

# *ASA Community Handbook*

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FY 2020-2021

(Approved by the Board of Directors – **May 18, 2020**)



Arizona School for the Arts  
A COLLEGE PREPARATORY AND PERFORMING ARTS TRADITION

ASA inspires creative thinkers and leaders through providing an innovative concentration in college preparation informed by the performing arts.

**ARIZONA SCHOOL FOR THE ARTS (ASA)**

1410 North Third Street, Phoenix, AZ 85004 \* 602.257.1444 \* [www.goasa.org](http://www.goasa.org)

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**The provisions of the ASA Policies and Procedures Manual are incorporated herein.**

# ASA Overview

## Purpose of this Handbook

The purpose of this handbook is to inform and advise Arizona School for the Arts (ASA) students and parents of the mission, vision, and goals of the school and its operation. The following school philosophy, principles of operations, and specific policies have been reviewed and approved by the ASA Board of Directors. Enrollment of a child in ASA is an agreement that parents/guardians have reviewed this handbook and agree to follow the policies outlined herein.

## Mission Statement

ASA inspires creative thinkers and leaders through providing an innovative concentration in college preparation informed by the performing arts.

## School Vision

ASA intends to do the following:

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

## Core Values

ASA believes in a school culture that values:

- High standards and striving for academic and artistic excellence.
- Critical thinking, creativity, and innovation.
- Collaboration and cooperation.
- Community building among students, teachers, parents, and partners.
- Faculty modeling and positive peer pressure reinforcing School values.

## School Goals

The goals for ASA are to educate 5<sup>th</sup>–12<sup>th</sup> grade students in the performing arts, sciences, and humanities in a program that has the following characteristics:

- A learner outcome-based curricula, organized around what students need to know and create.
- An emphasis on both the academic and artistic studies that will prepare students for competitive university and/or conservatory study.

## Statement on Equal Opportunity

ASA does not discriminate on the basis of race, religion, national origin, gender, sexual orientation, gender identity, gender expression, language, or ability. 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. The annual FERPA notice is in this handbook and also on the School website. School special education policies are available in the school office.

## Legal Authority of the School

ASA is a private, nonprofit 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.

## **Accreditation**

ASA is a member of AdvancED. Membership implies all the rights and privileges of AdvancED.

## **Board of Directors**

The ASA Board of Directors is both the Governing and Corporate Board for the School. The Board is authorized to manage and direct the affairs of the corporation (Arizona School for the Arts) and is the Charter Operator. It holds a charter contract with the Arizona State Board for Charter Schools. The Board is fiscally and legally responsible for the School, ensures the charter contract is fulfilled, and reviews and sets policies for the School. The Board does not work in the day-to-day administration of the School and therefore does not accept requests to change grades, placement, or retention/promotion of students. The Board will hear requests from parents to ensure that ASA policy is properly implemented in the areas of evaluation, promotion, retention and/or discipline but will not hear appeals on any lower level disciplinary actions. The Board is authorized to expel a student. If parents/legal guardians/court-appointed advocates want the Board to review policy procedures regarding their student, they must give a 30-day advance written notice. No action on any request will be taken during a regularly scheduled meeting without this advance written notice.

Regular meetings of the Board are open to the public and held monthly in room B104 of ASA Main Campus. The meeting schedule is posted on the bulletin board in the main office and on the ASA website. The agenda is published and posted in the main office three days preceding each meeting.

As stated in its charter, Board members are members of the community who support the mission and goals of the School. Bylaws of the 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](http://www.goasa.org). The school office will provide a hard copy of faculty information for those not able to receive information online.

## **Avenues for Parent Involvement**

ASA parents have many avenues for participation in the education of their child:

- The most important avenue for parent involvement is to be knowledgeable about what their child is learning in each subject.
- Parents should periodically review student planners, student work, and grade reports/Canvas to keep current on student performance.
- Parents are required to attend the third-quarter presentation during Presentation Week.
- Parents may schedule a meeting with the child's academic or arts team at the request of the teacher(s), parent(s), or guardian(s). Arts and academic meetings are scheduled separately. Academic meetings include parents and the student's 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.
- Parents with specific concerns about school policy and/or procedures are urged to make an appointment with the Principal.
- Parents and responsible family members are welcomed and encouraged to get engaged and volunteer. Please look for the Family Engagement Matters email announcements or visit the ASA website for ongoing opportunities.

# 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 students 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 creative thinkers and leaders.

## Educational Philosophy

ASA believes its chief responsibility is to nurture each student's capacity to learn, to reason critically, and to weigh the merits of conflicting knowledge in a responsible way. The School expects its students to pursue excellence in the academic and arts areas. Because the School strives to develop students who are critical thinkers and able to articulate their ideas verbally, as well as in writing, teachers give substantial weight in their evaluations to in-class participation.

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

## Middle School Grading Policy (Grades 5 - 7 only)

Middle school students in 5<sup>th</sup> - 7<sup>th</sup> grades must pass each course with a final performance level of at least a 'meets minus' (70%). Students who earn below a 'meets minus' in a specific course do not earn credit for that course; they earn a NCE (no credit earned).

### Performance Indicator Descriptors (FAME)

Exceeds	=	the student demonstrates a high degree of proficiency with excellence
Meets Plus	=	the student demonstrates a high degree of proficiency
Meets	=	the student demonstrates proficiency
Meets Minus	=	the student demonstrates minimum proficiency
Approaches	=	the student does not demonstrate adequate proficiency
Falls Far Below	=	the student does not demonstrate any proficiency
NCE	=	the student did not earn credit for the course

Exceeds	Meets +	Meets	Meets -	App	FFB
Credit				No Credit	

Students currently placed in accelerated or advanced courses must earn an overall content performance level of at least a 'meets' to maintain placement in the accelerated or advanced course for the following year.

## Middle School Program Requirements (5<sup>th</sup> - 8<sup>th</sup>)

Eighth 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	Piano	2 credits	Mathematics	4 credits
Life Skills	2 credits	Social Studies	4 credits	Arts	8 credits
Science	4 credits				

## Grading Policy (Grades 8<sup>th</sup> – 12<sup>th</sup>)

Students receive yearlong grades for each class. The final grade for the year is entered on the transcript. 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 (Credit Earned, but not calculated in GPA) I = Incomplete	Honors courses are weighted by 1.00 Grade Point. This weighted 1.00 GPA also applies to AP courses and Spanish 4 Honors.
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## Honors Credit

A high school student can work to earn honors in any academic class where honors eligibility is indicated in the class syllabus. These classes are typically junior and senior-level academic courses. Honors credit in arts classes is only available to juniors and seniors in the most advanced levels of arts courses. Honors eligibility in these courses is also indicated on the class syllabus.

## Dual Enrollment

High school students can earn both high school and college credit during regular school hours when passing (C- or higher) a dual enrollment course. ASA courses available for dual enrollment are shared with students enrolled in applicable courses. Students who take these courses must request their college transcript from the respective school as the ASA transcript does not specify dual enrollment courses. All questions, fees, and paperwork regarding dual enrollment are handled by the respective college partner such as ASU or Phoenix College.

## High School Graduation Requirements (9<sup>th</sup> - 12<sup>th</sup>)

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

- Complete the curricula requirements listed below (ASA classes or approved courses only)
- Complete the community service / senior project requirements and presentation by the assigned deadline.
  - English 4 credits
  - Foreign Language 4 credits\*
  - Social Studies 4 credits
  - Mathematics 4 credits\*\*
  - Science 4 credits
  - Arts 8 credits (6 in major) \*\*\*

**ASA Seniors must pass all ASA academic classes (including all Capstone requirements) and arts classes in order to walk with classmates during the graduation ceremony. No outside coursework (including online courses) during senior year is accepted.**

\* ASA only offers French and Spanish. All students must have 4 credits of language to graduate.

Once enrolled, students must remain in the same language class.

\*\* Mathematics credit includes Algebra I, Geometry, Algebra II, Pre-calculus, Quantitative Reasoning, AP Statistics, AP Calculus, or Post AP Calculus II. In the event that students arrange to take off-campus classes, ASA is not financially responsible.

\*\*\*A minimum of eight (8) arts credits, six (6) in the declared major, is needed to graduate.

### **Student Evaluation**

Students are evaluated by the use of authentic assessment, both standards-referenced and performance-based. All academic and arts grades for 5<sup>th</sup>- 12<sup>th</sup> grade students are available online through Canvas. All classes at ASA are yearlong.

Presentation assessment is given once per year during Presentation Week, at which time the regular classroom schedule is suspended so that students may make individual academic presentations in front of a panel consisting of their parents, teachers, and administrators. Parents sign up for their presentation time in January, so families know in advance which day the student must report for the individual presentation. Presentation week is held the week before Spring Break. Students and parents must avoid scheduling vacations during that week.

Participation in performance assessments, department concerts, and Showcase (if assigned to a performance group) is a requirement for all students.

### **Class Rank**

ASA does not rank students in its graduating class in sequential order. However, the school profile sent to colleges and universities provides detailed information that can be used to determine a student's standing in comparison to his/her peers.

### **Placement, Promotion, and Retention Procedure**

Faculty and Administration have the sole authority to determine placement, promotion, and retention for all ASA students. Students who are progressing at a level sufficient to function adequately at the next grade level will be promoted. **Students who are not progressing are not 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. Students are placed in classes according to their instructional needs. The final decision about individual placement rests with the Administration and the student's faculty team.

Students who receive one (1) or two (2) NCE's (no credit earned) for the year in any academic or arts classes must enroll in approved summer school courses and earn a grade of C- or higher. High school students will receive a C- on their transcript to replace the NCE. Verification of summer school course completion must be submitted via email by July 15th to the Registrar at [summerschool@goasa.org](mailto:summerschool@goasa.org). Documentation of successful completion must be received by this date to be promoted to the next grade.

### **Required Additional Academic Instruction**

Some students may need supplemental academic instruction in English and/or Math during the school day in order to prepare for success in a college preparatory environment. If determined to be necessary, faculty and administration will place students in these classes for additional instruction for the entire year, which may replace up to two (2) arts credits each year.

### **Extracurricular Activities and Student Standing**

Students must be in good academic standing, passing all classes, attending school regularly, and adhering to basic daily rules with no outstanding disciplinary issues to participate in extracurricular activities and clubs. Failure to comply may result in loss of participation in activities, meetings, competitions, etc. Students must also remain in good standing to maintain leadership positions in clubs and activities.

## Arts Program Specifics

The goal for the ASA arts program is for the student to gain mastery in a specific arts area. Toward that end, high school students declare an arts major discipline (Music, Theatre, or Dance) at the end of their sophomore year and must have accumulated at least two (2) credits in their major by that time. In addition:

- All arts classes are yearlong.
- Juniors and seniors must take two (2) credits each year in their major.
- Students may not take two (2) choir classes in one year.
- Student may not take two (2) piano classes to fulfill the requirements in one year.
- Non-transfer students must take required coursework through ASA.
- High school students interested in studying two (2) instruments must first obtain departmental permission.
- ASA students enrolled in the pre-professional program at School of Ballet Arizona will earn their arts credit in ballet by participating in the professional company training. These students will receive a grade from their School of Ballet Arizona instructor; this grade will appear on their ASA transcript.

ASA places students in arts classes according to skill rather than age/grade level. To accommodate multi-grade level reporting, students receive a percentage and a FAME indicator or a letter grade in arts classes.

### Unique situations in music

- *Piano*: Piano slots are first reserved for advanced piano students and then music majors. Students in other majors will be placed in piano only after music majors are placed.
- *Jazz Band & Percussion Ensemble*: Students enrolling in Jazz Band or Percussion Ensemble must be enrolled in a band class. In addition, high school students must have two (2) years of previous ASA Choral or Piano experience. Students who have met this requirement can request a study hall, subject to available openings.

## Arts 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 of dance and/or music class is determined by the arts faculty and by the Administration. Students in 5<sup>th</sup>–8<sup>th</sup> grades take piano as part of their academic program. All middle school students study choral arts. Students then choose dance, theatre, or an instrument as their second arts. The curriculum is designed to help students develop habits of regular practice, focused concentration, and teamwork.

### 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, theatre, and dance. Dance fulfills the 2-credit arts requirement each year.

School administration may waive arts credits if academic bridge is required.

## 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.

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 may 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, the school supports the study and performance of music that supports artistic development through pedagogical, artistic, and cultural merits.

ASA instructors will not choose and perform music of an overtly religious text that is designed to promote or encourage a particular theology.

**Private Lessons**

ASA encourages students to study privately. Ballet students may make arrangements with School of Ballet Arizona instructors for additional lesson work. Many ASA music faculty members are available after school for lessons. Parents should contract directly with the teacher and not through the school.

**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. Students may not leave their instruments in the hall, office, on the school grounds unsupervised, or share their instruments with others while on school grounds unless they have direct permission from the instructor. Students are expected to keep their instruments in good working condition and repair.

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

**Fees and Arts-related Costs**

The Board recognizes the need for student fees to fund certain school activities that are not fully funded by public funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education as a result of non-payment of these supplemental charges. Fee waivers may be available upon request for demonstrated need. A family may demonstrate need by submitting their Financial Assistance Form and required paperwork to the Finance Department.

Parents are asked to provide students’ dance/choral/theatre attire, musical instruments, and supporting equipment. Performance attire must meet the criteria set by the specific department in order to perform. Students may be assessed a periodic costume fee for various performances.

Some supplemental costs may be assessed for special items (t-shirts, gear, etc.) or opportunities (i.e. travel) not in the budget. ASA will provide scholarships for students with demonstrated financial needs.

**Annual Activity Fee**

**\$150.00 (not tax credit eligible)**

- Performances (some exclusions apply)
- Special in-school presentations/concerts/assemblies
- school-wide events and activities
- School ID (2)
- Daily Planner

<b>Class Fees</b>	<b>Annual Fee</b>
AP class and materials*	\$ 200 (test included)
Dual Enrollment Courses	Paid to respective college offering the course/ fee determined by college tuition rates
9 <sup>th</sup> hour/ credit arts class (\$100/mo.) - no fee waiver available	\$ 800
Pay-to-play class (\$100/mo.) – no fee waiver available	\$ 800

\*Tax credit eligible

<b>Competitive organizations*</b> (Fee provides organizational memberships and activity/competition costs).	<b>Annual Fee</b>
Cross Country	\$200
Cross Country (Spring - New Members Only)	\$50
HS Robotics	\$150
Math Olympiads	\$40
Mock Trial	\$50
Model UN	\$100
MS Robotics	\$100
Field trips for educational purposes and transportation	TBD

<b>Other Fees</b>	<b>Annual Cost</b>
Ballet bus	\$200
Dance costume fee for Showcase performance*	\$60 - \$80 (depending on course)
Choir dress*	\$25
Competitions*	TBD
Locker	\$25 replacement fee per lock
Piano Theory Workbooks	\$30
Planner replacement	\$5
PSAT Test (10 <sup>th</sup> & 11 <sup>th</sup> grade ONLY)*	\$20
Records Requests	\$5 (1 <sup>st</sup> free) \$20 rush fee (per request)
School ID replacement	\$5 (per ID, after first 2)
Senior Package (includes cap, gown, diploma cover, college readiness program)	\$150
Yearbook	\$40 Pre-sales \$50 Sales
Other fees as needed for non-curricular activities	TBD

\*Tax credit eligible

## Transcripts and Transfers

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

A transcript will be issued when a formal request from another school is received. Students who transfer to other schools should check with receiving schools to verify approved credits and courses. Mid-quarter transfers may receive NCE (No Credit Earned).

All transcript requests other than those needed for the college admissions process are issued through the main office using the Transcript and Records Request Form found at [www.goasa.org](http://www.goasa.org) or in the office. Requests take up to five (5) business days to be processed. A fee will be charged for additional records request. If records need to be processed before five (5) business days, there will be a rush records fee of \$20 which is payable when submitting the request.

### Transcript Requests for Seniors Only

Seniors use an online transcript system to request ASA transcripts for college and select scholarships for college. This system allows students to independently request and track their college transcripts when they begin applying to colleges.

## STUDENT LIFE AND GUIDELINES FOR STUDENT CONDUCT

### Student Code of Conduct

ASA is both a school and a community that enjoys partnerships with School of Ballet Arizona, Phoenix Center for the Arts, Jewish Historical Society, First Congregational Church UCC, and off-campus performance venues, and other organizations in surrounding areas. Being a member of the ASA community means students have an obligation to the other community members, including fellow students, faculty members, school administrators, parents, and visitors. A student's personal behaviors, attitudes, and values become essential parts of the student's contribution to the learning community. The student code of conduct may also apply to off-campus conduct.

#### Purpose

The Honor Code was developed by students at Arizona School for The Arts and aims to ensure the student body adheres to ASA's mission as an educational institution as well as a community. Students attending ASA contribute to an environment that cultivates academic and artistic excellence, personal dignity, and preparation for a rapidly changing world. The Honor Code establishes the behavioral expectations of students attending Arizona School for the Arts in order to sustain the values of our community.

#### Student Daily Code of Conduct

ASA ensures the development of critical thinking, self-advocacy, and problem solving by fostering academic, artistic, and emotional growth. The ASA community works together to ensure the rules and regulations of the Honor Code are upheld by every member of our community. The Honor Code supports the safety of our peers and the preservation of a supportive learning environment.

Students will:

- Follow the Basic Daily Rules and policies outlined in this handbook and the Policies and Procedures Manual.
- Be respectful in actions and words.
- Report any potential problems of a serious nature or safety concern to a school official.
- Report to the Administration any knowledge of fellow students doing something harmful to themselves, another person, a teacher, or to the reputation of the school.
- Notify the school if any student is charged with an offense by the police authority before returning to school. The Head of School will review the circumstances for further action.

#### Basic Daily Rules

ASA has a closed campus policy. Students are expected to follow the direction from staff and faculty even though the directive made **may not be specifically** mentioned in this handbook.

- ID Badges: When on campus, students must wear the school-issued, current-year ID badge/ lanyard around their neck at all times. Replacement cost for an ID badge is \$5.00 and can be ordered in the school office.
- Gum: Gum chewing may be limited in certain classes at teacher discretion. Students in 5th and 6th grade cannot chew gum or wear hats in classes.
- Eating and Drinking: Only water is allowed in classrooms.
- Driving: Although students are allowed to drive themselves to and from campus at the beginning and end of the day, they cannot visit their cars during the school day, including lunchtime, without expressed consent by Faculty or Administration. Seniors are not allowed to drive to lunch. Students who drive to School of Ballet Arizona must have parental permission on file in the office and may NOT drive another student.
- Parking: Students may not park in the school parking lots without administrative approval. In this case, students must follow the parking procedures (including lottery process), pay the required fee, and display appropriate decal. Details regarding student parking are available in the main office. Any vehicle entering the school grounds is subject to search by school authorities and searches may be conducted without warrant, for any reasonable purpose. The search of a vehicle includes all compartments and components thereof; the person in control of the vehicle will not be permitted to remove the vehicle from the premises until the search is complete.
- Personal property: The School does not assume responsibility for personal property that is brought to school for personal or class use. This includes, but is not limited to, cell phones, musical instruments, vehicles, bicycles, clothing or electronics. Vehicles and bicycles should be locked at all times when on campus. No hover boards are allowed on campus.
- Lockers: ASA lockers are assigned by the School; students must use ASA locks. A replacement fee will be charged for any lost, stolen or damaged ASA lock. Students are not to give other students access to their lockers, and the School accepts no responsibility for items kept in the lockers. School authorities may conduct inspection of lockers without student consent at any time, for any reason, and without a search warrant.
- Public Displays of Affection (PDA): Only consensual short hugs and handholding are permissible on campus or at school events.
- Physical contact: Students are to keep their hands and feet to themselves at all times.
- Electronics:
  - There are limitations to ASA's network capacity, and teachers have priority use.
  - In the classroom, electronics may only be used with teacher permission. At other times in the classroom, electronics must remain silent and out of sight.
  - All students and their parents are required to submit the Student and Parent Technology and Network Resource Expectations ([click here for link to full document](#)) during the registration process. ASA Administration determines consequences for students who violate the Student and Parent Technology and Network Resource Expectations ([click here for link to full document](#)).
- Social Media: Students may not create ASA accounts or impersonate a teacher on social media platforms.

## Dress Code

In accordance with our mission to build creative thinkers and leaders, ASA seeks to balance the choices of individuals expressing themselves through dress while promoting and fostering a positive and scholarly atmosphere conducive to learning and personal growth. Students may dress casually and comfortably for school, so long as their clothing follows these guidelines:

- A current-year school ID badge must be worn at all times as specified.
- Clothing, drawings, tattoos and accessories should be free of negative, offensive, or insensitive symbols or language. These could include violence, gang, weapon, alcohol, tobacco, or drug-related information, obscenities, sexual innuendos, culturally insensitive language, stereotypes, or offensive words or graphics.
- Clothing will cover torso (defined as the abdomen and the corresponding space on the back from under the armpits to the waist line), hips, and buttocks at all times.
  - All shirts must have opaque sleeves or straps above the torso from the front to the back of the shirt garment. This fabric may be worn on- or off-the-shoulder.
  - The back of the shirt and armpit openings may not be lower than armpit level.
  - Shirt hems must reach the waistband of shorts, skirts, or pants while standing.
- Shorts, skirts, and dresses must completely cover the buttocks and genitals with opaque fabric at all times.
- Clothing may not have holes within the dress code restricted areas.

- Hats and head coverings that do not disrupt the learning environment may be worn in the classroom at the teacher's discretion.
- Sunglasses may not be worn inside.
- Hard soled shoes or sandals must be worn at all times. Slippers may not be worn.

### **Dress Code Violations**

Upon the first violation of dress code, students will be allowed to change clothes or call a parent to bring alternative clothing. For all subsequent dress code violations, students will be sent home for the day and receive an 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. 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' do 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 Student 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, they must inform a 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.

### **No Tolerance Policy**

ASA has a No Tolerance Policy for the use, distribution, and/or possession of any illegal substances and their related paraphernalia including but not limited to alcohol, tobacco, nicotine, vape devices, and/or drugs, on and around ASA campus or at school events. This No Tolerance Policy also applies to weapons on and around ASA campus or at school events. 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. ASA's No Tolerance Policy also extends to those students who demonstrate reckless disregard or cause interference with or disruption to ASA, which includes threatening school property, property of an employee, or a person at ASA. This applies to in person as well as online threats. Violations of these regulations will result in suspension and referral to the Board for a formal disciplinary hearing. Suspension for violation of the No Tolerance Policy will be in effect until the disciplinary hearing.

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

It is unlawful for a person to intentionally be present in a drug-free school zone to sell, transfer, possess or use marijuana, manufactured peyote, prescription-only drugs, dangerous drugs or narcotic drugs.

'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.

### **Policy on Cheating/Plagiarism**

#### **HONOR CODE: Plagiarism and Academic Dishonesty**

Our community understands academic integrity fosters academic excellence. We do not tolerate any form of student academic dishonesty. Our community defines plagiarism as the act of taking someone else's work and presenting their work as your own. Plagiarism includes but is not limited to the following:

1. Deliberately copying a peer's work on tests, quizzes, essays, homework, etc.
2. Allowing a peer to copy your tests, quizzes, essays, homework, etc.
3. Directly taking work from online resources without the proper citation
4. Incidents of identical or almost identical work in exams, papers, etc. where cooperation in constructing the work was not allowed
5. Sharing previously graded work with students who are currently enrolled in the same course

Students involved in any way in academic dishonesty could 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 in one (1) class can result in a NCE in the class for the year and/or expulsion.

### **Discipline and Due Process Procedures**

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. The administrator then decides the consequence. ASA will inform the parent in a timely manner of the consequence. Discipline consequences may include loss of privileges to participate in curricular and extracurricular activities, such as but not limited to, performances, field trips, socials, the Disneyland trip, and/ or short or long-term suspension.

All complaints of student misconduct are treated with confidentiality in order to protect the privacy and interests of the students involved, including any student-reported allegation of wrongdoing. Personal information with respect to an incident of student misconduct will not be 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.

In instances where the student's action has the potential to endanger his/her safety, the safety of others, or cause a severe disruption in the relationship with ASA and/or its partnerships, the issue may immediately be referred to a disciplinary hearing with a Hearing Officer designated by the Board of Directors, even if the student has not had a previous suspension.

### **Suspension**

The policy for Arizona School for the Arts which relates to student suspension is based upon Arizona Revised Statutes. ARS §15-843 (I) -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 Board of the school district."

### **Expulsion**

Expulsion of a student from the School conforms to the provisions in ARS §15-841, §15-842, and §15-843. The Hearing Officer 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 disciplinary hearing before the Hearing Officer. No student shall be expelled unless the Hearing Officer has determined that such punishment is applicable after the formal disciplinary hearing. Parents may formally withdraw a student from school before the hearing. However, ASA reserves the right to continue with the formal disciplinary hearing even if a student withdraws from ASA. Expelled students may reapply for admission for the next school year subject to Board approval and conditions.

### **Due Process**

If the offense is one that may result in a long-term suspension (more than 10 days) or expulsion, the administrator must set up a formal disciplinary hearing with the Hearing Officer. If a student poses a clear and present danger to him/herself or to school property, the student, upon being charged, may be suspended summarily and a formal disciplinary hearing must be conducted as expeditiously as possible within ten (10) school days of the school receiving notification of the violation.

A formal disciplinary hearing consists of the following minimum requirements:

- Written notice of the hearing must be given to the student and parents or guardians at least five (5) school days prior to the hearing
- The written notice shall contain the specifics of the charge
- The student may be represented by counsel of his/her choice

- The hearing must be recorded and records kept

After the disciplinary hearing, the Hearing Officer will render the decision within one (1) school day. The decision must be written and sent to the parents of the student.

### **Right to Appeal**

There is an appeal process for expulsions and long-term suspensions that last more than a quarter. The student or parent must contact the Hearing Officer in writing within 5 days of the decision being rendered. In the case of appeal, a Disciplinary Board consisting of 3-5 board members will review the decision to determine if due process was provided and consequences were appropriate. The Board of Directions may adopt, modify, or reject the decision. This Appeal Process is not a re-hearing and no new evidence is presented.

## **ATTENDANCE POLICIES**

### **General Statement on Attendance**

Arizona Revised Statutes (ARS) require that the parent or legal guardian of the student shall 'enroll the child and ensure that the child attends a public, private or charter school for the full time of the school.' To that end, ASA has implemented attendance policies in the spirit and letter of the law. It is imperative that parents understand these policies and their impact on their child's evaluations at ASA.

Arizona State law requires that parents ensure that their children between the ages of six and sixteen attend school. On the fifth unverified absence or 19 total verified/unverified absences (regardless of reason) parent and or child could be issued a citation for a violation of ARS §15-802 or §15-803. The citation would require that both parent and child appear in court regarding this issue.

Per ARS §15-803(B), absences may be considered excessive when the number of absent days exceeds ten percent (18 days) of the number of required attendance days (180 days). If students exceed eighteen (18) absences in any course, they will not receive credit for that course.

Exceptions may be made for religious holidays, health-related absences with documentation from a medical professional, or for professional engagements with prior approval from ASA Administration. All other absences will be included in the total number of absences.

### **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 (including presentation week), school functions, and performances (including Showcase) 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. Students who are absent for a full day of school may lose the privilege to attend any afterschool, extracurricular activities that day.

### **Absences**

Each day a student is absent, their parent/guardian must contact the Attendance Clerk via email ([attendance@goasa.org](mailto:attendance@goasa.org)) or call the school attendance line at 602-257-1444 option "2" before 8:15 AM on the day of absence. Messages should include the student's name, grade, absence reason, parent name, and phone number.

**Note:** A verified absence is one that has been reported to the school Attendance Clerk within twenty-four (24) hours. An unverified absence is one that has not been reported to the school Attendance Clerk within twenty-four (24) hours.

### **Chronic Health Problems**

As stated in the Arizona Education Code, students with chronic health problems are defined as students who are unable to attend regular classes for intermittent periods of one or more consecutive days due to an illness, disease or accident but who are not

homebound. Chronic health problems must be certified by a medical professional and ASA's Medical Certification Form must be submitted at the beginning of each school year to the office for the student's 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 extended/severe illness will be reviewed on an individual basis. Extended illness situations require documentation from a medical professional.

### **Professional-Excused Absences**

Professional student obligations must have prior approval from the Administration. The Professional-Excused Absence Proposal Form is available in the main office. Forms must be submitted prior to absence, and additional documentation is required upon return from absence.

### **College Visits for 11<sup>th</sup> and 12<sup>th</sup> Grade Students**

- Students must complete a College Visit Excused Absence Request form available in the office or online at [www.goasa.org](http://www.goasa.org).
- Documentation from the school visited must be provided upon return to campus.

### **Performance Activities**

Performance - Excused Absence forms are available in the office and online. Forms must be submitted prior to absence occurring, and additional documentation is required upon return from absence. Students will not receive credit for participation and/or performances that are missed due to a performance-excused absence. Students should contact their teachers prior to submitting the form to ensure they will not miss tests, quizzes, and performances.

If students are participating in outside extracurricular arts or sports activities, the school performances always take precedence. All valley youth arts and sports organizations support the school's performance schedule. Families must disclose to the outside youth arts organization all school conflicts at the time of the audition.

### **Performance Attendance (including Showcase)**

Performances (concerts, festivals, competitions) are presentations of curriculum materials learned and mastered. Performances are listed on individual class syllabi. It is the parents'/guardians' responsibility to bring their student to the concert or performance at the appropriate call times. Concerts cannot be made up by another concert.

### **Make-up Work**

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

### **Leaving Campus**

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

- The parent or guardian personally picks up the student and signs out the student in the office.
- No adult may sign out a student other than their own without written permission from the student's parent or guardian or if listed on emergency form completed through the student portal.
- The student is under the supervision of a staff person and has parental permission.
- The student is a student driver who has a written communication from his/her parent or legal guardian and presents it to the office at the time of sign-out.
- Special note: Only seniors who are in good standing and who have written parent permission on file in the office may leave campus during ASA's lunch time.

## Tardies

We expect students to be in class on time. Classes begin promptly at 7:45 a.m. If students are not in class at 7:45 a.m. (or the period's official start time), consequences may follow, such as lunch detention, community services, loss of privileges, etc.

# ADMISSIONS POLICIES AND PROCEDURES

## Admissions

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

In the admissions 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. Lottery number should not be confused with waitlist position, which is determined after applications are put in numerical order for each grade level. '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. 'Program' for arts enrollment purposes means music, dance, and theatre arts.

Students will be placed in the appropriate classes and grade levels for which they have demonstrated eligibility as determined by previous standardized and criterion-referenced testing, previous school evaluations, and ASA placement tests. The ASA administration has the sole authority to place the student at the appropriate grade level for both arts and academic classes according to openings available. Because ASA is committed to the success of each student's pursuit of a college education, supplemental instruction in English and/or Math through a Connections class is provided during the school day and may be required based upon a student's academic performance. When made, placements in Connections classes are in addition to the regular academic class schedule. Placement in a Connections class is made by the content teacher and administration and is required for the entire academic year. Supplemental academic classes may replace up to 2 arts credits each year. Please note that ASA has advanced English classes in grades 5 - 10 and accelerated math classes in grades 5 - 8. Please see the FAQ and High School Curriculum pages for more information about advanced coursework for grades 11 - 12.

## Application Process

There is one application process for all students interested in enrolling in ASA; however, there are two types of applicants:

- 1) No lottery number needed:
  - a. Children of faculty, staff, and Board members
  - b. Siblings of current ASA students or siblings of ASA alumni

\*Sibling priority only applies when the incoming applicant has a sibling that is officially enrolled or currently attending ASA

  - A "sibling" is defined as an immediate family member of the applicant, or a blended family member of the applicant that resides under the same roof as the applicant.
  - If the ASA sibling withdraws from the school before applicant is offered enrollment, priority status will be revoked. That application will receive a lottery number and be processed in order according to the lottery number.
  - Students with siblings already attending ASA get a higher priority than newly accepted students.
  - Priority status does not guarantee placement
  - c. Students who hold a lottery number for the current school year and are still on the waitlist (see more information below about these rollover waitlist applicants)
- 2) Lottery number required:
  - a. Students who have not previously applied
  - b. Students who applied and declined or did not respond to a previous offer for enrollment
  - c. Post lottery applicants from a previous school year
  - d. Students who withdrew from ASA

In order to be placed in the lottery, applications must be submitted by 11:59 pm on the lottery deadline date listed on the admissions timeline. Applicants who receive a lottery number will be placed in numerical order behind students who do not require lottery numbers (see above).

## RETURNING STUDENTS PARENT PARTICIPATION POLICY

The success of any school is dependent upon the active participation of all the stakeholders associated with the school. In order to share both the successes and needs of our unique school and to explain the importance of parent participation in the success of Arizona School for the Arts, all families of returning students are required to complete the following by the re-enrollment deadline in order to maintain a space for the next school year:

- One parent must attend an annual meeting each school year. The topics of this meeting will include a presentation of school-wide and program goals, as well as a review of the responsibilities and expectations of families who elect to enroll/re-enroll their children at ASA.
- All families are required to complete and sign the Parent/Family Commitment form, which will be distributed at the annual meeting.
- Parents are responsible for submitting the re-enrollment form online by the appointed deadline
- Pay the Annual Activity Fee
- One parent must attend a registration date prior to the first week of school and submit completed requested documents and pay any fees owed.

Arts programs are not funded by the State of Arizona. Arts program budgets are based on parent commitment of cash donations and fundraising activities. While a financial commitment is not required, performing arts program budgets and faculty salaries are dependent upon parent contributions.

### Withdrawals

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

- The parent or legal guardian must request an *Official Notice of Pupil Withdrawal (ONPW)* per ARS §15-827.
- The withdrawal date on the ONPW is the same as the last date of attendance recorded in the official school attendance log.
- ASA grading policy gives high school students a letter grade and middle school students a pass/NCE only at the end of each year. If a student is passing, but withdraws before the end of the year, he/she receives a grade report listing the classes attended and the dates of attendance. Middle school student forms indicate a P for Pass or an NCE for No Credit Earned for each class. High school student forms indicate the exit grade or an NCE for No Credit Earned for each class.
- ASA forwards transcripts or grade forms to the student's new school upon official request by that school.
- Parents may request copies of their student's evaluations for themselves. Complete information about parent rights to view records can be found at the end of this handbook in the annual notice of the Federal Education Rights Privacy Act (FERPA).
- Students who withdraw are treated as new students if they decide to re-enroll.

## FORMS

### Vaccination Records

Parents must provide the School with vaccination records in accordance with the laws of the State of Arizona. State law mandates vaccination, 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.

## Medication

Medications, prescription or nonprescription, may not be carried by students. Prescription and over-the-counter (OTC) medication must be delivered to the school office and be accompanied by the Medication Release form listing the specific medications and instructions for administration. All prescription medication must be in the original pharmaceutical bottle with the prescription label attached. Medications will be kept in a locked medical cabinet in the school health center. ASA will properly dispose of any medications not picked up from the office within one (1) week of the last day of school.

During enrollment/re-enrollment parents have the option of giving electronic consent to have the school provide and dispense certain OTC medications.

## Technology

Parents and students must annually complete and submit the Information Technology (IT) Agreement in the registration packet.

## Guardianship

The school office should receive a copy of any court order specifying guardianship and any other court mandated instructions that impact the education and school safety of a student.

## Field Trip and School Events

Students are expected to follow direction from staff and faculty even though the directive made **may not be specifically** mentioned in this handbook. Participants will follow the directions of the chaperones in all circumstances. Additional rules may be developed and implemented both before and during the outing to facilitate the safety, efficiency, and integrity of the trip. Students will abide by all of these rules. Major infractions of any rule, as determined by the lead chaperones, may be cause to send the student home at parental expense.

### Standard Rules:

- ASA Student Code of Conduct and Basic Daily Rules from the Community Handbook still apply to students while on school fieldtrips.
- No use, distribution, and/or possession of tobacco, alcohol, nicotine, vaping devices, drugs, and/or weapons.
- Only store-bought, factory-sealed food may be taken on school trips.
- No socialization in rooms belonging to students of the opposite sex.
- No curfew violations.
- No visitation of unsafe or unsecured areas.
- No participation in unsafe behaviors including challenges or games that put one's own health and safety at risk or that of another.
- No inappropriate use of social media.

## Field Trip Permission Forms

Parents will electronically acknowledge the local field trip permission slip as part of the enrollment/re-enrollment process. The permission slip acknowledgement is for trips to the library, local museums, theatres, Ballet Arizona, and neighborhood excursions for field study. Trips that are beyond the downtown area require a signed parent permission slip. Trips outside of Maricopa County require Board approval and a notarized medical release form signed by the student's parent(s)/guardian(s).

ASA policy is to walk, use a school bus, or Light Rail for field trips. Parents may serve as drivers in certain cases. Students may drive themselves only if other transportation is unavailable and with parent permission.

## **Field Trips and Responsible Bus Behavior**

The bus driver is responsible for the safety of students on the bus and the bus driver 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, or sticking any part of the body out of the bus are all violations of the code. There is no eating or drinking of anything except water on the bus.

## **Photo & Informational Release**

The ASA application and annual registration process asks parents to electronically sign a form either giving or denying consent for their student to participate in research and to release student images or performances for ASA purposes. ASA does not use research, student information or student images for non-school surveys, marketing, sales or distribution without parent permission.

The School may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance unless notified in writing by the parents, guardians, and eligible students that the school is not to disclose the information.

The ASA annual registration process ask parents to electronically sign a form either giving or denying consent for their student to participate in online or live stream video with their image and if applicable their name being announced either in onscreen lettering or audibly announced. These types of technology would only be made to the ASA community via YouTube invite. These videos would then be archived and unavailable to view after the time period for viewing has expired.

# **CAMPUS POLICIES AND INFORMATION**

## **Visitors**

ASA is a closed campus. To ensure student safety and campus security, ASA has established policies for visitors. All visitors must report to the main office upon entering campus. Parents who wish to see a teacher or an administrator must make an appointment.

## **Lunchtime Visitors**

Only parents, alumni, or siblings of current students may be in the courtyard during lunchtime. Visitors are not allowed in any classrooms or buildings. We ask families to limit lunchtime visits to special occasions as students are encouraged to make connections with their peers during this time. All visitors must leave campus promptly at the end of lunch.

### **Lunchtime visitors must:**

- Report to the main office upon entering campus.
- Sign in, leave ID, and get a visitor sticker to be worn and visible at all times.
- Sign out after lunchtime, retrieve their ID, and return their visitor sticker.

## **Lunch Deliveries**

To ensure student safety, ASA does not allow the delivery of food and beverages from outside vendors or fast food establishments for any student. All food is to be provided by ASA's food service or a prepared meal from home that may be sent with your student. If a parent / guardian must bring lunch for their student, they must come to the office. Parents / guardians are not to pass food through the fence or the gate.

## **Before and After School**

The campus opens at 7:20 AM. The School is not responsible for any student before that time. Students are released at 3:15 PM or 4:15 PM depending on class schedule, and must leave the ASA campus, School of Ballet Arizona, or Phoenix Center for the Arts within 15 minutes of the end of their last class. Parents who do not pick up their student within the 15-minute window will be assessed the \$65 late fee.

## **Parent Transportation Responsibilities for Events Outside of Regular School Hours**

Students must be picked up within 15 minutes of the conclusion of all ASA sponsored events. Students who are not picked up on time for concerts, field trips, socials, extracurricular activities, movie day, performances, and Showcase rehearsals may be prohibited from attending future events. Parents will be assessed a fee to cover chaperone and security costs (approx. \$65/hour) after the 15-minute grace period following an event.

## **Pesticide Spraying**

The School will notify parents as required by ARS §15-152.

## **Use of the Cross Walk**

Students and parents are advised to use caution when crossing the street. Students who fail to use the crosswalk or exhibit unsafe behavior may be suspended.

## **Campus Advertisements**

All on campus advertisements must be related to ASA or one of ASA's student organizations and receive approval from ASA's Vice Principal before being posted with painter's tape.

# **PUBLIC RECORDS POLICY**

"Records" means all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics...made or received by any governmental agency in pursuance of law or in connection with the transaction of public business. (ARS §41-1350)

Arizona School for the Arts will follow the retention schedule as defined by the Records Management Division of the Arizona State Library, Archives and Public Records. A summary of the retention schedule can be obtained from the school office. A complete listing of retention schedules can be found at [www.azlibrary.gov/records](http://www.azlibrary.gov/records).

# **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day Arizona School for the Arts (ASA) receives a request for access.
  - Parents or eligible students should submit to the Principal a written request that identifies the records 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.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - Parents or eligible students who wish to ask ASA to amend a record should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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.
- The right to provide written consent before the school discloses personally identifiable information (PII) from 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 by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the

direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 education record in order to fulfill his or her professional responsibility.

- Upon request, the School discloses education records with consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **DIRECTORY INFORMATION**

ASA may publish a directory for families to assist with carpools. This directory includes student's first and last name, grade, phone number, and zip code.

Parents may opt-out of this directory to avoid having this information released to other ASA families. Parents opt-out annually when they update their demographic information as part of the registration process.

The school only releases directory information to ASA families enrolled at the time of the request.

## **CHILD FIND POLICY**

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

- All children with disabilities, who are in need of special education and related services, will be identified, located and evaluated.
- A practical method will be developed and implemented to determine which children are currently receiving needed special education and related services.
- 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:

- Maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction of the availability of special education services.
- Implement screening activities for all newly enrolled students and those transferring in without sufficient records.
- Complete the screening activities within 45 days of a student's enrollment.
- Include in the screening consideration of academic or cognitive, vision, hearing, communication, emotional, and psychomotor domains.
- Maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated.

## **THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records for children with disabilities, education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of

attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other healthcare providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements. For additional information or to file a complaint, you may call the federal government at (202) 260-3887(voice) or 1-800-877- 8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013.

Family Policy Compliance Office - U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Arizona Department of Education - Exceptional Student Services  
1535 W. Jefferson, BIN 24  
Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

## **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:

- Are provided at public expense, under public supervision and direction, and without charge.
- Meet the standards of the State Board of Education.
- Include elementary school, or secondary school education.
- 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:

- 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.
- 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 school conducted surveys, collection and use of information for marketing purposes, and certain physical exams. They include the right to the following:

- *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).
- Political affiliations or beliefs of the student or student's parent.
- Medical or psychological problems of the student or student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
- Religious practices, affiliations, or beliefs of the students' parents.
- Income, other than required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*
  - Any other protected information survey, regardless of funding.
  - Any nonemergency, 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.
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect upon request and before administration or use –*
  - Protected information surveys of students.
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
  - Instructional material used as part of the education curriculum.

## **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.

## **McKINNEY VENTO HOMELESS ASSISTANCE ACT**

The school provides a staff person as a liaison for students in homeless situations. The liaison ensures the following:

- Children and youth in homeless situations are identified by school personnel and through coordination with other entities and agencies.
- Students immediately enroll, regardless of missing documentation, and have full and equal opportunity to succeed in the school.
- 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.
- 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.
- Public notice of the educational rights of students in homeless situations is disseminated where children receive services under the Act.
- Enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act.
- Parents and guardians are informed that transportation is provided to and from the school of origin, at parent request.
- The liaison will assist children and youth who do not have immunizations or medical records to obtain necessary immunizations or immunization and medical records.
- 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.
- Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless.

## 5<sup>th</sup> - 6<sup>th</sup> Grade Class Schedule 2020-2021

<b>AM ACADEMIC</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 – 8:40	Period 1	Period 2	Period 6	Period 7	Period 8
8:45 – 9:40	Period 2	Period 6	Period 7	Period 8	Period 1
<b>ARTS</b>					
9:45 – 10:40	Period 3	Period 3	Period 3	Period 3	Period 3
10:45 – 11:40	Period 4	Period 4	Period 4	Period 4	Period 4
<b>LUNCH</b>					
11:40 – 12:15	Period 5	Period 5	Period 5	Period 5	Period 5
<b>PM ACADEMIC</b>					
12:20 – 1:15	Period 6	Period 7	Period 8	Period 1	Period 2
1:20 – 2:15	Period 7	Period 8	Period 1	Period 2	Period 6
2:20 – 3:15	Period 8	Period 1	Period 2	Period 6	Period 7
<b>OPTIONAL</b>					
3:20 - 4:15	Period 9	Period 9	Period 9	Period 9	Period 9

<b>5TH &amp; 6TH EARLY RELEASE - ACADEMIC ONLY</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 – 8:25	Period 1	Period 2	Period 6	Period 7	Period 8
8:30 – 9:10	Period 2	Period 6	Period 7	Period 8	Period 1
9:15 – 9:55	Period 6	Period 7	Period 8	Period 1	Period 2
10:00 – 10:40	Period 7	Period 8	Period 1	Period 2	Period 6
10:45 – 11:25	Period 8	Period 1	Period 2	Period 6	Period 7

## 7<sup>th</sup> - 12<sup>th</sup> Grade Class Schedule 2020-2021

ACADEMIC						ASSEMBLY	
	Monday	Tuesday	Wednesday	Thursday	Friday	7:45 – 8:30	Period 5
7:45 – 8:40	Period 1	Period 2	Period 3	Period 4	Period 5	8:35 – 9:20	Period 1
8:45 – 9:40	Period 2	Period 3	Period 4	Period 5	Period 1	9:25 – 10:10	Period 2
9:45 – 10:40	Period 3	Period 4	Period 5	Period 1	Period 2	10:15– 11:00	<b>Assembly</b>
10:45 – 11:40	Period 4	Period 5	Period 1	Period 2	Period 3	11:05 – 11:50	Period 3
11:45 – 12:40	Period 5	Period 1	Period 2	Period 3	Period 4	11:55 – 12:40	Period 4
LUNCH							
12:40 – 1:15	Period 6	Period 6	Period 6	Period 6	Period 6	12:40 – 1:15	Period 6
ARTS (students take 2 or 3 periods)							
1:20 – 2:15	Period 7	Period 7	Period 7	Period 7	Period 7	1:20 – 2:15	Period 7
2:20 – 3:15	Period 8	Period 8	Period 8	Period 8	Period 8	2:20 – 3:15	Period 8
3:20 - 4:15	Period 9	Period 9	Period 9	Period 9	Period 9	3:30 - 4:15	Period 9

7TH - 12TH EARLY RELEASE - ACADEMIC ONLY					
	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 – 8:25	Period 1	Period 2	Period 3	Period 4	Period 5
8:30 – 9:10	Period 2	Period 3	Period 4	Period 5	Period 1
9:15 – 9:55	Period 3	Period 4	Period 5	Period 1	Period 2
10:00 – 10:40	Period 4	Period 5	Period 1	Period 2	Period 3
10:45 – 11:25	Period 5	Period 1	Period 2	Period 3	Period 4

## Parent Code

By enrolling your child/ren in ASA, you as parents agree to operate within the mission, vision, and goals of the school. ASA faculty and staff value a collaborative and respectful relationship with all parents. The guidelines below include basic expectations and procedures necessary to maintain a safe and productive school environment.

### BASIC RESPONSIBILITIES TO SUPPORT EDUCATION:

- Work with ASA Faculty and Administration to ensure that your student takes advantage of the educational opportunity provided
- Contribute volunteer time and/or make an in-kind donation of needed materials
- Make an annual financial and/or fundraising commitment to your child's ASA arts programs as able
- Ensure your student attends school regularly
- Send your student to school
  - Clean and well rested
  - On time and in dress code
  - With needed materials
    - Lunch
    - Arts equipment (instrument/ dance gear/ theatre arts supplies)
    - School supplies
- Refrain from delivering items to students during school hours as class will not be interrupted for notification
- Attend and bring your student in appropriate attire to arts performances and academic presentations
- Know the school rules and support them, including those related to discipline, attendance, and dress code
- Provide an appropriate place for study/practice at the home, including access to internet and printer outside of the school day (library usage is acceptable)
- Engage students in discussion about their studies and important deadlines
- Review student assessments and grade reports on Canvas regularly throughout the year
- Pick up your student within one hour if he/she is being sent home for illness/discipline

### COMMUNICATION:

- Provide and update accurate family information (e.g. address, phone numbers, emergency contact, legal custody orders, etc.)
- Consistently communicate with teachers and staff regarding academic and other issues related to your student's education
- Return calls or emails from the school in a timely manner
- Maintain cooperative and respectful relationships with staff and faculty
- Communication via text between classes or at lunch regarding logistical afternoon/evening plans, health concerns, and family needs is allowed

### SAFETY:

- Follow instructions from ASA personnel at all times when on campus or at school-related events
- Sign in at the main office and wear the provided ASA ID badge when visiting campus. Parents are asked not to accompany students to classrooms in the morning or seek out teachers before or after school without an appointment
- Follow traffic directions and protocol for safe drop off/pick up (see policies and procedures at [www.goasa.org](http://www.goasa.org))
- Wait for your student outside the campus perimeter during dismissal times
- Adhere to assigned pick up/drop off times for school hours, extracurricular events, and off-campus activities
- Make an appointment when seeking a meeting with school personnel

## Contact Information

Questions about these issues:	Contact Person:
<ul style="list-style-type: none"> <li>● Comprehensive homework load for grade level</li> <li>● Transition to ASA / grade level</li> <li>● Overall academic performance</li> <li>● Field trips for grade level</li> <li>● Family or personal circumstances impacting student</li> </ul>	<p><b>Grade level Team Leader</b></p>
<ul style="list-style-type: none"> <li>● Class interactions (student: teacher / student: student)</li> <li>● Assessment / feedback / summary reports</li> <li>● Class participation</li> <li>● Specific assignments</li> <li>● Practice expectations</li> <li>● Instruments / rentals</li> <li>● Clothing / performance attire</li> <li>● Promotion for arts classes</li> <li>● Concert information</li> <li>● Summer school options / requirements</li> </ul>	<p><b>Specific content teacher (arts / academic)</b></p>
<ul style="list-style-type: none"> <li>● Welcoming guest to ASA</li> <li>● Assisting parents, visitors at ASA</li> <li>● School calendar</li> <li>● Admin Assistance</li> <li>●</li> </ul>	<p><b>Jessica Wooley</b> Admin Assistant/Front Office <a href="mailto:wooley@goasa.org">wooley@goasa.org</a> <a href="mailto:info@goasa.org">info@goasa.org</a></p>
<ul style="list-style-type: none"> <li>● Daily attendance and truancy concerns</li> <li>● Morning tardies</li> <li>● Dress Code</li> <li>● ID's</li> <li>● Immunizations</li> <li>● Student health</li> <li>● Chronic Illness</li> <li>● Elevator use</li> </ul>	<p><b>Jenny Kelly</b> <b>Attendance Clerk/Health Center</b> <a href="mailto:attendance@goasa.org">attendance@goasa.org</a> <a href="mailto:healthcenter@goasa.org">healthcenter@goasa.org</a></p>
<ul style="list-style-type: none"> <li>● Transcripts</li> <li>● Student records</li> <li>● Credit replacement / documentation</li> <li>● Admissions / enrollment</li> </ul>	<p><b>Myra Pedro</b> Registrar/Admissions <a href="mailto:myra.pedro@goasa.org">myra.pedro@goasa.org</a> <a href="mailto:admissions@goasa.org">admissions@goasa.org</a> <a href="mailto:recordsrequest@goasa.org">recordsrequest@goasa.org</a></p>
<ul style="list-style-type: none"> <li>● Student Information System (student records / schedules)</li> <li>● Registration Process (August)</li> <li>● Notarization of ASA field trip forms – by appointment only</li> <li>● Student account payments</li> <li>● School fees and waivers</li> </ul>	<p><b>Jamie Bledsoe</b> Office Administrator <a href="mailto:jbledsoe@goasa.org">jbledsoe@goasa.org</a> <a href="mailto:payments@goasa.org">payments@goasa.org</a></p>
<ul style="list-style-type: none"> <li>● Non-curricular student issues</li> <li>● Standardized testing</li> <li>● Student activity / clubs</li> </ul>	<p><b>Elizabeth Clark</b> Vice Principal of Student Support and Assessment <a href="mailto:Elizabeth.clark@goasa.org">Elizabeth.clark@goasa.org</a></p>
<ul style="list-style-type: none"> <li>● Evaluation of Curriculum and Instruction</li> <li>● Faculty recruitment and retention</li> <li>● Continuous School Improvement Process</li> <li>● Teacher evaluations</li> <li>● Academic and graduation requirements</li> </ul>	<p><b>Sara Maline Bohn</b> Principal <a href="mailto:maline@goasa.org">maline@goasa.org</a></p>
<ul style="list-style-type: none"> <li>● Arts curriculum</li> </ul>	<p><b>Monica Sauer Anthony</b></p>

<ul style="list-style-type: none"> <li>• Master schedule and class assignments</li> <li>• Arts classroom and culture issues</li> <li>• Arts partners liaison</li> <li>• Showcase</li> </ul>	<p>Arts Director/ Vice Principal of Student Services  <a href="mailto:anthony@goasa.org">anthony@goasa.org</a></p>
<ul style="list-style-type: none"> <li>• College visits on campus</li> <li>• College planning / advisement</li> </ul>	<p><b>Liz Kuhl</b>  College Counselor  <a href="mailto:kuhl@goasa.org">kuhl@goasa.org</a></p>
<ul style="list-style-type: none"> <li>• Campus safety and security</li> <li>• Information Technology</li> <li>• Facility issues including rental</li> <li>• Business Operations</li> <li>• Student parking</li> </ul>	<p><b>Drew Maxwell</b>  Operations Director  <a href="mailto:maxwell@goasa.org">maxwell@goasa.org</a></p>
<ul style="list-style-type: none"> <li>• Donor Database</li> <li>• Coordinates Donor Events</li> <li>• Arts Advocates Coordinator</li> <li>• Volunteer Coordinator</li> <li>• Passive / 3rd Party Fundraising</li> <li>• School Website and Development Communication</li> <li>• Development Related Events</li> </ul>	<p><b>Christina Lytle</b>  Development &amp; Marketing Manager  <a href="mailto:lytle@goasa.org">lytle@goasa.org</a></p>
<ul style="list-style-type: none"> <li>• Vision / Strategy for Fundraising and Resource Development</li> <li>• Cultivation and Stewardship of Donors</li> <li>• Annual Fund and Tax Credit Initiatives</li> <li>• Community Business Partnerships / Showcase Sponsorship</li> <li>• Leads Strategic Communications for Donor Engagement</li> <li>• Marketing and Communications</li> <li>• Parent Engagement</li> <li>• Legacy Giving</li> </ul>	<p><b>Leslie Religioso</b>  Development &amp; Marketing Director  <a href="mailto:religioso@goasa.org">religioso@goasa.org</a></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	
<ul style="list-style-type: none"> <li>• School mission / vision / values</li> <li>• Education Policy</li> <li>• Strategic planning</li> <li>• Senior administration leadership</li> <li>• Governing Board</li> <li>• Community partnerships</li> <li>• Media Communications</li> <li>• Major Gifts</li> <li>• Phoenix Youth Arts Collective</li> <li>• COVID-19 Pandemic response</li> </ul>	<p><b>Leah Fregulia</b>  Head of School / CEO  <a href="mailto:lfregulia@goasa.org">lfregulia@goasa.org</a></p>
<ul style="list-style-type: none"> <li>• Admissions / documentation</li> </ul>	<p><a href="mailto:admissions@goasa.org">admissions@goasa.org</a></p>
<ul style="list-style-type: none"> <li>• Registration / documentation</li> </ul>	<p><a href="mailto:registrations@goasa.org">registrations@goasa.org</a></p>
<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<p><b>Finance Department</b>  <a href="mailto:finance@goasa.org">finance@goasa.org</a></p>
<ul style="list-style-type: none"> <li>• Summer School</li> </ul>	<p><a href="mailto:summerschool@goasa.org">summerschool@goasa.org</a></p>



Arizona School for the Arts  
A COLLEGE PREPARATORY AND PERFORMING ARTS TRADITION

**Student Calendar 2020-2021**

**Semester 1**

August 5-7, New Teacher Training/ Returning Faculty individual classroom work time  
 August 7, Leadership Development  
 August 10-13, Full Faculty Training  
 August 14, New Student Orientation (NSO)  
 August 17, Teacher Workday (no mtgs)  
 August 18, First day of school  
 August 19, Welcome Night 5:00-6:45 pm  
 September 4, Labor Day- Early Release  
 September 7, No School- Labor Day  
 September 16, PW!- Early Release  
 September 28, No School- Yom Kippur  
 October 12-16, No School- FALL BREAK  
 October 21, PW!- Early Release  
 November 11, No School- Veterans' Day  
 November 18, PW!- Early Release  
 November 25-27, Thanksgiving Break  
 December 16, PW!- Early Release  
 December 18, Last day of Semester 1  
 December 21- January 1, No School- WINTER BREAK

**Semester 2**

January 4, School Resumes  
 January 13, PW!- Early Release  
 January 18, No School- MLK Jr Day  
 February 10, PW!- Early Release  
 February 15, No School- Presidents' Day  
 March 8-12, Presentation Week  
 March 15-19, No School- SPRING BREAK  
 April 2, Early Release  
 April 21, PW!- Early Release  
 April 30, Early Release  
 May 19-21, Academic finals for 12<sup>th</sup> grade  
 May 24-26, Academic finals for 9<sup>th</sup>-11<sup>th</sup> grades  
 May 27-28, Showcase Rehearsal- 12:20pm release  
 May 31, No School- Memorial Day  
 June 1-3, Showcase Rehearsal- 12:20pm release  
 (see student individualized schedule for rehearsal schedule)  
 June 2-3, Showcase Performance  
 June 4, Graduation & last day of school

	Semesters/academics begin or end
	Full Faculty Training /Workday
	All teacher training
	Early Release- 11:25am release
	Student Holidays
	Presentation Week- No regular classes
	Showcase Rehearsals- 12:20pm release
	Graduation
	PW! PW! - Professional Development for staff

**July 2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August 2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September 2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October 2020**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November 2020**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December 2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**January 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April 2021**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May 2021**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June 2021**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Board approved 04/22/19