



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

# Community Handbook

---

Fiscal Year 2022-2023

(Approved by the Board of Directors – **07/27/2022**)

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

1410 North Third Street, Phoenix, AZ 85004

(602) 257-1444

[www.goasa.org](http://www.goasa.org)

# Table of Contents

---

	<b>Page</b>
<b>ASA Overview</b>	3
<i>Statement on Equal Opportunity</i>	4
<i>Equity Statement</i>	4
<i>Parent/Guardian Engagement</i>	5
<i>Parent/Guardian Annual Giving</i>	5
<b>Academic and Arts Program</b>	8
<b>Fees and Arts-Related Costs</b>	13
<b>Transcripts and Transfers</b>	15
<b>Campus Policies and Information</b>	16
<b>Student Life and Guidelines for Student Conduct</b>	18
<b>Attendance Policies</b>	24
<b>Enrollment Policies and Procedures</b>	27
<b>Forms</b>	28
<b>Title IX Policy</b>	30
<b>Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)</b>	31
<b>Child Find Policy</b>	32
<b>The Individuals with Disabilities Education Act (IDEA)</b>	33
<b>Free Appropriate Public Education (FAPE) Policy</b>	34
<b>Protection of Pupil Rights Amendment (PPRA)</b>	35
<b>McKinney-Vento Homeless Assistance Act</b>	36

# 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.

## What We Believe In

ASA provides a unique curriculum that interweaves rigorous academics and performing arts. The correlation between playing music and improved cognition is well-documented. However, beyond purely cognitive benefits are the immeasurable long-term social and emotional gains. The performing arts teaches creative problem-solving and builds confidence and inclusivity among students. Our students possess a rare poise, maturity, and civic-mindedness for such young ages. ASA graduates are accomplished communicators who are engaged artistically and well-prepared for college and life.

## 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 prepares students to have the self-confidence, discipline, and creativity for all fields of study and career paths.

## **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 Cognia. Membership implies all the rights and privileges of Cognia.

## **Statement on Equal Opportunity**

ASA does not discriminate on the basis of race, religion, national origin, age, 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.

## **Equity Statement**

Arizona School for the Arts is committed to building an equitable environment for students, families, faculty and staff. We recognize that a school culture that provides broad and diverse perspectives is essential to the learning, full participation, and the success of all of our students.

## **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 hires and evaluates the Head of School/CEO as the Charter Representative. The Board is authorized to expel a student upon appeal of the School Hearing Officer's decision. 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 Main 111 on the ASA Campus unless otherwise posted. 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 and on the website 24 business hours 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](#). The school office will provide a hard copy of faculty information for those not able to receive information online.

## Parent/Guardian Engagement

ASA parents/guardians have many avenues for participating directly 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 Canvas to keep current on student performance. Parents should also access ParentVue to review student attendance. Parents also attend their student's third quarter (3QP) presentation during Presentation Week to see the culmination of student research, academic growth, and communication skills.

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 their progress. Parents with specific concerns about school policy and/or procedures are urged to make an appointment with the Principal.

## Volunteerism

Parent and family volunteers play a vital role in the success of our school community. Our volunteers help the school in many ways, including planning Parent and Family Engagement Council (PFEC) events that support teachers, parents, and students, coaching and facilitating extracurricular clubs along with faculty advisors, helping arts departments, as well as providing as-needed support to our office and operations staff.

Volunteer opportunities for school-wide and grade-level activities occur throughout the year and are communicated through the Family Engagement Matters e-newsletter and through direct communication from teams and departments. The school also posts volunteer needs and opportunities at [goasa.org/volunteer](http://goasa.org/volunteer).

## Parent/Guardian Annual Giving

ASA values parent/guardian participation in the education of their child; we view parents/guardians as partners in the education process and in building a strong community. Through our partnership, participation, and investment – you are making an important difference for all students, by supporting incredible faculty and sustaining a potentially transformative experience that we call an Arizona School for the Arts education.

As a tuition-free, nonprofit public charter school, ASA is partially state-funded and relies on the generosity of our community. Each year, ASA's Head of School/CEO and Board of Directors evaluate current data and greatest needs to ensure state dollars and fundraising contributions are allocated effectively to maintain the high-quality arts and academics. Currently, state funding covers only about half of ASA's nationally-recognized arts education program. To maintain the high quality of its arts programming and academics, ASA and its Board of Directors are committed to raise more than \$1 million in private funds. *Annual Giving – supported strongly by our parent and family community – provides consequential and essential support for Arizona School for the Arts to fill the gap between state funding and the full cost of an ASA education, contributing more than 10% to the school's \$9 million operating budget.*

Every family's participation in giving – to our Annual Fund and Tax Credit Campaigns – is essential to supporting our teachers and educational priorities. **ASA aspires to achieve 100% parent/guardian giving each year to reach our annual funding need.**

### Support ASA Through Annual Giving Campaigns

*Annual Giving is voluntary and not required to participate in standard arts or academic programs  
A.R.S. 15-185(B)(6)*

#### **ANNUAL FUND CAMPAIGN\***

*Supporting ASA's stimulating academic curriculum and arts education*

We ask each ASA family to make their first gift of the school year to the Annual Fund and thoughtfully **consider a minimum contribution of \$2,000 per student per academic year**. We know that every family has unique abilities to give, so we ask you to give a gift that is meaningful and financially possible for your family.

***Your Annual Fund gift funds the performing arts program budgets and additional priorities, including:***

- **Hiring and retaining excellent and committed teachers**, as well as providing professional development opportunities for faculty and staff.
- **Sustaining inclusive performing arts courses** that are part of each ASA student's core curriculum
- **Providing curriculum-enhancing student experiences (ie. masterclasses) for expanded learning** outside of the classroom and engagement in the community.
- **Acquiring technology, new hardware, software, and training** that provide 21st-century academic + performing arts learning and working environments.
- **Prioritizing and funding campus upgrades** and facilities needs.
- **Providing financial assistance to cover student fees and instrument repairs**, based on need.

To make an annual fund gift and learn more visit:

**GOASA.ORG/GIVE**

#### **TAX CREDIT CAMPAIGN\*\***

*Supporting Extracurricular and Character-Building Programs*

The Arizona Public School Tax Credit allows **all** AZ taxpayers to contribute to a public school of their choice and receive a dollar-for-dollar tax credit on their state income tax return.

We ask every family to contribute their Tax Credit to ASA and invite their extended network of family and friends to do the same and support ASA!

*Married couples filing jointly may contribute **up to \$400**. Individuals may contribute **up to \$200**. You have until April 15, 2023, to make a tax credit gift for the 2022 tax year.*

**Your Tax Credit gift directly:**

- *supports student enrichment programs, including **extracurricular clubs, activities, and character-building programs such as Life Skills classes***
- *helps to keep student activities fees low and available to all.*

*These programs would not be possible without the strong support of the tax credit campaign.*

To make a tax credit gift and learn more visit: **GOASA.ORG/TAXCREDIT**

*\* Arizona School for the Arts is a 501(c)(3) nonprofit organization. Annual Fund contributions are tax-deductible to the full extent of current tax law. Charitable giving to non-profit, tax-exempt organizations warrants special tax considerations. Each donor is encouraged to contact their tax consultant for details and advice on their specific situation. EIN 86-0792809*

*\*\* The Arizona Department of Revenue now requires taxpayers to report the school's 9-digit CTDS (County code, Type code, and District code & site code) number on Form 322. Each donor is encouraged to contact their tax consultant for details and advice on their specific situation.  
CTDS 07-87-22-001.*

Thanks to your support, we continue to provide a nationally-recognized quality of education that your child(ren) deserves!

For additional information or questions regarding our Annual Fund and Tax Credit Campaigns or volunteering, please connect with the Development and Marketing Director.

# Academic and Arts Program

---

ASA offers a rigorous and challenging academic and performing 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 their 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 performing 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 and engagement.

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

## Grading Policy

All ASA academic and most arts classes are yearlong and students receive a cumulative grade (8th-12th) or a Pass/No Credit Earned (5th-7th) at the end of the year. All students must earn a 'C-' or 70% or better to receive credit for a course. ASA does not recognize a 'D' (below 69.9%) 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
<b>NCE</b> = No Credit Earned <b>P</b> = Passing (Credit Earned, But not calculated in GPA) <b>I</b> = Incomplete		<i>High School Honors courses, and AP courses are all weighted by 1.00 Grade Point.</i>

## Middle School Grading Policy (Grades 5<sup>th</sup> – 7<sup>th</sup>)

Middle school students in grades 5th-7th do not receive letter grades. Students must pass each course with a final percentage of at least 70% and will receive a 'P' (passing) for the class. Students who earn below 70% cumulatively for the year will not earn credit for the course; they earn an NCE (no credit earned).

Students currently placed in accelerated or honors courses must meet the specified performance criteria to receive an Accelerated or Honors designation on the end of year grade report and to maintain placement in that course level the following year.

### **Middle School Program Requirements (Grades 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. Eighth grade students receive letter grades, but the 8<sup>th</sup> grade GPA is not included when calculating final high school GPA or on high school transcripts.

<b>Language Arts</b>	4 credits
<b>Mathematics</b>	4 credits
<b>Science</b>	4 credits
<b>Social Studies</b>	4 credits
<b>Life Skills</b>	4 credits
<b>Arts</b>	8 credits

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

High school students must meet ASA's graduation requirements as established in this Community Handbook, which are more rigorous than the graduation requirements articulated by the Arizona Department of Education. ASA does not offer early graduation to students. The final grade for the year is entered on their transcript. Students must fulfill the following criteria to receive an ASA diploma:

- Complete the curricula requirements listed below (ASA classes or approved courses only)
- Complete the senior Capstone project requirements and presentation by the assigned deadline.

<b>English</b>	4 credits
<b>Foreign Language</b>	4 credits*
<b>Social Studies</b>	4 credits
<b>Mathematics</b>	4 credits**
<b>Science</b>	4 credits
<b>Arts</b>	8 credits (6 in major) ***

***ASA Seniors must pass all ASA classes (including all Capstone requirements) 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 four (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.

## High School 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 Phoenix College.

## Student Evaluation

Students are evaluated by the use of authentic assessment, both standards-referenced and performance-based. All academic and arts grades (8<sup>th</sup>-12<sup>th</sup>) or percentages and P/NCE (for 5<sup>th</sup> – 7<sup>th</sup>) are available online through Canvas and Synergy. All academic classes and most arts 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/guardians, teachers, and administrators. Parents sign up for their presentation time months in advance, so families can plan ahead. Presentation week is held the week before Spring Break. Families must avoid scheduling vacations during that week.

Participation in performance assessments, concerts, and events are required as assigned by each course.

## 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 their peers.

## Placement, Promotion, and Retention Procedure

Faculty and Administration have the sole authority to determine placement, promotion, and retention for all ASA students. Students must pass all required coursework to be promoted to the next grade level. Students who fail any combination of three or more classes for the school year may be retained. 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 class 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 instructional support which may replace arts credits.

## 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

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:

- The majority of arts classes are yearlong.
- Juniors and seniors must take two (2) credits each year in their major.
- Non-transfer students must take required coursework through ASA.
- High school students interested in studying two (2) instruments in the same department 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 or a letter grade in arts classes.

## Unique Situations in Music

- **Piano:** Due to limited space in the piano labs, piano spots are first reserved for returning piano students and then made available to students new to the piano program.
- **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*

Middle School students receive fundamental musical instruction from 5<sup>th</sup>-8<sup>th</sup> grade. They select two (2) arts classes from choir, piano, and a special. Specials include dance, theatre, or an instrument. The curriculum is designed to help students develop creativity, presentation/performance skills, critical response, and social/ historical connection.

## **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 additional academic support 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 but does not require 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.

## **Musical Instrument Policy**

ASA does not provide musical 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 their 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 access to an equal education because of non-payment of these supplemental charges due to financial need. To obtain a fee waiver based on need, families should email [payments@goasa.org](mailto:payments@goasa.org).

The School often recommends school supplies for students in both academic and arts classes, which may include 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 costs may be associated with special items (t-shirts, gear, etc.) or opportunities (i.e., travel). Families who need financial assistance to cover these materials should email [payments@goasa.org](mailto:payments@goasa.org).

### Annual Activity Fee

**\$200.00 (not tax credit eligible)**

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

Class	Annual Fee
AP Class and Materials*	\$200 (test included)
Dual Enrollment Courses <small>Paid to respective college offering course.</small>	<i>Fee determined by college tuition rates.</i>
9 <sup>th</sup> hour/Additional Arts Class <small>(\$100/mo.) - no fee waiver available</small>	\$800
Pay-to-Play Enrichment Class <small>(\$100/mo.) - no fee waiver available</small>	\$800

*\*Tax credit eligible*

Competitive Organizations*	Annual Fee
Cross Country	\$200
Cross Country <small>(Spring - New Members Only)</small>	\$50
HS Robotics	\$150
Mock Trial	\$75
Model UN	\$100
MS Robotics	\$100
Enrichment Field Trips with Transportation	TBD

*\* Fee provides organizational memberships and activity/competition costs.*

<b>Other Fees</b> <i>Email <a href="mailto:payments@goasa.org">payments@goasa.org</a> to request a needs-based scholarship or waiver</i>	<b>Annual Fee</b>
Ballet Bus	\$200
Dance Costume for Showcase*	\$60-\$80 (depending on course)
Choir Dress*	\$25
Competitions*	TBD
Piano bundle	\$30
Locker	\$25 per replacement lock
Annual Planner	\$5 per replacement planner
PSAT Test (10 <sup>th</sup> & 11 <sup>th</sup> Grade ONLY)*	\$20
Records Requests	\$5 per request after first \$20 rush fee per request
School ID	\$5 per ID after first 2
Senior Package (Includes cap, gown, diploma cover, college readiness program, venue)	\$175
Yearbook	\$40 presale, \$50 thereafter
Parking Fee	\$25
Other fees as needed for non-curricular activities	TBD

*\*Tax credit eligible.*

## Transcripts and Transfers

---

*The ASA high school transcript includes all ASA courses and academic courses for students who transfer to ASA during high school.*

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 on the [website](#) 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.

# 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 schedule campus or classroom visits in advance and report to the main office upon entering campus to sign in and receive a visitor sticker which must be worn visibly at all times. At the end of the visit, visitors must return to the front office to sign out.

Parents who wish to meet with a teacher or an administrator must make an appointment in advance and may not discuss their student with teachers during classroom visits..

Prospective parents and students may visit campus during scheduled tour dates available on the school website on the [Enrollment page](#).

## 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 lunchtime visitors must follow the guidelines stated above and leave campus promptly at the end of lunch.

## 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 immediately after their last class and must leave the ASA campus/School of Ballet Arizona 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.

## **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 may 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.

## **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).

## **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.

# 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, 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.

ASA's Code of Conduct articulates possible interventions and consequences for violations ASA Administration determines appropriate.

ASA ensures the development of critical thinking, self-advocacy, and problem solving by fostering academic, artistic, and emotional growth. To this end, students and families will:

- Follow the School Rules and policies outlined in this handbook.
- 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, campus 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.

## School Rules

Students are expected to follow the direction from staff and faculty even though the directive made **may not be specifically** mentioned in this handbook:

All students and faculty/ staff agree to:

- Refrain from using hateful language or slurs with peers or adults. ASA acknowledges that some groups use culturally specific language; ASA makes a distinction between those who use terms in a derogatory manner and those who use terms as a form of empowerment. However, the risk for harm is too great, so these words must be avoided on campus.
- Follow rules and expectations set forth by any member of faculty/staff for both in and out of the classroom (including gum, hats, movement around classroom, restroom use, etc).
- Wear a current year ASA ID Badge around their neck when on campus. Replacement cost for an ID badge is \$5.00 and can be ordered in the school office.
- Drink only water in classrooms. No glass containers on campus.
- Adhere to all COVID-19 policies as outlined in the COVID-19 School Mitigation Plan which can be found on the ASA [school website](#) or school office.

Families and students understand that:

- ASA 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, computers, or electronics. Vehicles, bicycles, and skateboards should be locked at all times when on campus. No hover boards are allowed on campus.

- Lockers are assigned by ASA and must use ASA-issued 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.
- Students are to keep their hands and feet to themselves at all times. They must avoid physical behavior that injures, insults, or provokes another student, regardless of intent or injury.
- Students may not create ASA accounts or impersonate a teacher on social media platforms.
- ASA teachers determine when and how electronics are used in ASA classrooms, which means sometimes electronics must remain silent, out of sight, and/or stored in specific ways. All students and their parents are required to submit the Student and Parent Technology and Network Resource Expectations as well as the Agreement to and Explanation of Google Workspace for Education during the registration process.

Students who drive to campus understand and agree:

- To drive to and from campus at the beginning and end of the day.
- Not to drive or visit their cars during their school day- including lunch for seniors with off campus privileges.
- Students who drive to School of Ballet Arizona must have parental permission on file in the office and may NOT drive another student.
- To follow the parking procedures (including lottery process), pay the required fee, and display appropriate decal and park in designated spaces. Details regarding student parking are available in the main office.
- Note: 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.

## **Dress Code**

ASA's dress code allows for student expression within an educational environment that focuses on teaching and learning. As such, the ASA Student Dress Code supports equitable educational access and does not reinforce gender expectations or stereotypes for dress. ASA also emphasizes that the students and faculty come to school to participate in educational endeavors, making the distinction between school and other settings; not all clothing is appropriate for the school setting.

### ***Principles of ASA's Dress Code***

Students can dress comfortably for school and engage in the educational environment without fear of, or actual, unnecessary discipline or body shaming.

- Faculty and staff understand students express themselves through clothing and allow for choice as long as it meets the ASA dress code.
- ASA represents the professional setting for faculty and staff and as such it is fair to expect certain standards for student dress code that are consistent and appropriate for both a school and work environment.

- ASA administration will follow up on any dress code questions or issues, allowing teachers to focus on teaching.
- Student dress code enforcement prioritizes keeping students in the classroom while meeting dress code expectations.
- Students may wear clothing of their choice that is comfortable and expresses their self-identified gender.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students may wear religious attire without fear of discipline or discrimination.

### **Dress Code**

ASA dress code will apply when students are on campus or at school activities and in any standing, sitting, bending, etc. position:

- The following body parts - *genitals, buttocks, breasts, and nipples* - must be covered at all times with opaque fabric.
  - To respect all shapes, cleavage (the hollow between someone's breasts when supported) will not have coverage requirements as long as the shirt meets the other criteria regarding body parts and opaque fabric.
- A shirt with opaque fabric in the front, back, and on the sides under the arms with straps.
  - Off-the-shoulder shirts with sleeves are permitted.
  - No strapless shirts (i.e. no tube tops)
- Swimwear and undergarments are not permitted as outer garments.
- Students must wear shoes with soles at all times.
- Certain classes will require specific clothing for safety (i.e. goggles, apron, gloves) or performance purposes.
  - Teachers will notify families on the syllabus or in written communication if those items are not provided within the classroom.
- Clothing, tattoos and accessories must be free of offensive images and/or language, profanity, hate speech, pornography and/or sexual innuendos, symbols of violence or gangs and references to drugs, alcohol, other illegal substances.

### **Enforcement**

- Any clothing with offensive images, words, etc. will be addressed immediately by any member of faculty or staff and the student must change clothing to be dress code compliant.
- All other questions regarding student dress will be documented by the individual who observed it. And follow-up will be handled by ASA administration.
- In the event of a dress code violation, students will be required to put on clothing that aligns with the dress code prior to returning to class. They will not be allowed to interrupt other students' learning to acquire dress code compliant clothing.
- The final decision on matters pertaining to dress code will be handled by ASA administration. School staff will enforce the dress code equitably.

### **Policy on Bullying, Hazing and Harassment**

Bullying, hazing, and harassment are prohibited. The definition and potential consequences for hazing can be found in [Arizona Legislature Chapter 202, House Bill 2322](#). 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 behaviors. 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 and according to [C202, HB2322](#). 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.

Also see Title IX Policy on Page 30 of this handbook or on the school website for the [full policy](#).

## **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 lighters/matches, 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, firecrackers, smoke bombs, and any flammable items 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 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 (ARS § 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**

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.

### ***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, books, or other publications 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 by the teacher. 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:

- Conference with administrator regarding violation and warning
- Loss of privileges to participate in curricular and extracurricular activities
- Detention
- Community service
- Peer mediation
- Parent-teacher conference
- Short or long-term suspension
- Disciplinary hearing leading to possible long-term suspension or expulsion

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 their 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. Illegal actions will be reported to law enforcement.

### ***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."

Suspensions are determined by an ASA administrator when behavior causes a disruption to learning for self or others. Typically, these behaviors include issues of safety, supervision, harassment/ bullying, contraband, and use of hateful language.

### ***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 self, others, 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. Incidents may also be reported to law enforcement.

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 their choice
- Records of the Hearing must be kept in confidential files

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 five (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 nineteen (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 all classes, school functions, and performances. 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 (preferred method) at [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:** An excused absence is one that has been reported to the school Attendance Clerk within twenty-four (24) hours. An unexcused 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. Students with 18 or more absences due to chronic health problems must submit ASA's Medical Certification Form to the [attendance@goasa.org](mailto:attendance@goasa.org).

## **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.

## **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 or on the school website in the [Parent Portal](#). 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 on the school website in the [Parent Portal](#).
- 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. 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**

Students will work with their teachers to create a plan to complete make-up work. Students will contact teachers on the first day they return. 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 their 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.

## **Tardiness**

We expect students to be in class on time. Classes begin promptly at 7:45 AM. If students are not in class at 7:45 AM. (or the period's official start time), consequences may follow, such as lunch detention, community services, loss of privileges, etc. Students who miss more than half of the class period will be marked absent.

# Enrollment Policies and Procedures

---

## Enrollment

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. Current ASA students and siblings of current students or alumni have enrollment preferences. Information about re-enrollment is shared with families in the spring and can also be found on the website.

## Re-Enrollment for Current Students

As a first step to re-enrollment, parents/guardians must submit by the deadline the Family Enrollment and Annual Giving Form which is distributed at or before the Annual Meeting. The Annual Meeting for parents/guardians is held each year by ASA's Head of School/CEO - typically in March for current students. We highly encourage at least one parent/guardian to attend the meeting to learn about school-wide goals. No student is offered or denied enrollment based upon financial capacity or annual giving.

## 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 8<sup>th</sup>-12<sup>th</sup> grade students a letter grade and 5<sup>th</sup>-7<sup>th</sup> grade students a pass/NCE only at the end of each year. If a student is passing, but withdraws before the end of the year, the student receives a grade report listing the classes attended and the dates of attendance with a P (Pass)/ NCE (No Credit Earned for 5<sup>th</sup>-7<sup>th</sup> graders and a letter grade for 8<sup>th</sup>-12<sup>th</sup> grade students.
- 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 records. 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

---

## Immunization Records

Students must have proof of all required immunizations or a valid exemption in order to attend school. Arizona law allows exemptions and the forms are available at school and [online](#) on the Arizona Department of Health Services' Arizona Immunization Program Page.

## 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.

## Technology

Parents and students must annually complete and submit the Student and Parent Technology and Network Resource Expectations, as well as the Agreement to and Explanation of Google Workspace for Education 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 family's expense.

*Standard Rules:*

- Student Code of Conduct and School 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, and telephone number unless notified in writing by the parents, guardians, and eligible students that the school is not to disclose the information.

During the ASA annual registration process, parents 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.

# Title IX Policy

---

No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

All individuals who are employed by ASA are required to conduct themselves at all times in a manner that provides an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on ASA property will be in violation of ASA employment policy and subject to disciplinary action by Administration. Sexual harassment consists of unwelcome or inappropriate sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or another staff member, or by a student to another student or staff member. Anyone who is subject to sexual harassment or who knows of the occurrence of such conduct should inform their immediate supervisor or Administration.

Examples of actions that interfere with a person's education that are prohibited for both students and staff include:

- Unwanted touching
- Obscene comments
- Physical threats
- Obscene / sexually suggestive gestures
- Sexual innuendos
- Gender specific comments
- Requests for sexual favors

All matters involving sexual harassment complaints will remain confidential unless disclosure is required by law or is determined to be necessary to the implementation of this general policy by Administration or the Board of Directors. Confirmation of harassment by an ASA employee may result in disciplinary action, up to and including termination.

ASA conforms with the Federal Title IX. All employees must participate in required trainings and sign the policy of understanding annually.

# 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

# 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 a student is 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.

# 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.