



ACPA

ARTS & COLLEGE
PREPARATORY ACADEMY

STUDENT HANDBOOK

2018-2019



WE'RE IN THIS TOGETHER

To the parents and students of ACPA,

Welcome to the 2018-2019 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

STUDENT HANDBOOK 2018-2019

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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 Principals Richard Albeit & Amanda Waluzak

Enrollment Director GG Howard

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

Intervention Specialists Kim Hood & Ted Otting

Teaching Staff

32 total staff | 22 hold a bachelor's degree, 13 hold a master's degree

2 full time visual arts, 2 full time music, 1 full time dance, 1 full time theater

Enrollment 407 students

Grade 9 103 students **Grade 10** 104 students **Grade 11** 99 students **Grade 12** 101 students

ACT 2017

School Average 20.6 **State Average** 19.4

Grading Scale

5 / A Mastery 90-100%

4 / B Accomplished 80-89%

3 / C Developing 66-79%

2 / D Beginning 46-65%

1 / F No Understanding 1-45%

0 / F No Credit earned *no credit or did not submit*

Graduation Rate

ACPA 95.5% **State** 83.4%





OUR STAFF

Administration

Principal Anthony Gatto
Vice Principal Richard Albeit
Vice Principal Amanda Waluzak

gatto@artcollegeprep.org
albeit@artcollegeprep.org
waluzak@artcollegeprep.org

Enrollment

Enrollment Director GG Howard
Enrollment Coordinator Sharon Udoh

howard@artcollegeprep.org
sharon@artcollegeprep.org

Administrative Support Staff

Administrative Assistant Emily Collins
Administrative Assistant Kati Nelson
Administrative Assistant Fayth Dobbs

collins@artcollegeprep.org
nelson@artcollegeprep.org
dobbs@artcollegeprep.org

After School/Ninth Period

Sharon Udoh

sharon@artcollegeprep.org

Counseling

Jennifer Ruff
Tara Zimmer

ruff@artcollegeprep.org
zimmer@artcollegeprep.org

Marketing and Development

Ben Shinabery

shinabery@artcollegeprep.org

Special Education

Kim Hood
Ted Otting

hood@artcollegeprep.org
otting@artcollegeprep.org





OUR STAFF

Arts Department

Dance Cortney Crenshaw	crenshaw@artcollegeprep.org
Instrumental Music Noah Demland	demland@artcollegeprep.org
Theater Alex Dodge	dodge@artcollegeprep.org
Visual Arts Melanie Holm	holm@artcollegeprep.org
Visual Arts Brooke Hunter-Lombardi	lombardi@artcollegeprep.org
Theater Liz Martin	lmartin@artcollegeprep.org
Vocal Music Michael Medvidik	medvidik@artcollegeprep.org

English Department

Vinusha Autar	autar@artcollegeprep.org
Alex Dodge	dodge@artcollegeprep.org
Scot Gerding	gerding@artcollegeprep.org

Foreign Language Department

Hannah Rivas	rivas@artcollegeprep.org
Eric Simons	simons@artcollegeprep.org

Mathematics Department

Roberta Gier	gier@artcollegeprep.org
Aaron Wagner	wagner@artcollegeprep.org
Steve Whitt	whitt@artcollegeprep.org

Science Department

Zac Patterson	patterson@artcollegeprep.org
Auna Rickman	rickman@artcollegeprep.org
Brandon Wise	wise@artcollegeprep.org

Social Studies Department

Sarah Fingerhut	fingerhut@artcollegeprep.org
Catherine McMillin	mcmillin@artcollegeprep.org
Bradley Severt	severt@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.

The law also says that schools are responsible for enforcing an attendance policy and involving the court system when students become truant. According to state law, school must consider both excused and unexcused absences, when determining whether a student is “excessively absent.” When enough unexcused absences are accumulated by a student, the student becomes truant. Requirements for excused absences are listed on pages 9, 10, and 12. Truancy policies and procedures are explained on page 13. Also according to state law, students must be **automatically withdrawn from the school** after missing **72 consecutive hours** of learning opportunities.

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.

ABSENCE PROCEDURE

Parent Responsibilities

- If a student is to be absent from school, a phone call (**614-986-9974**) or email (**attendance@artcollegeprep.org**) to the attendance office from a parent or guardian is required.
- Important Note: Contacting the student’s teacher or counselor does not count as contact to the school. **The attendance office must be notified.**
- If no parent or guardian call is received, a signed note from a parent or guardian is required upon the student’s return to school, outlining the reason for the absence.
- **If a note or call is not received within 24 hours of the absence, the absence will remain unexcused, will count towards truancy and may result in the implementation of an Absent Intervention Plan.**
- The parent/guardian may be called for clarification or asked to provide documentation regarding the absence.
- It is imperative that parents support the importance of school attendance by not asking for or supporting unnecessary absences.
- Do not call or text your student while they are in class. In case a student contacts you regarding illness or early pickup, please call the school to verify at 614-986-9974.





ABSENCE PROCEDURE, CONT'D.

Student Responsibilities

- Students between the ages of 6-18 must attend school full time until they graduate high school.
- Students are responsible for communicating with teachers and collecting work missed during absences.
- **Important Note:** 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, student performances and productions, prom, and graduation.

EXCUSED ABSENCES

The list below outlines reasons for which an absence from school may be excused per Ohio Revised Code 3301 and explains in which cases written verification or communication with ACPA administration is necessary:

- **Student Illness** A physician or mental health professional's written excuse is required if a student is absent from school for 3 or more consecutive days for it to be considered excused.
- **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.
- **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.

A doctor's appointment does not excuse a student from school **all day** unless proof is shown to merit this. Students are expected to be at school before the appointment, acquire all missed assignments and return after the appointment. Students who fail to have documentation for the entire day will receive an unexcused absence for the total hours missed.





EXCUSED ABSENCES, CONT'D.

- **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 their 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. Absences may be determined unexcused and will count towards truancy. This may result in an Absence Intervention Plan and disciplinary action.

APPOINTMENT/LEAVING EARLY PROCEDURE

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:

- The parent or guardian is required to sign out the student in person at the front desk or attendance office. Students will not be allowed out of class until the parent arrives.
- Students arriving late from appointments can sign themselves into school. The student must bring a doctor's note.
- Students who drive must have the parent/guardian call or email attendance on the day of the appointment to give permission for the student to leave for the appointment.
- Individuals listed as "OK to Pick Up" will not be permitted to sign out a student without parent or guardian's permission. Please call or email attendance on the day of the appointment to give permission.
- Please do not call or text your student while they are in class. In case of emergency please call the office at 614-986-9974.





LUNCH PERIOD

Parents taking students out to lunch must sign out the student before the student may be dismissed and sign them back in when they return. The amount of time missed will count towards excessive absences if it overlaps with instructional time.

TARDINESS

Students are expected to arrive at the school on time. The day begins at 8:55am. A student is considered tardy if he or she is not in their seat when the bell begins ringing. Continually arriving late to school disrupts class, but most importantly, affects the individual student's ability to reach their full potential by being at school and in class on time. If a transportation issue is the cause of lateness, communicate with the Front Desk so ACPA staff can assist in problem solving.

- A tardy will not be excused for parent's work schedule, car trouble, alarm failure, oversleeping, traffic conditions, no ride, missing bus, work, shopping trips, hair appointments etc.
- Unexcused tardies will count towards excessive absences and habitual truancy.
- The consequence for continually arriving late to school is a conference with administration, and eventually may result in the creation of an Absence Intervention Plan (AIP) with administration, parents or guardians, and the student, as mandated by Ohio law.





PRE-EXCUSED ABSENCES

Pre-arranged absences for an absence other than illness such as a family vacation are excusable provided they are known and approved by the administration at least one week prior to the planned absence.

Parents should request and complete a “Planned Absence Form” and turn it into the attendance office. Upon approval, the parent will be notified via email. If a “Planned Absence Form” is not received prior to the absence, they will be considered unexcused. College visitations, armed services testing, family trips, wedding, and Take Your Child to Work Day require a “Planned Absence Form.”

The student is responsible for collecting any homework prior to the dates of the absence.





TRUANCY

In December 2016, the Ohio General Assembly passed House Bill 410 changing the law for “habitually truant” and “excessively absent” commencing with the 2017-2018 school year. The Arts and College Preparatory Academy has amended and adopted policies that are required by law.

The following is the definition of “Excessively Absent” **with or without an excuse** as defined by law:

- Absent **38 hours** in a month (approximately **4.5 days**)
- Absent **65 hours** in a school year (approximately **11 days**)

This time includes *any type* of absence. When a student is excessively absent from school the school will notify the student’s parents in writing within seven (7) days of the triggering absence.

The following is the definition of “Habitually Truant” as defined by law:

- Absent **30 or more consecutive hours** (equivalent to approximately 4.5 days) **without** a legitimate excuse; OR
- Absent **42 or more hours** (equivalent to approximately 6.5 days) **in one school month without** a legitimate excuse; OR
- Absent **72 or more hours** (equivalent to approximately 11 days) **in one school year without** a legitimate excuse.

Students deemed “habitually truant” in any of these circumstances will be contacted for an absence intervention meeting set up by the school. A parent or guardian is required to attend. Failure to attend this mandatory meeting may result in the school district contacting Children’s Services. During this meeting, we will develop an Absence Intervention Plan. Failure to follow and meet the plan requirements will result in the district filing an official complaint in juvenile court.

In order to maximize your child’s daily instruction, it is important that they attend school regularly. Please assist the school in making every effort to ensure the attendance of your student.





COMMUNITY VALUES AND STANDARDS

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ACPA COMMUNITY VALUES

Kindness · Respect For Diversity · Honesty · Problem Solving
Communication · Participation · Awareness

KINDNESS

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 basic behavior by which we should all conduct our selves.

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

RESPECT FOR 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





HONESTY

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

PROBLEM SOLVING

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

COMMUNICATION

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





PARTICIPATION

Get involved in something. Try out for the play, join a club, volunteer in the garden, and attend arts events! 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

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 AND SUPER 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, Super Mentions are reserved for those students who exhibit behavior that embodies ACPA's core values both in and out of the classroom.

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.





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. The consequence for bullying, intimidation, and harassment is a conference with administration, and may result in **3 or more days** of out of school suspension, with possible expulsion, depending on the severity of the infraction.

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.

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. 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. Students are expected to obtain consent prior to initiating physical contact with others, such as giving hugs. 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, as well as electronic device usage.





RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS

ACPA follows a modified version of **restorative justice practices**, which emphasizes ACPA's community values in conversations with students with the goal of transforming student behaviors in lasting, meaningful, and positive ways that help students both in and out of the classroom.

The infractions listed and described below fall outside of the expectations of conduct for ACPA students and warrant immediate action. Communication with parents or guardians will occur for each of the following major ACPA Values infractions. Students who continually fail to adhere to ACPA Values or develop a serious pattern of disruptive behavior will face consequences that are more severe, including out of school suspension, and may face expulsion.

Each of the following behaviors is unsafe and/or not conducive to learning.

Chronic Lateness to Class (*Communication, Problem Solving, Participation, & Awareness*)

The consequence for continually arriving late to school is a conference with administration, and eventually may result in the creation of an Absence Intervention Plan (AIP) with administration, parents or guardians, and the student, as mandated by Ohio law. Continually arriving late to school disrupts class, but most importantly, affects the individual student's ability to reach their full potential by being at school and in class on time. If a transportation issue is the cause of lateness, communicate with the Front Desk so ACPA staff can assist in problem solving.

Class Disruption (*Kindness, Communication, Participation, Awareness*) The consequence for disrupting class is a conference with administration and may include additional measures or out of school suspension. Class disruption is considered any behavior that prevents a classroom environment from being safe or conducive to learning. Excessive talking, arguing with your teacher, and arguing with other students are examples of class disruptions.





RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS, CONT'D.

Profanity and Inappropriate Language (*Communication*) The consequence for profanity or inappropriate language is a conference with administration and may include additional measures or out of school suspension. At ACPA, students are expected to communicate clearly, politely, and intelligently. Profane or language deemed inappropriate for school is indicative of a student's need to develop a larger and more expansive vocabulary in order to have more options for self-expression. Bullying, intimidation, and harassment is significantly more severe than profanity and inappropriate language. **ACPA's bully, intimidation, and harassment policy is on page 19.**

Leaving School Grounds During Lunch (*Problem Solving, Awareness*) The consequence for leaving school grounds during lunch is a conference with administration and the possibility of out of school suspension. We do not have open lunch at ACPA predominately for safety and time reasons. Leaving school grounds without being signed out by a parent or guardian during the school day is strictly prohibited.

Railroad Tracks (*Problem Solving, Communication, Awareness*) The consequence for approaching, crossing, or going onto the railroad tracks is a conference with administration and the possibility of out of school suspension. It is crucial that students stay within the concrete curb near the railroad tracks to ensure their physical safety.

Verbal Altercations (*Kindness, Problem Solving, Communication*) The consequence for verbal altercations is a conference with administration and 3 or more days of out of school suspension and possible expulsion, depending on factors such as the severity and disruptiveness of the altercation. A verbal altercation is defined as an escalated argument or disagreement, usually at high volume, that has the potential to escalate to a physical altercation. Cruel, violent, or threatening language and behavior are unacceptable and contradictory to the ACPA Values. Kindness, problem solving, and communication are integral to avoiding verbal altercations and are highly valued by the ACPA school community.





RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS, CONT'D.

Physical Altercations (*Kindness, Problem Solving, Communication*) The consequence for a physical altercation is a conference with administration and the student will face expulsion, along with the possible involvement of law enforcement, depending on factors such as the severity and disruptiveness of the altercation. There is no tolerance for violence and fighting at ACPA.

Stealing (*Kindness, Honesty, Problem Solving*) The consequence for stealing school or personal property is a conference with administration and 5 days or more of out of school suspension, possible involvement of law enforcement, and possible expulsion, depending on factors such as the severity and disruptiveness of the infraction. Theft creates an unsafe, distrustful environment and is also against the law. Students who steal will be required to replace or pay for the stolen item or items. There is no tolerance for stealing at ACPA.

Vandalism (*Kindness, Honesty, Communication, Awareness*) The consequence for vandalism is a conference with administration and 1 day or more of out of school suspension, and possible involvement of law enforcement, depending on the severity and nature of the infraction. Like theft, vandalism is illegal and also fosters an unsafe and distrustful environment. Vandalism also displays a lack of respect for the school building and community.

Smoking and Tobacco Use on School Grounds (*Kindness, Honesty, Communication, Awareness*) The consequence for smoking on school grounds or tobacco use is a conference with administration, and may include additional measures or out of school suspension. Smoking cigarettes and the use of tobacco is illegal for students under 18 years old. Ohio law prohibits smoking cigarettes and tobacco use on school property for all, regardless of age. Smoking and tobacco use is an unhealthy way to relieve stress and is highly addictive. This policy also includes all vapor products.





RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS, CONT'D.

Drug Possession and/or Use, Drug Paraphernalia (*Kindness, Participation, Awareness*) The consequence for illegal drug possession and/or use is a conference with administration and 7 days of out of school suspension or more, depending on the severity and nature of the infraction. The possession and/or use of illegal drugs and paraphernalia on school grounds is unsafe and disrespectful to both the school community and learning that is taking place in the building. This policy exists so that all ACPA students have the opportunity to learn at their full capacity and focus on their educational and life goals in a productive and safe environment.

Unauthorized Prescription Drug Possession and/or Use (*Honesty, Participation, Awareness*) The consequence for unauthorized prescription drug possession and/or use is a conference with administration and 7 days of out of school suspension or more, depending on the severity and nature of the infraction. The possession and/or use of unauthorized prescription drugs on school grounds is illegal, unsafe, and disrespectful to both the school community and learning that is taking place in the building. This policy exists so that all ACPA students have the opportunity to learn at their full capacity and focus on their educational and life goals in a productive and safe environment.

Unauthorized prescription drug use and possession includes, but is not limited to, possession or use of a prescription medication that is prescribed for another person, giving or selling prescribed medication to others, or possession and/or use of prescription drug medication that fall outside of ACPA's prescription medication policy. Please see ACPA's prescription medication policy on page 40.

Drug Sales (*Honesty, Participation, Awareness*) The consequence for drug sales is a conference with administration and the student will face expulsion, along with the involvement of law enforcement. Drug sales are defined as the sale of illegal drugs or prescription drugs. The sale of drugs on school property is not tolerated and is illegal. Drug pushers are poisonous to the school community and society at large.





RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS, CONT'D.

Weapons Possession and/or Use (*Honesty, Respect for Diversity, Problem Solving, Communication, Participation, Awareness*) The consequence for weapon possession and/or use is an expulsion hearing and the involvement of law enforcement. Possession of a weapon indicates the premeditated intention to solve problems with violence or the threat of violence. It is an irrational, unkind, and illegal action.





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 from 4:15 p.m. to 5:30 p.m.** , and will begin on **Tuesday, September 4, 2018.** There is no Ninth Period Program on Mondays—only a waiting room.

Waiting Room and Activity Area If a student is waiting for a ride, they will wait in one of two designated areas, namely the waiting room and the activity room. The locations of these areas are to be determined and will be staffed. **Students must remain in these areas until their ride has arrived.**

Workshops There are a variety of workshops for students of both the artistic and academic nature. Students are required to be under adult supervision at all times and **must stay in their desired workshop for the entire duration of the workshop or until their ride has arrived.**

Transportation Policy Those who wish to stay after school must find their own rides home. *If there is a special need, please contact Kati Nelson at (614)986-9974.*

Pick-up Policy ACPA will close at 5:30 p.m. this year. **Please contact the school if this time cannot be met.** If the student is repeatedly here past 5:30 p.m. without parent contact, **the student may be asked not to participate in Ninth Period for the remainder of the academic year.**





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 years, 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 approved 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.

Circumstances for schedule changes

- Student needs 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. A 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 August 31, 2018

First Semester Course August 31, 2018

Second Semester Course January 19, 2019

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. For this reason, ACPA does not allow students to repeat academic classes. 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 Level-Up 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 nine-week term.
- The student fails any core class for [two consecutive] nine-week terms.
- The student earns a 1.5 grade point average, or below, for a nine-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 nine-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 their 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.



STATE-PREScribed TESTING AND COMPULSORY STATEMENT

The Arts & College Preparatory Academy is a community school established under Chapter 3314. of the revised code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administration of the Ohio Department of Education.





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.



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.

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 2018-2019

ACPA

ARTS & COLLEGE
PREPARATORY ACADEMY



DROP-OFF AND PICK-UP

Enter the parking lot on Cloverleaf Drive and exit onto Hilton Corporate Drive. **Please pay close attention to traffic patterns, as the left lane, nearest the front door, should be used as a loading zone and the right lane should be used as a passing lane to exit the parking lot.** Following these guidelines will keep traffic running smoothly, safely, and efficiently. Bussed students should enter and exit through the front 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 the 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 nine-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. 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, and they occur on **November 7 and 8, 2018 from 4:30-8 p.m.**, or on **March 9, 2019 by appointment.**

STUDENT PARKING

Students who hold a valid Ohio Drivers License may park in the student parking lot (the large 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 must be within the curb near the railroad tracks. Do not go near the railroad tracks.
- Students are not permitted to be in the front (north side) of the school during lunchtime.
- 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 parent and guardian 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.





RAILROAD 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 curb 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 FUTURE

Use the stairwells in the Future Space 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 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 Future. Please eat lunch in the cafeteria or in the hallways.
- Do not jump, play or climb on the stage when it is set up in the Future.
- Treat the Future with respect and do your part to help keep it clean and maintain its beauty.

REPORT BULLYING ON THE ACPA APP

Students, parents, and guardians may use the ACPA App to report incidents of bullying to the Counseling Department. Download the ACPA App by going to your smartphone's app store and searching for **"Arts and College Preparatory Academy."** While the app serves many purposes, such as providing school closing and safety alerts, one feature is to report bullying at any time, day or night. Students, parents, and guardians may also report incidents of bullying by e-mailing or calling ACPA's administration.





PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

Students may use medicine and/or devices prescribed by a physician on school grounds by filling out a Prescription Medication Form and having it on file with the Front Office. According to state law, ACPA Staff may not administer any prescription or non-prescription medication without proper documentation. For ACPA Staff to administer prescription or non-prescription medication, request and return the proper form to the Front Office. Labeled prescription medication only requires a parent or guardian signature in addition to the completed form. Non-prescription medicine will require a note from a student's current physician and a completed form.

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.**





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.





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 and Active Threat drills are practiced on a regular basis to ensure students safety in the event of emergency. Teachers will inform students of the proper procedure for each of these drills. **For a copy of the ACPA safety plan, please contact our Front Office.**

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 Art & College Preparatory Academy is committed to 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 2018-2019 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 2018-2019 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 _____

