



Arizona School for the Arts

Parent and Guardian Agreements

By enrolling your students at Arizona School for the Arts, you as parents and guardians agree to operate within the mission, vision, and goals of the school. ASA faculty and staff value a collaborative and respectful relationship with all families. 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 by volunteering time and/or making an in-kind donation of needed materials.
- Make an annual financial and/or fundraising commitment to your student's ASA arts programs as able.
- Stay updated on academics, arts, events, performances, and policies/procedures by regularly reviewing Family Friday Email, ParentVue, Canvas, Family Engagement Matters email.
- Ensure your student attends school regularly and on time.
- Send your student to school:
 - Well rested, on time, and within dress code;
 - With needed materials, including;
 - Lunch
 - Arts equipment (i.e., instrument, dance gear, theater supplies)
 - School supplies
- 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 and practice at home, including access to the internet and a printer (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 of notification if they are being sent home for illness or discipline.
- Refrain from delivering items to students during school hours as class will not be interrupted for notification.

Communication

- Provide and update accurate family information (i.e., addresses, phone numbers, emergency contacts, 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 with your student 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/guardians 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 and pick-up. Procedures are available in the [School Policies](#) section of the Parent Portal on the ASA website.
- Wait for your student outside the campus perimeter during dismissal times.
- Adhere to assigned drop-off and pick-up times for school hours, extracurricular events, and off-campus activities.
- Make an appointment when seeking a meeting with school personnel.

Code of Conduct

Some of the most important principles upon which ASA is founded and the basis for school rules that students at school are expected to follow, are founded on respect for others and personal responsibility. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, ASA expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

1. When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office.
2. If a parent feels that the actions of another child have infringed upon the rights of their child, under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parents may approach the classroom teacher or administrator to seek a peaceful resolution to the situation. An approach directly to the child's parent or guardian in conjunction with the same may also be made.
3. If a parent has questions or issues relating to the classroom or a class, they should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where their concerns can be discussed and the actions giving rise to such concern explained.
4. All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening, or abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
5. Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed online or in person with other parents in the school, but should be dealt with one on one with the person or persons whom the parent has an issue.
6. It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.

7. Parents are expected and required to follow the Parent Conflict Resolution in order to resolve an issue with a staff member at ASA. This agreement requires that the issue first be addressed with the staff member directly and an attempt be made to resolve the same. If the parent does not reach a satisfactory resolution, they shall proceed through the appropriate supervisory personnel, as necessary.

Conflict Resolution

ASA recognizes the desire of the parent body to have a voice in the educational process of their children. The following procedure is to help facilitate a positive learning environment in which good problem solving skills are utilized and modeled for our students. When a conflict arises between a parent and a staff member of ASA, the following steps should be taken; the issue must not be discussed with other parents or staff in the school, but should be dealt with one on one. Most problems can be resolved in this manner.

1. The parent should arrange a meeting with the staff member to discuss their concerns and attempt to come to a mutually agreed upon solution.
2. If mutually agreed closure is not reached, the parent may arrange a meeting with the Principal. In this meeting the parent should discuss the attempts that have been made to settle the problem with the staff member. The Principal, at their discretion, may invite the staff member to be present.
3. If there is still no closure, the parent may request a meeting with the Head of School. The Principal, staff member and parent may be present at this meeting. In this meeting the parties should discuss the attempts that have been made to settle the problem and the Head of School will determine any final resolutions.