



ACPA

ARTS & COLLEGE
PREPARATORY ACADEMY

STUDENT HANDBOOK

2016-2017



WE'RE ON YOUR SIDE

To the parents and students of ACPA,

Welcome to the 2016-2017 year!

We are so excited to partner with you to help your student get to where they need to be in order to be the best versions of themselves during and after high school.

Here at The Arts and College Preparatory Academy (ACPA), we have a climate and culture that is based on a **trailblazing arts and college preparatory curriculum** in an environment that is safe, inclusive, and progressive.

This handbook is a guide for how that climate and culture and your student's education will intersect. It's loaded with information about how we work and pathways your student can take to maximize their success.

Let's get started!





SCHOOL OVERVIEW

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SCHOOL PROFILE

The Arts And College Preparatory Academy

4401 Hilton Corporate Drive

Columbus, Ohio 43232

Telephone (614) 986-9974

Fax (614) 986-9976

General email contact@artcollegeprep.org

Attendance email attendance@artcollegeprep.org

Administration

Principal Anthony Gatto

Vice Principal Richard Albeit

Enrollment Director GG Howard

School Counselors Tara Zimmer *students A-J* | Jennifer Ruff *students K-Z*

Faculty 37 total staff | 20 hold a bachelor's degree, 17 hold a master's degree | 3 Intervention Specialists | 2 full time visual arts, 2 full time music, 1 full time dance, 1 full time theater

Enrollment 397 students

Grade 9 112 students **Grade 10** 101 students **Grade 11** 95 students **Grade 12** 89 students

ACT 2015

School Average 22.2 **State Average** 22.0 **National Average** 21.0

Grading Scale

5 / A Mastery

4 / B Accomplished

3 / C Developing

2 / D Beginning

1 / F No Understanding

0 / F No Credit

Graduation Rate

ACPA 91.7% **State** 82.2%





OUR STAFF

Administration

Vice Principal Richard Albeit
Principal Anthony Gatto
Enrollment Director GG Howard

albeit@artcollegeprep.org
gatto@artcollegeprep.org
howard@artcollegeprep.org

Administrative Support Staff

Administrative Assistant Emily Collins
Administrative Assistant Kati Nelson

collins@artcollegeprep.org
nelson@artcollegeprep.org

Special Education

Nancy Nathans
TED Otting
Scott Roberts

nathans@artcollegeprep.org
otting@artcollegeprep.org
roberts@artcollegeprep.org

Counseling

Jennifer Ruff
Tara Zimmer

ruff@artcollegeprep.org
zimmer@artcollegeprep.org

Marketing and Development

Development Director Ben Shinabery
Marketing Director Sharon Udoh

shinabery@artcollegeprep.org
sharon@artcollegeprep.org

Custodial Department

Ben Levy
Charlie Moquin

levy@artcollegeprep.org
moquin@artcollegeprep.org

After School/Ninth Period

TED Otting
Sharon Udoh

otting@artcollegeprep.org
sharon@artcollegeprep.org





OUR STAFF

Arts Department

Instrumental Music Noah Demland

demland@artcollegeprep.org

Theatre Alex Dodge

dodge@artcollegeprep.org

Visual Arts Melanie Holm

holm@artcollegeprep.org

Visual Arts Brooke Hunter-Lombardi

lombardi@artcollegeprep.org

Visual Arts Peter Luckner

luckner@artcollegeprep.org

Theater Liz Martin

lmartin@artcollegeprep.org

Vocal Music Michael Medvidik

medvidik@artcollegeprep.org

Dance Cortney Crenshaw

crenshaw@artcollegeprep.org

Visual Arts Jeff Yost

yost@artcollegeprep.org

English Department

Alex Dodge

dodge@artcollegeprep.org

Scot Gerding

gerding@artcollegeprep.org

Aaron Sherman

sherman@artcollegeprep.org

Foreign Language Department

Spanish Hannah Rivas

rivas@artcollegeprep.org

Spanish Ashlyann Carrasquillo

carrasquillo@artcollegeprep.org

Mathematics Department

Roberta Gier

gier@artcollegeprep.org

Steve Whitt

whitt@artcollegeprep.org

Aaron Wagner

wagner@artcollegeprep.org

Andrew Spohn

spohn@artcollegeprep.org

Science Department

Samantha Fedor

fedor@artcollegeprep.org

Brandon Wise

wise@artcollegeprep.org

Zac Patterson

patterson@artcollegeprep.org

Social Studies Department

Sarah Fingerhut

fingerhut@artcollegeprep.org

Catherine McMillin

mcmillin@artcollegeprep.org

Amanda Waluzak

waluzak@artcollegeprep.org





SCHOOL ATTENDANCE

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Attendance at school is important for many reasons. Students who maintain exemplary attendance records achieve higher grades and develop a strong work ethic, better preparing for college and life after college. Additionally, it is the belief of the ACPA staff, that consistent participation in the educational process improves self worth and is important for positive social, mental and emotional development in teenagers.

Attendance to school is compulsory in the state of Ohio, or more simply put, the law says you have to come to school. The law also says that schools are responsible for enforcing an attendance policy and involving the court system when students become truant.

ACPA understands that illness and life events will occasionally prevent students from attending school. The ACPA staff is committed to helping students maintain regular attendance. If you need help getting to school, or are in a situation that prevents you from attending school, please communicate with us so we can help you find a solution. mic programs.

ABSENCE PROCEDURE

Parent Responsibilities

- If a student is to be absent from school, a phone call or e-mail (attendance@artcollegeprep.org) to the attendance officer from a parent or guardian is required.
- This call should be made before 8:45 am on the day of the absence, or earlier for scheduled appointments.
- A signed note from a parent or guardian is also required upon the student's return to school, outlining the reason for the absence.
- An absence will not be excused if ACPA does not receive either a phone call or note from the parent or guardian.
- If communication with a parent or guardian is not made within 24 hours of an absence, the absence is unexcused, considered skipping school (see student code of conduct) and truancy charges may be filed against the parent or guardian.
- Keep the office updated with accurate address and phone number information.





ABSENCE PROCEDURE, CONT'D

Student Responsibilities

- Students are responsible for communicating with teachers and collecting work missed during excused absences.
- Students are responsible for arranging a reasonable time to make up the work they missed with their teachers.
- Students will not be allowed to make up any work for days in which an absence is unexcused.
- Students will not be allowed to attend, participate in, or perform in after school or extracurricular activities if they were absent from school the day of the event. This includes, but is not limited to school dances and raves, student performances and productions, prom and graduation

EXCUSED ABSENCES

The list below outlines reasons for which an absence from school may be excused and explains in which cases written verification or communication with ACPA administration is necessary. **Anything not covered by this list is considered an unexcused absence unless an administrator excuses it.**

Student Illness A physician or mental health professional's written excuse is required if a student is absent from school for the following time periods:

- more than 2 consecutive days
- more than 2 days in a 5 day period
- more than 7 days in a 30 day period
- more than 10 days in one semester

Family Illness Administration may require a physician or mental health professional's explanation of the necessity of the student's absence.

Quarantine of the Home Excused absence is limited to the length of the quarantine as determined by the appropriate public health official.





EXCUSED ABSENSES, CONT'D

Death of a Relative Excused absence is limited to a period of 3 days in this case. Communication with the administration may result in a longer excused time period.

Medical or Dental Appointment A physician, mental health professional or dental office's written excuse is required in this case.

Observance of a Religious Holiday Any student will have an excused absence if the purpose of the absence is to observe a religious holiday consistent with his or her truly held religious beliefs.

College Visitation Written verification from the college or university attended is required. College visitations are limited to three per student per year, unless permission is given by the guidance counselor or an administrator for more than three. College visits will not be permitted during midterm week, final exam week or the last two weeks of school.

Other/Emergency Absences for reasons other than outlined above should be discussed with the administration to determine if there is sufficient cause for the absence.





PRE-EXCUSED ABSENCES

If it is known beforehand that a student will need to miss school for a day or longer, as much advance notice as possible is needed from a parent or guardian. A phone call or note from a parent or guardian is sufficient. Longer absences need to be cleared with an administrator.

If appointments for students need to be made during the school day and the student must leave school early, the following procedure should be followed:

1. The student should bring a note to the attendance officer on the day of the appointment or before.
2. The student will receive a dismissal slip that will need to be shown to his or her teacher in order to be excused from class.
3. The parent or guardian is required to sign out the student at the front desk or attendance office.
4. Individuals listed as "OK to Pick Up" will not be permitted to sign out a student without parent or guardian permission. Please call the office beforehand to inform them.
5. **Please do not call or text your student while they are in class. In case of an emergency, please call the office 614 986 9974.**

TARDINESS

Students are expected to arrive at the school on time. The day begins at 8:55am. A student who enters the building after 8:55 am must report directly to the office and receive a tardy pass from the front desk.

A student is permitted three (3) tardiness to school per quarter without penalty.

When a student reaches his/her fourth tardy per quarter, the parent and student may need to meet with Mr. Albeit. Consequences for excessive tardiness include, but are not limited to, lunch detentions and zeros for any missed work in the class. If there is a pattern of tardiness to school, students will meet with Mr. Albeit to discuss consequences related to truancy.

Tardiness that occur due to school bus delays are automatically excused from the above policy.





TRUANCY

Ohio law defines truancy as an absence from school without excuse. The truancy laws apply to students between ages six and 18 and identifies two types of truancy: **habitual truancy** and **chronic truancy**.

The difference between a habitual and a chronic truant is the number of days the student has been absent without permission. A habitual truant is absent from school without a legitimate excuse for five or more consecutive days, seven or more school days in one school month, or twelve or more school days in one year. A chronic truant is absent from school without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

When a student is habitually truant, the following process will occur:

- Notification will be sent home, and attendance to school will be immediately required.
- A conference with administration will be also required to determine a plan of action of to improve the student's attendance.
- Truancy charges will be filed in the county juvenile court against the student and his or her caretaker if the agreed upon conference appointment is missed.

When a student is chronically truant:

- Truancy charges will be filed with the county juvenile court against the student and his or her parent or guardian.
- Students who are considered truant by the State of Ohio are in danger of failing classes for the year and not earning course credit.

Please visit codes.ohio.gov/orc/3321 to read more about Ohio laws regarding school attendance and truancy.





COMMUNITY VALUES AND STANDARDS

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The staff of ACPA has very high expectations for student conduct. In order to maintain an environment that is safe and conducive to learning, student self-awareness about their conduct must be a priority while at school, and outside of school.

BE KIND

This is our number one rule at ACPA, and we feel that if all of our students can follow this one, we will have no discipline issues. **Be Kind. Treat each other with kindness.** That has been said many different ways and many times. It is the basic concept of almost every religion and moral code known to man. Being kind to each other makes for a safe and positive environment, and we feel that it is a relatively easy behavior by which to conduct our selves.

“Be kind, for everyone you meet is fighting a harder battle.” – Plato

RESPECT DIVERSITY

Diversity in the school community (students, staff, families, community partners, etc.) is the core value at the heart of ACPA’s vision and mission. As such, the code of conduct demands that all members of the ACPA community treat all other members with the respect they deserve as a fellow human being. **Our differences** – including **gender, gender expression, ethnicity, sexual orientation, disability, class, religion, country of origin and culture** – **make ACPA the unique place that it is and offer us opportunities to learn from each other.**

“Be yourself. Everyone else is already taken.” – Oscar Wilde





BE HONEST

Honesty is the best policy. We've all heard that one before. It's true at ACPA, and something that we want our students to understand and live by. Honesty shows moral character, and it shows that you take responsibility for your actions, which is highly valued at ACPA. When students are honest about what they've done, the positive nature of honesty usually outweighs the negative nature of the infraction.

"Whoever is careless with the truth in small matters cannot be trusted with important matters." – Albert Einstein

WORK TO SOLVE PROBLEMS

When discipline issues do arise, especially those that are a result of interpersonal conflicts, there is a problem to be solved. Our expectation is that students are willing and able to try to resolve conflict in a mature, thoughtful, nonviolent and non-argumentative fashion, with the help of ACPA staff if needed. **Students who are able to rationally solve their problems, interpersonal or otherwise, tend to be successful at ACPA.**

"One thing is for sure. We have to do something. We have to do the best we know how at the moment... if it doesn't turn out right, we can modify it as we go along." – Franklin D. Roosevelt

COMMUNICATE

Effective communication is the glue that holds all of our other community values together. We can better understand each other, express our wants and needs, and resolve conflict when we communicate effectively. **ACPA students are expected to communicate clearly, politely, and intelligently with their peers, teachers, administrators and other members of the ACPA community.** This includes verbal and written communication.

"To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others." – Tony Robbins





PARTICIPATE

Get involved in something. Join the after school program, try out for a play, volunteer to help make something happen, or start a club! There are many opportunities to get involved at ACPA, and you should take advantage of that. ACPA staff and administration find that those who are engaged in activities often have an easier time making friends, tend to have more interesting things to talk about and avoid unnecessary drama, and succeed academically. Plus, participating is fun and **you get to contribute to making the ACPA community a better place by sharing your talents and interests.**

“The building is a special place because of its architecture,... But it’s people who make it special by participating in it.” – Charlie Chaplin

PRACTICE AWARENESS

Awareness is the knowledge or perception of a situation or fact; consciousness, recognition, realization, understanding, mindfulness, appreciation, knowledge, insight, familiarity, cognizance.

The concept of awareness is one that we can apply just about anywhere in our lives – our relationships with others, our academic studies, and our creative practices. Awareness is perpetual and constant. **Being aware helps us to recognize our strengths and weaknesses, how we can use our strengths to help better our community, and learn from others to improve ourselves.** There is value in knowing what is going on around you, recognizing where your opportunities for growth and making contributions are, and learning from others to improve your shortcomings. Being aware also helps to understand and appreciate those that are different than us. The staff and administration of ACPA believe that practicing awareness is an important element of personal, academic, and creative growth and development.

“Be present in all things and thankful for all things.” – Maya Angelo





ACPA MENTIONS, TRAILBLAZER AND AWARENESS MENTIONS

To encourage and support positive community contributions, ACPA has created a program called ACPA Mentions. Staff members who see students or other staff engaged in activities that are worth mentioning to the community may submit the participants' names to the administration to be read during morning announcements and given a special ACPA Mention wrist band. In addition to ACPA Mentions, Trailblazer Mentions are reserved for those students who exhibit trailblazing attitudes and actions by forging new paths, displaying exemplary leadership characteristics, and challenging those around them to do the same. There are three levels of Trailblazer Mentions: **Reject Passivity, Assume Responsibility, and Use Your Voice (Lead).**

ACPA CLASS CHALLENGE

This addition to the Mention incentive program adds an inter-class competition to the mix. Students will earn points for their grade-level class for ACPA Mentions, Trailblazer Mentions, Perfect Term Attendance, Honor Roll Distinctions, and other exemplary behavior recognized by the administration. The class with the highest point total at the end of the school year wins the honor of being called, "The Best, Greatest, Nicest, Smartest, Most Lovable, Most Likely to Succeed, More Charming, Smartest, Best Class of 20XX" and permanent recognition on the walls of ACPA.

Point System

- ACPA Mentions = **10 points**
- Awareness Mentions = **15 points**
- Trailblazer Mentions = **20 points**
- Perfect Term Attendance = **25 points**
- 3.0 – 3.49 Term GPA = **15 points**
- 3.5 – 3.99 Term GPA = **30 points**
- 4.0 Term GPA = **50 points**





BULLYING, INTIMIDATION, AND HARASSMENT

Also at the heart of ACPA's founding principles are a strong stance against bullying, intimidation, and harassment by one student (or a group of students) toward another student (or group of students). An environment in which a person is bullied, intimidated or harassed is not a safe environment, nor is it conducive to learning. Students who bully other students are not welcome at ACPA and will face expulsion, at the minimum a 10 day out of school suspension. The following policy includes **cyber-bullying** and **sexual harassment** (language or behavior that victimizes another individual because of their gender or sexual orientation).

In accordance with state law, **the Arts and College Preparatory Academy prohibits harassment, intimidation or bullying of one student toward another particular student or students on school property, at school sponsored events and at all times where student conduct is related to school or school activities, including time spent traveling on school busses and social media and internet activity.**

Harassment, intimidation or bullying by one student toward another particular student or students shall be defined as an intentional written, verbal, or physical act that occurs more than once and which causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Any student who believes he/she has been harassed, intimidated or bullied by another particular student may bring forward a complaint to the school Principal or designee. Any school personnel who are aware of prohibited incidents shall report those incidents to the school principal or designee. All allegations of harassment, intimidation or bullying shall be promptly, impartially and thoroughly investigated. Parents or guardians of students involved in a prohibited incident shall be notified and to the extent permitted by federal and state law, shall have access to any written reports pertaining to the prohibited incident. Any school employee, student or volunteer, who in good faith and in compliance with procedures, reports an incident of harassment, intimidation or bullying shall be immune from civil liability.

The Superintendent shall develop procedures to implement this policy. This policy shall be widely disseminated to the ACPA community. Legal reference: Section 3313.666 Ohio Revised Code.





DRESS CODE

All members of the ACPA community are welcome to express themselves through their personal style. Please do not abuse this privilege. Your clothing must not be of objectionable nature. Any clothing that is offensive to any specific or targeted group may not be worn. Administration makes the final determination of what is deemed inappropriate or objectionable.

The following are not allowed:

- Overly revealing clothing.
- Offensive or threatening language or pictures on clothing.
- Pictures or slogans on clothing that promote drugs, tobacco, alcohol, or violent weapons.
- Anything gang-related, such as, but not limited to signs, graffiti, dress and language.

INAPPROPRIATE PHYSICAL CONTACT AND LANGUAGE

Students are expected to use professional, respectful language (word choice and tone) toward one another and toward staff. Profanity is strictly prohibited. Students should also refrain from physical contact that is sexual in nature. Conduct yourself appropriately in public.

CLASSROOM RULES

Teachers will have their own sets of classroom rules and policies that students will be expected to follow. These sets of rules may come with their own consequences, and will address such things as food and drink consumption and electronic device usage.





INFRACTIONS AND CONSEQUENCES

The following infractions are not in line with the expectations of conduct that the staff of ACPA has for all students. These infractions have occurred often enough in the past, that they warrant an automatic consequence. **Each of the following is an unsafe behavior and/or not conducive to learning.** Communication with parents or guardians will occur for each of these infractions to the code of conduct. Students who continually break the student code of conduct or develop a serious pattern of disruptive behavior will face consequences that are more severe than those listed for each individual infraction and may eventually face expulsion. Teachers and administrators will be able to assign lunch detentions or after school detentions, which will be held on Tuesdays and Thursdays.

Chronic Lateness to Class The consequence for continually arriving to class after the bell rings is a lunch detention or after school detention. Teachers' classroom rules define what is considered chronic for their classes.

Skipping Class The consequence for skipping class is a lunch detention. You will also receive no credit for missed assignments, including quizzes, tests and projects that are due the day you skip. Skipping class is defined as not being present in a scheduled class when you are in attendance for the school day. Skipping class is clearly not conducive to learning. If you miss class, you should have permission from an administrator, and your teacher should know that you will not be in attendance before the class meets.

Class Disruption The consequence for disrupting class is a lunch detention. Class disruption is considered any behavior that prevents a classroom environment from being safe or conducive to learning. If a teacher asks you to cease a behavior more than once, you are being disruptive to the class. Excessive talking, arguing with your teacher and arguing with other students are all examples of class disruptions.

Smoking on School Grounds The consequence for smoking (including any vapor products) on school grounds is a lunch detention. Smoking cigarettes (and vapor products) is unhealthy and illegal if you are under the age of 18. If you are 18, smoking is still unhealthy and prohibited on school grounds.





INFRACTIONS AND CONSEQUENCES, CONT'D

Leaving School Grounds During Lunch The consequence for leaving school grounds during lunch is a two-day out of school suspension. We do not have open lunch at ACPA predominately for safety and time reasons. Leaving school grounds is dangerous and strictly prohibited.

Verbal Altercations The consequence for a serious verbal altercation with another student is at least a 3-day out of school suspension, possibly more depending on the severity of the altercation and how disruptive to the school the altercation is. Cruel, violent and threatening language and behavior is not valued at ACPA; problem-solving and conflict resolution are valued at ACPA. A verbal altercation is defined as an escalated argument, usually at high volume that has the potential to escalate to a physical altercation.

Physical Altercation The consequence for a physical altercation is at least a 10 day out of school suspension, and possibly an expulsion. There is no tolerance for violence and fighting at ACPA.

Stealing Theft fosters an unsafe and distrustful environment and is against the law. The consequence for stealing (from the school, a staff member or another student) is at least a 10 day out of school suspension, and possibly an expulsion. Students who steal will be asked to replace or pay for the stolen item or items. There is no tolerance for stealing at ACPA. Ask for something that you need instead of taking it without permission.

Vandalism Vandalism also fosters an unsafe and distrustful environment. Vandalism also displays a lack of respect for the school building and school community. The consequence for vandalism is at least a 1 day suspension, and possibly up to 10 days, and the involvement of law enforcement. Students will also be asked to repair or pay for the repair or replacement of the property that was vandalized.

Drug Possession and Use The possession and/or use of illegal drugs and illegal drug paraphernalia on school grounds is unsafe and not conducive to learning. We want ACPA to be a drug free environment. The consequence for drug possession and/or use of illegal drugs on school property is at least a 5 to 10 day out of school suspension.





INFRACTIONS AND CONSEQUENCES, CONT'D

Drug Sales Sales of illegal or prescription drugs on school property is strictly prohibited. Drug pushers are poisonous to the school community and society at large. The consequence for selling drugs on school property is expulsion and the involvement of law enforcement.

Weapon Possession and/or Use Possession and/or use of a violent weapon at school is prohibited. Possession of a weapon indicates the pre-meditated intention to solve problems in a manner that is neither rational nor kind. It is also illegal. The consequence for possession of a weapon is at least 10 days, possibly an expulsion and the involvement of law enforcement. The consequence for weapon use is an expulsion and the involvement of law enforcement.





AFTER SCHOOL / NINTH PERIOD

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AFTER SCHOOL/NINTH PERIOD

The Ninth Period/After School Program at ACPA is an extension of the school day and is educational in nature. **All students who stay after school**, whether by choice or because they are waiting on a late ride, **are required to participate in the supervised activities that occur after school during Ninth Period.** All school values and rules apply and students must be under staff member supervision at all times.

Overview Ninth Period runs **Tuesday – Friday** (no program on Mondays) **from 4:15 p.m. to 5:30 p.m.** with a snack distributed on the way out, and will begin on **September 6, 2016.**

Waiting Room If a student is waiting for a ride that is late, they will wait in a designated area, to be determined, with a staff member. **They must remain in this room until the ride has arrived.** On Mondays, when there is no Ninth Period Program, all students who are in the building at 4:15 p.m. will wait in this room.

Study Center There will be a quiet place for students to study and get help with their homework every day that Ninth Period is in session. *Mr. Otting, who works with academic intervention, will staff this room.*

Workshops There are a variety of workshops for students, from Dance Ensemble, to Minecraft, to Credit-Flex Physical Education activities. Students can sign up for these workshops at the beginning of the semester via workshop request, similar to a course request for classes during the school day. **They must stay in the workshop for the entire semester**, also similar to a class during the school day. *If the student wishes to leave their workshop mid-semester, they should discuss their options with the director, Sharon Udoh.*

Pick-up Policy ACPA will close at 5:30 p.m. this year. Please contact the school if this time cannot be met.





ACADEMICS

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COURSE OF STUDY

ACPA adheres to the state of Ohio's graduation requirements and encourages students to complete the requirements necessary for an honor's diploma (see attached documents). Additionally, students are required to take a Math, Science, Social Studies and English course each year they are enrolled in ACPA. Students are also required to take a foreign language course during their Freshman and Sophomore year, and to continue with either a third year of the same language or two more years of a different language. Students are also required to take at least one arts class each year. **Rare exceptions to the ACPA Course of Study requirements will be made on a case by case basis only, and require a meeting with administration.** Additionally, all students are required to take a minimum of 5 classes at ACPA. Any exceptions must be cleared by your school counselor and an administrator.

SCHEDULE CHANGES

It is important for students to carefully consider courses they plan to take the following year and keep schedule changes to a minimum. Schedule changes are sometimes necessary, however, and may be initiated by the student or school. Sometimes the school cannot honor all of the requested courses due to scheduling conflicts, but school-initiated changes will be kept to a minimum as course requests are used to determine staffing and teaching assignments. It is important to identify 2-3 alternative options the scheduling so you can have a complete schedule.

Circumstances for schedule changes

- Students need to fit a graduation requirement into his/her schedule.
- Courses completed over the summer may require a level change at the beginning of the school year.
- Medical issues may necessitate a change. Doctor's note may be requested.
- Course may have been scheduled without proper credit for prerequisites.
- Changes in school-sponsored program may dictate changes
- Technical error in scheduling program.
- Changes authorized by administration.



SCHEDULE CHANGES, CONT'D.

Circumstances where schedule changes may not be granted

- Students wanting to drop a course required for graduation
- Student does not like teacher or student in class
- Student does not like the time of day the course is taught
- Student is unhappy with the course workload

Students may drop a course no later than the following dates.

Year Course September 2, 2016

First Semester Course September 2, 2016

Second Semester Course January 20, 2017

ACADEMIC INTERVENTION

ACPA is a college preparatory school; therefore we expect academic excellence from our students. **In order to remain at ACPA, students must progress through a specified and progressive course of study.** Should a student fail a core class, the burden is on the student to recover that credit before the start of the next school year. We are committed to keeping our class size small, and our master schedule cannot accommodate students who must repeat a class to earn a required credit, and therefore do not allow it. Passing classes is a basic expectation at ACPA. As a proactive measure, ACPA has an established academic intervention program to help struggling students towards promotion: The Academic Achievement Program.

Students must attend the Level-Up Program if they meet ANY of the following criteria:

- The student is failing or receives a D in two of five core classes (English, Mathematics, Science, Social Studies, or Foreign Language) at the end of a six-week term.
- The student fails any core class for [two consecutive] six-week terms.
- The student earns a 1.5 grade point average, or below, for a six-week term.
- The Intervention Team (Teachers, Intervention Specialists, and Administration) decides that a student need attend for any reason either listed above or unspecified.



ACADEMIC INTERVENTION, CONT'D

When a student must attend Level-Up, each of the following will occur:

- An Administrator or an Intervention Specialist (I.S.) and the student will conference to discuss the student's lack of progress, to explain the intention and expectations of the Level-Up, and to help the student understand the potential consequences of failing to bring up their grades to a satisfactory level.
- The student and the Administrator or I.S. will work together to create an **Individual Goal (IG)** that will address the causes for the student's lack of progress, and create strategies that the student will use to address the specific identified areas that are causing them problems. These may include organization, study skills, time management, motivation, or comprehension.
- The student will sign their IG to show commitment to achieve the goal by the end of the next six-week grading term, and a copy of the IG will be sent home to the parents/guardians.
- Guided by the goals and interventions specific to each IG, the student will be assigned to a Study Group, occurring in place of his/her regular advisory period.
- Students will receive a grade for Level-Up based on participation & attendance, maintaining their notebook, and assessment of their IG to be completed by the Administrator or I.S. and student. This grade will be included as part of the student's Advisory grade and will serve as an additional way to measure progress within the program. If a student does not receive a passing grade they will have to repeat Level-Up the next term.
- Student Performance and IG's will be reassessed at the end of each term to determine if the goal was met and appropriate next steps.
- If a student attends Level-Up for three consecutive terms and fails to meet one or any of their IG's, a conference with an Administrator and Parent/Guardian will be scheduled to discuss the student's academic outlook.



PLAGIARISM AND ACADEMIC DISHONESTY

Plagiarism is intellectual theft. Plagiarism means submitting work as your own that is someone else's. For example, copying material from a book or other source (like the internet) without acknowledging that the words or ideas are someone else's and not your own is plagiarism. If you copy an author's words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else's ideas, even if you paraphrase the wording, appropriate credit should be given. You have committed plagiarism if you cut and paste from the internet without citing your sources, purchase a term paper, or submit a paper as your own that you did not write.

Examples of plagiarism are the following:

- **Quotations not cited** If you use someone's exact words, you must place them in quotation marks. The source of those words must be listed on the Works Cited page at the end of your paper.
- **Paraphrasing not cited** If you present someone else's ideas in your own words, you must give credit to the originator of the idea. The source of the idea must be listed on the Works Cited page at the end of your paper.
- **Web papers** Do not claim papers or parts of papers you find online as your own. If you present information from a website, the source of that information must be listed on the Works Cited page at the end of your paper.

Plagiarism will not be tolerated. When a student is accused of plagiarism, the following consequences will be given:

1. The student will have a disciplinary conference with the teacher and an administrator.
2. If the student is found to have plagiarized, the student will receive a '0' for the assignment, and will not be allowed to make up the assignment.





PLAGIARISM AND ACADEMIC DISHONESTY, CONT'D.

Academic dishonesty normally involves cheating or failing to cite sources for research or ideas in a paper. Academic dishonesty is serious because 1) it violates the purpose of education, which is for the student to think independently and 2) academic dishonesty disrespects those students who take the time to complete their own work honestly. If an investigation reveals academic dishonesty on the part of students, said students will receive no credit for their work, no opportunity to make up the work, and will be referred to administration for further punishment. Academic dishonesty can take several forms

Cheating means getting unauthorized help on an assignment, quiz, or examination.

1. You must not copy homework assignments or allow others to copy. Giving another student the answers is not helping them; it is harming them and stunting their academic achievement and growth.
2. You must not receive from any other student or give to any other student any information, answers, or help during a test, quiz, or exam.
3. You must not use unauthorized sources for answers during a test, quiz, or exam. You must not take notes or books to the exam when such aids are forbidden, and you must not refer to any book or notes while you are taking the exam unless the instructor indicates it is an "open book" exam.
4. You must not obtain exam questions before an exam or tamper with an exam after it has been corrected.



MISCELLANEOUS POLICIES AND PROCEDURES

SCHOOL HANDBOOK 2016-2017



ARTS & COLLEGE
PREPARATORY ACADEMY



DROP-OFF AND PICK-UP

Students receiving a ride to school should be dropped off and picked up at the west door (former front door), before and after school. This door (the former front door) will be locked when the tardy bell rings and all late students should enter through the new front entrance (north door). Students leaving early should exit through the front door after being signed out by a parent or guardian. **Parents & Guardians, we ask that you please physically sign out your students who are leaving early.** Entrance and exit drives are marked, as well as no parking areas. Please pay close attention to these to keep traffic flowing. Bussed students and students who drive to school should enter and exit through the south (cafeteria door).

ELECTRONIC DEVICES

Electronic devices may be used before school, during lunch, and after school. They should not be used during class unless a staff member gives explicit permission to do so. All electronic equipment is the responsibility of the student. ACPA does not accept responsibility for items brought into the school that are lost or stolen. Students bring these items to school at their own risk.

SCHOOL TECHNOLOGY

ACPA has been fortunate enough to be able to provide technology to enhance and deliver class lessons, foster creativity in this digital age and provide 21st Century instruction to our students. We see the technology that we use here as an investment in our students' future.

The following rules will help to ensure that this investment in technology will be able to be used by ACPA students for years to come:

- Laptops and iPads are to be used in a classroom, under teacher supervision.
- Only adults may transport technology carts from room to room.
- Return computers to their carts when you are instructed to.





AUDIENCE BEHAVIOR

Students who attend performances by other students and guest artists, both in and out of school, should exhibit appropriate audience behavior. **We expect you to pay performance appropriate, typically polite, quiet attention to your fellow and guest artists.** Students who disrupt performances will be asked to leave the performance.

GRADE REPORTING

Report cards will be distributed to students and mailed home one to two weeks after the end of each six-week grading term. ACPA does not have official interim grade reports, but teachers will keep students and parents informed on progress throughout the term with periodic class grade reports. **Students and parents can also use PowerSchool to view assignments and grades in each of their classes.** Please remember that PowerSchool is not always an up-to-the-day reflection of a student's current progress. Any concerns about grades are best addressed with the teachers via e-mail or a phone call.

PARENT/TEACHER/STUDENT CONFERENCES

Conference nights are held twice a year, two nights per week. Parents are able to meet with all of their students' teachers concerning grades, work ethic, classroom behavior, etc. **Student participation in conferences is required.** Conferences can be scheduled by calling the school.

STUDENT PARKING

Students who hold a valid Ohio Drivers License may park in the student parking lot (the big lot on the east side of the building). Students who drive must have a registration form on file with the office. Registration forms can be obtained at the front desk. **Students are not permitted to be in their cars during the school day, including at lunchtime.**





OFF-LIMITS AREA

- Students arriving early to school should congregate in the cafeteria before the tardy bell rings. The Future Space and east hallway area (recording studio area) are off-limits in the morning. Students are only permitted in classrooms if a staff member is supervising.
- Students may not use any of the emergency exits at any time other than during emergencies or emergency drills.
- Students may not be in the student parking lot during the day (including lunchtime).
- Students may not go over the grassy mound on the edge of the west parking lot (beyond the concrete picnic tables). Do not go near the train tracks.
- Students are not permitted to be in the front (north side) of the school during lunchtime.
- Students are not permitted past the inner boundary of the east side of the building (the expansion side).
- **Basically, stay inside the U formed by the back of the building, and the grassy picnic table area near the greenhouse.**
- Students may not be in classrooms without a teacher present.
- Students are not permitted to play on or climb the fences around the AC units or the walls surrounding the dumpsters.
- Students may not be in the halls during class time unless they have a signed pass from a staff member.
- Students may not be in the front reception area during lunch.
- Students may not leave the school property without adult consent, before or during school.
- Bus students must enter the building as soon it arrives.
- Bus students may not leave the school property at dismissal without adult permission.





TRAIN TRACKS

Students are absolutely prohibited from being on or near the train tracks in the back of the building. This is an active train line and presents a clear and present danger to any student in the vicinity of the tracks while a train is running. Students should stay within the allowed boundaries to avoid the danger of a traveling train. Disciplinary action will take place for any student who chooses to ignore this warning. **Students may face an expulsion hearing for breaking this rule.**

STAIRS AND THE NEW FUTURE SPACE

The New Future Space has some design elements that are new to ACPA. Please use the stairwells responsibly. Do not jump, run or skip steps on the stairwells. **Also, do not hang on or touch any exposed pipes or railings.** These behaviors could break the new future. Do not lean over the second story landing.

- Use the main stairwell to go up and down to rooms 20 and 21.
- There is no food or drink allowed in the New Future. Please eat lunch in the cafeteria or in the hallways.
- Please do not jump, play or climb on the stage when it is set up in the New Future.
- Please treat the New Future with respect and do your part to help keep it clean and maintain its beauty.

ANONYMOUS STUDENT CONCERNS

Even though ACPA is a dedicated Safe(r) Space for all, we recognize that victimization still occurs, and that sometimes students do not feel safe reporting it. **That is why the Anonymous Student Concerns Form was created, and since its inception, has been utilized in many cases.** Students may login using their artcollegeprep.org ID and submit any concern for another student, staff member, or themselves securely and anonymously. The form enters all information given into a spreadsheet and an email alert is automatically sent to administrators only.





GANG ACTIVITY

In accordance with state law, the Arts and College Preparatory Academy prohibits harassment, intimidation or bullying of one student toward another particular student or students on school property, at school sponsored events and at all times where student conduct is related to school or school activities. **Harassment, intimidation or bullying by one student toward another particular student or students shall be defined as an intentional written, verbal, or physical act that occurs more than once and which causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.** Any student who believes he/she has been harassed, intimidated or bullied by another particular student may bring forward a complaint to the school Principal or designee. Any school personnel who are aware of prohibited incidents shall report those incidents to the school principal or designee. All allegations of harassment, intimidation or bullying shall be promptly, impartially and thoroughly investigated. Parents or guardians of students involved in a prohibited incident shall be notified and to the extent permitted by federal and state law, shall have access to any written reports pertaining to the prohibited incident. Any school employee, student or volunteer, who in good faith and in compliance with procedures, reports an incident of harassment, intimidation or bullying shall be immune from civil liability. The Superintendent shall develop procedures to implement this policy. This policy shall be widely disseminated to the ACPA community. Legal reference: Section 3313.666 Ohio Revised Code.

NON-DISCRIMINATION POLICY

The Arts and College Preparatory Academy thrives on the diversity of its members. An atmosphere of respect for all will be maintained at all times. To keep everyone emotionally, physically, and psychologically safe, we have a zero tolerance policy toward discriminatory or threatening language or behavior, as well as all substance abuse.

The Arts and College Preparatory Academy is an Equal Opportunity Employer. **We do not discriminate in our hiring practices or student admissions on the basis of race, ethnicity, country of origin, gender, sexuality, disability, veteran status, religion, class, or age.**





EMERGENCY PROCEDURES

Monthly fire drills are required by the law and are an important safety precaution. Tornado drills are required as a safety precaution during tornado season in the spring. Lock Down drills are practiced on an annual basis to ensure students safety in the event of emergency. Teachers will inform students of the proper procedure for each of these drills.

EQUAL EDUCATION OPPORTUNITY

It is the policy of ACPA to provide an equal education opportunity for all students. ACPA is in compliance with state and federal laws covering health, safety, disability, and insurance.

CHILD FIND

Many children with disabilities are not visible because they do not function in the mainstream of the community. Examples of this may be children of homeless individuals or children of migrant families. In some cases, parents are not even aware of the fact that their child has a disability and are also unaware of available services.

The Arts and College Preparatory Academy is interested in meeting the needs of children with disabilities. If you know of a child who may have disabilities, contact the school for more information.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. **ACPA offers a variety of special education programs and services** with students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).





STUDENT/PARENT/GUARDIAN AGREEMENT

After reading and discussing the Student Handbook, please sign and return this page to your Advisory teacher.

My signature below certifies that I have read the 2016-2017 Student Handbook. My signature also certifies that I understand what is expected of me as a student at ACPA, and serves as a promise that I will always conduct myself as an outstanding community member in accordance with the rules of the handbook.

Student Printed Name _____

Student Signature _____

Date _____

My signature below certifies that I have read and discussed the 2016-2017 Student Handbook with my child. My signature also certifies that I will support my child's education at ACPA by supporting and reinforcing the values and policies of the school.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____

