main Office to check-in, or simply human error on our part.

Early Dismissals

In order to accommodate early dismissal requests, students must be picked up **NO LATER THAN 2:15 PM**. If a student or students are not picked up by 2:15 PM, students will be released with Parent Pick-up at the normal dismissal time. We cannot guarantee a speedy departure from school grounds if a student is picked up after 2:15 PM

Parent notes must be provided for any change in transportation due to early dismissals. The Main Office will issue an early dismissal pass in the morning to be given to the appropriate teacher.

Cell Phones

Cell phone use, without Administrative approval, during school hours is prohibited. Students must have cell phones turned off and in their backpack or locker, ***not in their pockets***. Students found using their cell phone will be issued a discipline referral. If a student needs to contact a parent or guardian, they must do so from the Main Office.

Family Contact and Emergency Information

It is the responsibility of the parents/guardians to inform the office of any changes related to phone numbers, email address, home address and emergency contacts. This can be done by contacting the Main Office at, mainoffice@arts-cs.org.

Forgot Something?

Teach your child to take care of his/her belongings, pack own book bag, and give you papers that require your attention. The truest test will come when your child forgets something. Allow him/her to suffer the consequences of the action. Always coming forward to “save” your child will not teach him/her anything. Learning from one’s own mistakes will teach a life lesson. Our aim is to keep the learning environment interruption-free.

Guidance

Guidance services are available for every student at AACS. These services include assistance with educational planning, interpretation of test scores, career information, study help, help with home, school, and/or social concerns, attendance problems, emotional concerns, or any question the student may feel he/she need to discuss with the counselor. Counseling opportunities are available to all students by appointment. **Parents who wish to meet with the School Counselor must make an appointment at least 24 hours in advance.**

Suicide Prevention Policy

The Arts Academy Charter Middle School is committed to protecting the health, safety, and welfare of its students and school community. This policy supports federal, state, and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempts; and to promote access to suicide awareness and prevention resources.

For more information please visit our website and review [board policy 2.16](#).

Lockers/Locker Searches

Students in grades 5, 6, 7, and 8 will be assigned lockers. It is always the responsibility of the student(s) to maintain the locker in a state of cleanliness. Lockers are school property and are entrusted to student use and care; students should have no expectation of privacy in their locker or any other storage space assigned to them.

1. Students in grades 6 and 7 must bring in a lock to be assigned a locker.
 - Students will not be allowed to use a locker without a lock.
2. Students MAY NOT use lockers that are not assigned to them.
3. AACS is not responsible for the content of a student's locker.
4. Lockers may be inspected at any time throughout the school year at the discretion of the administrator in charge without permission from or notification of parents.
5. Materials found in locker searches may be used in disciplinary proceedings against the student.

Lost and Found

The Lost and Found is located outside of the cafeteria. Students are able to access the lost and found throughout the school year. Items which remain unclaimed at the end of the year will be turned over to a charitable organization.

Lunch

AACS offers lunch for the benefit of the student body. We participate in the National School Lunch Program, thus providing students with nutritious meals at a nominal fee. Students must apply/reapply each year for free or reduced lunch. On-line application is available on the school website.

Lunchroom procedures: All meals are pre-ordered; students must pack a lunch if the proper ordering procedures were not followed.

NOT PERMITTED in school/lunchroom: Fast food, or soda of any kind!

Respect of School Property

Students must respect school property. It is costly to replace this property; therefore, students will be held accountable for damages. Examples include, but are not limited to:

1. Textbooks are issued to students for their use and must be paid for if lost or damaged beyond being usable. Charges will be assessed for more than normal wear and tear of books and materials.
2. All equipment loaned (long-term or daily) to students must be returned. If items are lost, stolen, or damaged, the student is responsible for replacement costs.
3. Graffiti and other defacing or destruction of school property will result in disciplinary action, restitution, and/or notification to the police.

School Nurse

The school nurse is available for students who become ill in school or require medical assistance.

1. Students must have a pass from a teacher if they need to visit the nurse. During the change of classes, students must report to their next class and obtain a pass from that teacher.
2. Students experiencing illness must receive dismissal consent from the school nurse and will be sent home upon parent permission.
3. Parents will be contacted by the school nurse or a designated staff member should a student need to be dismissed from school due to illness or injury throughout the school day. Students may not call for pick-up by a parent without permission.
4. **Students may not call/text from their cell phone for pick-up. This is a cell phone violation and disciplinary action will be taken.**

Medication

Parents are not permitted to send medication, including both over the counter and prescription, with their child to be administered during school hours. An "Authorization for Medication" form must be filled out and signed by both the family physician and the parent of the child requiring medication during school hours. This and other medical forms can be found on the school's website.

1. All medication must be kept in the Health Room.
2. It must be in the original container and labeled with the child's name, the name of the medication, the amount to be taken, and the time the child is to take the medication.
3. This includes all over-the-counter medications including cough drops, allergy medication, cough syrup, cold medication, herbal remedies, and topical ointments.

Screenings

All screenings (hearing, vision, height, weight, BMI, and Scoliosis) are done annually and all results can be obtained from the health room.

Transportation

Students may only ride a bus if it is assigned to them by their school district. AACS does not assign buses. No student is permitted to ride home on a bus from any other school district regardless of parental consent. In the event you must alter your child's typical method of transportation for the end of the school day, the Main Office must receive written notification by **1:00 pm**. The preferred method of contact is a written note to be handed into the teacher during period one. No changes will be made after that time unless an emergency is evident.

Visitors

All visitors, including parents/guardians must enter through the front door of the building, sign in, and receive a visitor's pass. Parents/Guardians who wish to meet with faculty or staff must make an appointment. AACCS reserves the right to refuse any visitors that will cause a disruption to the learning environment and/or the tranquility of the school day.

Wellness

In accordance with the Healthy, Hunger-Free Kids Act, **NO SWEETS OF ANY KIND** are permitted to be brought into school, even for parties or celebrations. If a student wants to share a treat for an occasion, the following are suggested: fruit cups, granola bars, low-fat tortilla chips, low-fat yogurt, or other nonfood items such as pencils or pens.

ELIGIBILITY FOR ARTS & ACADEMICS EXTRA-CURRICULAR ACTIVITIES

Arts Academy Charter School recognizes that excellence in both the arts and the academics are critical to educational success; all students should strive to achieve both academically and artistically. For that reason, the following extra-curricular policy is in place.

- Each student must maintain a 70% in all classes to be eligible to participate in extra-curricular activities. The advisor of the activity and administration will review special circumstances.
- Students must be in school by 10:20 A.M. to participate in that day's extra-curricular activities. Exceptions will be made on a case-by-case basis with preapproval from the advisor and/or administration.
- Participation in extra-curricular activities is a privilege. Failure to comply with school rules, including school attendance, may result in the inability to participate in extra-curricular activities.

PARENT PORTAL

Parent Portal is a web application that allows parents/guardians to examine student academic and registration data. Items that may be viewed include: Student Class Schedules, Student Grades, Student and Guardian Address Information, Student Attendance, and Student Report Cards.

Contact parentportal@arts-cs.org with any questions or concerns.

GRADING AND PROMOTION POLICIES

Grading Scale

A= Excellent	90-100%
B= Very Good.....	80-89%
C= Satisfactory.....	70-79%
D= Poor.....	65-69%
F= Failure.....	64% and below

PROMOTION (AACCS 3.1.1)

- A student who has failed Math or English at the end of the school year must complete the required course recovery in the summer immediately after the school year ends and prior to the new school year beginning. Summer course recovery classes must be paid for by the student and family and is offered in an online version by eLearn21 through the Carbon Lehigh Intermediate Unit 21. The student's report card will not be released until the school receives proof of completion of the required course(s).
- Concerns regarding a student's promotion to the next grade level must be discussed between the student's teachers, the Student Success Team (SST), and the family starting by the end of the second quarter of the school year. The Grade Level Team, the SST, and the family and student will discuss methods of intervention towards progressing the student through the grade level curriculum with the goal of promotion at the end of the school year. Each student's situation will be addressed individually.

Ovations Courses

OVATIONS courses are academically rigorous in nature and fast-paced, requiring a heightened level of commitment and responsibility from all parties involved. There is only a limited number of seats available for Ovations classes. Each requirement below earns points that are added up for a total. Students are selected through the total of points earned, starting from highest points down until the class number is filled.

English/Language Arts (7th and 8th grade)

- Earn appropriate teacher recommendation from the current content teacher
- Earn a year average of A in the current content course (B if it is already an Ovations course)
- Be proficient or advanced on the PSSA in ELA from the previous school year
- Have a positive recommendation from the Guidance Counselor and Principal.

Math (7th grade)

- Earn appropriate teacher recommendation from the 6th grade Math teacher
- Earn a year average of A in the 6th grade Math course
- Be proficient or advanced on the PSSA in Math from the previous school year
- Have a positive recommendation from the Guidance Counselor and Principal.

Math 8th grade (Algebra 1)

- Earn appropriate teacher recommendation from the 7th grade Math teacher
- Earn a year average of A in the 7th grade Math course (B if it is Ovarions Math 7th grade)
- Be proficient or advanced on the PSSA in Math from the previous school year
- Complete an Algebra 1 placement test
- Have a positive recommendation from the Guidance Counselor and Principal.

Science (7th grade)

- Earn appropriate teacher recommendation from the 6th grade Science teacher and the 6th grade Humanities teacher
- Earn a year average of A in the 6th grade Science course
- Have a positive recommendation from the Guidance Counselor and Principal.

Science (8th grade)

- Earn appropriate teacher recommendation from the 7th grade Science teacher and 7th grade ELA teacher
- Earn a year average of A in the 7th grade Science course (B if it is already an Ovarions course)
- Have a positive recommendation from the Guidance Counselor and Principal.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program is designed to help identify students experiencing barriers to learning for any of *a variety of observable reasons*, including those who may be at risk due to experimentation or involvement with alcohol or other drugs. Students who are experiencing significant mental health problems may also be identified in cooperation with the school counselors. Referrals, with parental collaboration, are made to appropriate community-based agencies for evaluation and treatment. Parents, students, and teachers may make a SAP referral by contacting their school counselor or one of the SAP team members.

SAP Procedures

Teachers, staff members, parents, or students may initiate a referral to a SAP team member. A parent or guardian is notified by phone of the referral made. Observation forms are given to teachers and/or counselor. Data is collected and discussed at a SAP team meeting. The case is assigned to a SAP team member, who follows up with the parent or guardian. Pending the outcome of the meeting a parent permission slip is sent home for a drug and alcohol or mental health assessment. State and federal confidentiality laws apply to SAP procedures.

SAP referral boxes and forms are centrally located and easily accessible on each floor of the school. An [electronic SAP referral](#) may also be completed on the school's website. The AACCS SAP Coordinator is James Hirsch. He can be reached at SAPcoordinator@arts-cs.org.

CODE OF CONDUCT

The Arts Academy Charter School's Code of Conduct is broken down into four levels of infractions. Behaviors that result in Code of Conduct infractions will be referred to the Dean of Students and/or the Principal for review. The tables below show a list of possible behaviors that do not meet the positive expectations of the school. The Code of Conduct is based on progressive discipline. Repetition of infractions will result in increased severity of consequences as described by the below tables.

It is important to understand that these tables will serve only as a guide for disciplinary actions. All behavioral infractions will be reviewed and investigated by the Assistant Principal/or the building Principal to determine the effect that the behaviors had on the learning environment. The results of these reviews will determine the severity and length of the consequences.

Consequence Definitions

<u>Consequence</u>	<u>Description</u>
Loss of Privilege(s)	Ex. Assigned seat in cafeteria, escort through hallway, inability to participate in extracurricular events or after school activities, not allowed to attend portion of art classes
Detention	Student is unable to attend art period
In-School Suspension	Student spends school day in building in a designated area other than their schedule
Out of School Suspension	Student is not permitted on school grounds for 1-10 school days. Student is not allowed to participate in extra-curricular events or after school activities
Parent Conference	Meeting with parent(s) to discuss behaviors, consequences, and strategies to improve student behavior
Recommendation for Expulsion	Recommendation made to school board for the removal of student from school for longer than 10 days

Level 1 Infractions

Infraction	Description (When Necessary)	Consequences (By Infraction Occurrence)	STAR Expectation Example
Disruption	Behaviors that interrupt the learning environment as defined by the classroom teacher	<ol style="list-style-type: none"> 1. Warning 2. Loss of Privileges 3. Detention 	Think Before You Act
Misconduct	Behaviors that do not meet school/classroom behavior expectations	<ol style="list-style-type: none"> 1. Loss of Privileges 2. Detention 3. In-School Suspension 	Follow Each Classroom's Procedure
Defiance	Failure to follow directions issued by staff members	<ol style="list-style-type: none"> 1. Warning 2. Loss of Privileges 3. Detention 	Communicate with Teachers
Late to Class	Arriving to assigned class after bell	<ol style="list-style-type: none"> 1. Warning 2. Loss of Privileges 3. Detention 	Get to Class On Time
Drinking or Eating Outside of Designated Areas or Without Permission		<ol style="list-style-type: none"> 1. Warning 2. Loss of Privileges 3. Detention 	Be a Positive Role Model

Level 2 Infractions

Infraction	Description (When Necessary)	Consequences (By Infraction Occurrence)	STAR Expectation Example
Habitual Level 1 Violations	3 or more occurrences of Level 1 Infractions	<ol style="list-style-type: none"> 1. Loss of Privileges/Detention 2. In-School Suspension 3. Out of School Suspension 	Learn From Your Mistakes
Disorderly Conduct	Behavior that jeopardizes the safety of other students	<ol style="list-style-type: none"> 1. Loss of Privileges/Detention 2. In-School Suspension 3. Out of School Suspension 	Choose Kindness and Courtesy
Lavatory Misconduct	Failure to meet STAR Bathroom Expectations	<ol style="list-style-type: none"> 1. Loss of Privileges/Detention 2. In-School Suspension 3. Out of School Suspension 	Use Facility Responsibly and Appropriately
Use of Language Inappropriate for School		<ol style="list-style-type: none"> 1. Warning 2. Loss of Privileges/Detention 3. In-School Suspension 	Set a Positive Example for Other Students
Violation of Locker Expectations	Failure to follow locker directions outlined in handbook	<ol style="list-style-type: none"> 1. Warning 2. Loss of Privileges 3. Extended Loss of Locker Privilege 	Keep Locker Area Clean and Clear
Cell phone Violation	Failure to follow directions for Cell Phones outlined in handbook	<ol style="list-style-type: none"> 1. Loss of Privileges/Detention 2. In-School Suspension 3. Out of School Suspension 	Follow Directions
Disrespect of Faculty or Staff Members	Any attempt to insult or belittle a faculty or staff member	<ol style="list-style-type: none"> 1. Loss of Privileges/Detention 2. In-School Suspension 3. Out of School Suspension 	Choose Kindness and Courtesy
Academic Dishonesty	Cheating on any school assignment	<ol style="list-style-type: none"> 1. No Credit for Assignment 2. Parent Conference 3. In School Suspension 	Make School Better When You Are Here
Inappropriate Physical Contact		<ol style="list-style-type: none"> 1. Warning 2. Parent Conference 3. Detention 	

Level 3 Infractions

Infraction	Description (When Necessary)	Consequences (By Infraction Occurrence)	STAR Expectation Example
Habitual Level 2 Infractions	3 or more occurrences of Level 2 Infractions	1. Detention 2. In-School Suspension 3. Out of School Suspension	Learn From Your Mistakes
Vandalism	Intentional defacing or damaging of school property	Consequences determined by severity of damage and could include Loss of Privileges, Repayment of Repair Cost, In School Suspension, Out of School Suspension, Recommendation to the Board for Expulsion	Take Ownership and Pride in Our School
Bullying	Violation of AACS AntiBullying Policy 2.6	Students who bully others will be subject to disciplinary options that may include counseling, loss of school Privileges, a parent/guardian conference, detention, suspension or other consequences	Encourage Other Students
Inappropriate Use of School Technology	Violation of AACS Acceptable Use Policy (AACS BD POL 9.1.1)	Consequences determined by severity of infraction and could include Loss of Privileges for a determined amount of time, Out of School Suspension, Recommendation for Expulsion	Follow Directions
Inappropriate Use of the Internet and School Network	Violation of AACS Acceptable Use Policy (AACS BD POL 9.1.2)	Consequences determined by severity of damage and could include Loss of Privileges for a determined amount of time, Out of School Suspension, Recommendation for Expulsion	Follow Directions
Minor Altercation	A physical incident resulting in no or minor injury without retaliation	Consequences determined by severity of infraction and could include Detention, In-School Suspension, and Out of School Suspension	Choose Kindness and Courtesy

Level 3 Infractions (continued)

Infraction	Description (When Necessary)	Consequences (By Infraction Occurrence)	STAR Expectation Example
Threat to Students or Staff	Any form of expression that conveys the intent to cause bodily harm to an individual or his / her family.	Consequences are determined by the severity of infraction and the disruption that is caused and may include Detention, In-School Suspension, Out of School Suspension up to 10 days	Choose kindness and courtesy
Theft	Taking of others possessions without their consent or knowledge	Consequences are dependent on the item(s) that were stolen. Consequences could include, but are not limited to Loss of Privilege, Detention, In-School Suspension, Out of School Suspension, Recommendation to Board for Expulsion, referral to Police	Choose kindness and courtesy

Level 4 Infractions

Infraction	Description (When Necessary)	Consequences (By Infraction Occurrence)	STAR Expectation Example
Habitual Level 3 Infractions		1. Out of School Suspension 2. Recommendation for Expulsion	Learn From Your Mistakes
Arson	Deliberately setting fire to or on school property	1. Out of School Suspension for up to 10 days and recommendation to the Board for Expulsion	Make School Better When You Are Here
Assault	Attempt to intentionally, knowingly, or recklessly cause bodily injury to another	Consequences determined by the severity of infraction and may include In-School Suspension, Out of School Suspension up to 10 Days, recommendation to Board for Expulsion	
Extortion	Obtaining property by force or threat	1. Out of School Suspension for up to 10 days and recommendation to the Board for Expulsion	Encourage Each Other
False 911 Call		1. Out of School Suspension for up to 10 days and recommendation to the Board for Expulsion	Think Before You Act
False Fire Alarm/Report		1. Out of School Suspension for up to 10 days and recommendation to the Board for Expulsion	Think Before You Act
Indecent Exposure	Intentionally Exposing oneself to others in the school setting	1. Out of School Suspension for up to 10 days and recommendation to the Board for Expulsion	Make School Better When You Are Here
Fighting	Engaging in Violence with one or more individuals	1. Out of School Suspension for 5 Days 2. Out of School Suspension for 10 Days 3. Recommendation to the Board for Expulsion	Encourage Each Other
Violation of Controlled Substance Policy	Violation of AACS Policy 2.3.2	All violations of Policy 2.3.2 will be investigated by administration. Findings may result in up to 10 days Out of School Suspension with recommendation to the Board for Expulsion and/or Police Contact	Think Before You Act
Leaving School Property Without Permission		1. In School Suspension 2. Out of School Suspension 3. Recommendation to the Board for Expulsion	Think Before You Act

*Level 4 infractions may require Police involvement

Level 4 Infractions (continued)

Infraction	Description (When Necessary)	Consequences (By Infraction Occurrence)	STAR Expectation Example
Robbery	The taking of property of a student or staff member by force or threat of force	<ol style="list-style-type: none"> 1. Out of School Suspension for Up to 10 Days 2. Recommendation to Board for Expulsion 3. Police Contact 	Encourage Each Other
Sexual Assault		<ol style="list-style-type: none"> 1. Out of School Suspension for Up to 10 Days 2. Recommendation to Board for Expulsion 3. Police Contact 	Think Before You Act
Harassment	Violation of AACCS Policy 2.7	Consequences are determined by the severity of the infraction and may include, but are not limited to <ol style="list-style-type: none"> Out of School Suspension for up to 10 days Recommendation for Expulsion Police Notification 	Encourage Each Other
Violation of Weapons Policy	Violation of AACCS Policy 2.3.3	<ol style="list-style-type: none"> 1. Referral to Police 2. 10-day out of school suspension 3. Referral of Expulsion to the Board 	Think Before You Act

*Level 4 infractions may require Police involvement

AACS ANTI-BULLYING

AACS participates in the OLWEUS Bullying Prevention Program, and we expect our students to subscribe to the following:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Any behaviors deemed by administration as bullying will be dealt with as a high level infraction, and offenders will be disciplined accordingly.

*False reports of bullying will result in disciplinary action.

STUDENT DRESS CODE¹

Students in violation of the dress code will be required to wear clothing provided by the school until their parents provide appropriate clothing.

Any form of dress that is unsafe, disrupts school, or detracts from the learning process is not acceptable. Clothing must allow students a full range of motion – sitting, bending, reaching, running – without requiring perpetual readjustment.

Examples of inappropriate dress include, but are *not limited to*, the following:

- Hats and caps, hoods worn over the head, sunglasses worn inside
- Articles of clothing that reference drugs, alcohol, tobacco products, weapons, obscenities, sexual connotations, or that contain derogatory statements regarding: gender, race, ethnicity, religion, or sexual orientation
- Low riding baggy jeans and shorts, pants so low as to expose undergarments
- Chains hanging from pants, heavy chains, dog chains, choker collars
- Clothing or insignia depicting or related to violence, gangs, or hate levels
- Tank tops with a strap of less than 2 inches (3-finger width), halter tops, tube tops, cutoff shirts, crop shirts, sheer tops, mesh tops, low-cut tops, bare midriffs, bare backs, muscle shirts, half-shirts
- Undershirts and under-shorts as outer garments; no pajamas (tops or bottoms!)
- No excessively short shorts, skirts, or dresses
- Garments worn in such a manner as to expose underwear (undergarments must not be seen – pants are to be pulled up to the waist)
- See-through clothing - excessively ripped, torn or frayed garments
- Footwear must be worn at all times; Sneakers must be worn for PE.

¹ This policy is subject to review by school leadership, and consistent violations may lead to a uniform policy should the leadership deem necessary

The administration reserves the right to make a decision regarding the appropriateness of student dress, including the display of anything that may appear gang related.

Special Circumstances

For the safety and welfare of everyone, teachers may limit the type of clothing that may be worn by students during Physical Education, Science labs, Arts classes, and recess.

Jewelry/Decorations/Accessories

Students may not wear anything considered unsafe, disruptive, or inflammatory by the Administration.

**SPECIAL EDUCATION SERVICES
FOR SCHOOL-AGE STUDENTS WITH DISABILITIES**

In accordance with Chapter 711 of the Pennsylvania Code regarding Charter School Services and Programs for Children with Disabilities, The Arts Academy Charter School (AACS) provides a free, appropriate, public education to eligible students with an interest and/or talent in the Arts. To qualify for Special Education Services at AACS as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: Specific Learning Disability, Emotionally Disturbed, Autism/Pervasive Development Disorder, Blindness/Visual Impairment, Deaf blindness, Deafness, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Neurological Impairment, Other Health Impairment, Visual Impairment including Blindness, and Speech or Language Impairment.

AACS engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include: review of level-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/ language screening; and review by a Student Assistance Program Team. When screening results suggest that the student may be eligible for special education services, AACS seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation (MDE) at any time through a written request to the Principal or the Director of Educational Support Services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a continuum of service and levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified

intervention. AACCS also provides related services, such as speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the Principal or the Director of Educational Support Services at 610-351-0234.

Students who are accepted into AACCS are supported throughout the academic and artistic curriculum based on the needs and goals identified by the IEP Team. Case managers work closely with general education teachers and artistic areas instructors to ensure that each child will have access to the academic and artistic curriculum and opportunities available to all students at AACCS.

If you believe that your child may be in need of Specially Designed Services you may write a letter to the Principal or Director of Educational Support Services at AACCS. The following is an example of a letter you may use to request an evaluation of your child.

Your Name
Your Address
Your phone number
The date

Dear (Principal's name),

I am the parent of (your child's full name) whose date of birth is (month /day /year). My child is in the (number) grade. My child is not doing well in school and I am requesting that an evaluation be carried out to determine what the problems are and how they can be addressed. I understand that I am a member of my child's evaluation team and I wish to provide input to the team. Please let me know how I can participate in the process.

I am looking forward to receiving a notice of parental rights and a "Permission to Evaluate" form for my signature.

Thank you for your time and please contact me if you require further information.

Sincerely,
(Your Name)

Confidentiality of Student Records (FERPA)

AACCS protects the confidentiality of personally identifiable information for all students in accordance with state and federal law.

Student Records

School records are an important part of a student's formal educational file in a charter public school setting. They are confidential and privileged. As a parent of an eligible/non-eligible child, you have

rights guaranteed by the Family Educational Rights and Privacy Act, (FERPA) (20 U.S.C. §1232 g; 34 CFR Part 99). This notice outlines your rights.

You have the right to inspect your child's records within forty-five (45) days from the date of a written request. You may make a written request for copies of your child's records at a fee not to exceed duplicating costs. Requests for review, inspection, or duplication should be submitted to the staff person designated as having responsibility for the records. (See the chart below for locations.)

If you believe that any information in the records is inaccurate, misleading, or in violation of privacy, you may request a change in records or have a hearing if the request is refused.

Release of Information

Your child's records cannot be released without your written consent except for directory information, incidents specified in the policy, or as otherwise stated herein. Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors won and offices held, recognition for achievements, post high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height (for members of athletic teams), dates of attendance, enrollment status, degrees and awards received, and the last educational agency or institution attended by the student. If you do not want directory information about your child transferred, you may prevent its release by contacting AACS in writing within thirty (30) days from the receipt of this notice. Please address such requests to the building principal.

Disclosure Exceptions

Your child's records may be moved to another school or school system in which you plan to enroll your child, or in which your child is already enrolled, if you notify the responsible staff person at AACS, or if the enrolling school system submits written notification of enrollment and the disclosure of information requested is for purposes related to the student's enrollment or transfer. The following is a list of examples:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile system, pursuant to specific state law.

Maintenance of Records

Records will be maintained on a child until no longer necessary. Special Education Records must be retained for six (6) years. Permanent records will be kept for one hundred (100) years beyond the date the student attains the age of twenty-one (21). The permanent records may contain such information as the student's name, birth date, address, enrollment date, class rank, grades, and academic and non-academic awards. Parents have certain rights with respect to their child's records that are transferred

to a student when he or she reaches the age of eighteen (18) or attends an institution of post-secondary education unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954.

Should your primary language not be English, you may write for assistance in understanding the records policy and your child's records.

Should you feel that the AACS is not providing the rights as guaranteed by the Family Educational Rights and Privacy Act (FERPA), you may file a letter with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Protected Handicapped Students (Chapter 15):

In compliance with state and federal law, AACS will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act

The Arts Academy protects the rights of individuals with disabilities in programs and activities in our school as provided in Section 504 of the Rehabilitation Act as well as ensuring a Free and Appropriate Public Education (FAPE) for all students.

Student Computer Usage Guidelines*

- Respect the equipment. Report any damage to a teacher immediately!
- Internet use is limited to teacher-assigned activities or classwork.
- Personal Internet use for chat rooms, instant messaging (IM), or email is prohibited. *
- Do not download or install any programs, games, or music. *
- No Internet/Intranet gaming activities allowed.
- Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
- If by mistake you get to an inappropriate Internet site, close the laptop lid, and immediately raise your hand.
- CD-ROMs, thumb drives, or other multimedia equipment are for school work only. Do not use them for playing music or other recreational activities.
- Chewing gum, food, or drinks are not allowed anywhere near a computer.
- Do not run programs that continue to execute after you log off.

- Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
- Must **save to student drive (network drive marked Student Data W)**, *not* to the hard drive. *Saving to the hard drive will cause the student to lose all work.*
- May not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexual in nature, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
- May not use AACCS' computers, network, or Internet services for any illegal activity or in violation of any policy/procedure or school rules.
- Will adhere to federal copyright laws. When Internet sources are used in student work, the author, publisher, and web site must be identified.



General Student Safety

Do NOT reveal your full name, address, telephone number, social security number, or other personal information on the Internet.

NEVER agree to meet people you have contacted through the Internet.

Inform teacher/parent if you access information or messages that are dangerous, inappropriate, or make you uncomfortable in any way!

**All Acceptable Use of Technology and the Internet Policy Guidelines can be found on the AACCS website at www.arts-cs.org*