



# 2011-2012 Student/Parent Handbook

## *Artistic, Scholastic, and Civic Excellence*

ArtsWest School for the Performing and Visual Arts is passionate about providing an educational experience that empowers each child both academically and creatively. We believe in nurturing the creative confidence of our students and allowing them to discover their own potential.

We will achieve this vision through the following:

- Integrating a full academic curriculum with multiple opportunities to create and grow through the arts; thereby educating the whole student -- the artist and the scholar.
- Discovering and meeting the individual needs, talents, and desires of each of our students by designing an educational and creative path unique to each student.
- Initiating a discovery-based curriculum which is hands-on, project/performance based and which allows students to be actively involved in their own education.
- Challenging students to undertake tasks that require commitment and perseverance and which result in significant achievement.
- Creating a campus culture which is positive and supportive, allowing students the "safety" to fully explore and express their creativity.
- Opening our students' eyes to the wider world through international cultural exchanges and real life experiences in practical application of their academic and creative education.
- Fostering an environment of innovation over conformity, thereby giving students an opportunity to discover their own voice.

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### **ArtsWest School**

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

School Code: 130178

## 2011-2012 Time Schedules

### REGULAR

Per 1	7:55 - 9:15	(80 min)
Per 2	9:20 - 10:40	(80 min)
Per 3	10:45 - 12:05	(80 min)
Lunch	12:05 - 12:40	(35 min)
Per 4	12:45 - 2:05	(80 min)
Per 5	2:10 - 3:30	(80 min)
Per 6 (AS)	3:40 - 5:00	(80 min)
Per 7 (AS)	5:05 - 6:25	(80 min)

### 1 HOUR EXTENDED LUNCH

Per 1	7:55 - 9:10	(75 min)
Per 2	9:15 - 10:30	(75 min)
Per 3	10:35 - 11:50	(75 min)
Lunch	11:50 - 12:50	(60 min)
Per 4	12:55 - 2:10	(75 min)
Per 5	2:15 - 3:30	(75 min)
Per 6 (AS)	3:40 - 5:00	(80 min)
Per 7 (AS)	5:05 - 6:25	(80 min)

80 minute classes; 2 credit per semester

(alternate schedules will occur during the year – please refer to newsletters and website for more details)

# Requirements

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## **GRADUATION REQUIREMENTS**

Students must meet the following credit and course requirements in order to receive an ArtsWest diploma.

### Minimum Graduation Requirements:

- Complete minimum number of overall high school credits based on grade level entering
  - Entrance as 9<sup>th</sup> grader – 72 credits
  - Entrance as 10<sup>th</sup> grader – 54 credits
  - Entrance as 11<sup>th</sup> grader – 36 credits
  - Entrance as 12<sup>th</sup> grader – 18 credits
- Complete minimum academic course requirements
  - English (8 credits) – English 9 (2), English 10 (2), English 11 (2), English 12 (2)
  - Social Studies (5 credits) – US History (2), Government (2), Economics (1)
  - Mathematics (6 credits) – Algebra 1 (2), Geometry (2), Algebra 2 (2)
  - Science (6 credits / 4 lab) – Earth Science (2), Biology (2), Chemistry or Physics (2)
  - Speech (1 credit)
  - Health (1 credit)
- Complete minimum artistic emphasis requirements (see specific artistic emphasis sheet)
- Complete requirements of ArtsWest’s Senior Project

## SENIOR PROJECT

In order to graduate from ArtsWest School students must complete a Senior Project. The Senior Project is your chance to prove to the entire school, community, and yourself that you know something and can do something – to show that you know how to learn! The Senior Project represents the culmination of your education at ArtsWest School. Throughout your senior year, you will be given the opportunity to demonstrate your ability to gather and use information, communicate effectively, think analytically, work independently, and self-assess your progress as you complete a project in an area of particular interest to you. Many students use the Senior Project experience as a chance to explore a career interest or do a service for the community. For others, it is a chance to learn about something that isn't a part of the curriculum at ArtsWest, to advance knowledge and skill, or to create a special performance/piece of expertise and talent in an artistic area.

### General Guidelines for Senior Project:

- The project must take a minimum of 120 hrs to complete.
- Submit a written proposal (see Senior Project handbook for proposal requirements) that must be approved by Project Advisor.
- Project must demonstrate mastery of the following abilities: 1) gather, interpret, organize, use, and evaluate information, 2) communicate in a variety of formats to different audiences, 3) think analytically, creatively, and logically to form reasoned judgments and solve problems, 4) assess educational progress, plan future growth, and be a self-directed learner.
- Explain how project demonstrates previous listed mastery.
- Find an "outside" mentor who is an expert in the field that is approved by Project Advisor.
- Include documentation of what you are doing.
- Project must have a definitive beginning and end (no open-ended projects).
- Document all sources of research and complete an annotated bibliography.
- The project must have a product. The presentation cannot BE the product.
- Presentation and exhibition of project is required.

## VALEDICTORIAN REQUIREMENTS

Each year ArtsWest selects a valedictorian to speak at graduation. The valedictorian is an honor to receive represents artistic, scholastic, and civic excellence for that graduating class. Selection criteria are as follows:

- Must be a senior meeting all academic and artistic graduation requirements.
- Minimum of 2 years enrolled full-time at ArtsWest.
- Highest GPA for graduating class with a minimum of a 3.5 GPA.

## SCHOLARSHIP REQUIREMENTS

Students who receive scholarships must meet the following requirements to maintain the scholarship. Failure to meet any of these will result in a review of whether the scholarship continues for the next semester.

- 3.00 GPA at the end of every semester while attending ArtsWest.

- Violations of the ArtsWest School written attendance policy will result in a review
- Violations of the ArtsWest School written behavior policy will result in a review
- Student(s) must participate in a minimum of (1) Performance/Advanced Methods class every semester. (Based on instructor recommendation)
- Students must participate in a minimum of (1) performing ensemble or production in their chosen discipline each semester. (Based on instructor recommendation)
  - \*Note: Students MAY also be asked to take private instruction in their chosen discipline where applicable.
- Parents will be asked to participate in the SPARC and commit to a minimum of 40 hours of support. This can include concessions, trip chaperone, fundraising, substitute teaching, office help, etc.

NOTE: Scholarships are not automatically renewed each year.

### **ARTISTIC EMPHASIS / ART DEPARTMENTS**

Students select one of the following Artistic Areas of Emphasis (AAE) to focus their studies as they progress through high school. If a student would like to change their AAE, the student and a parent must meet with the Director to ensure art requirements and scholarship requirements can still be met after the change.

- |                         |                            |
|-------------------------|----------------------------|
| ○ Classical Performance | ○ Contemporary Performance |
| ○ Dance                 | ○ Jazz Performance         |
| ○ Theatre               | ○ Visual Art               |
| ○ Vocal Performance     |                            |

### **PARENT VOLUNTEER REQUIREMENTS**

Each parent will be asked to volunteer in their student's artistic area of emphasis by helping with that department's fundraising event, performances, trips, and special events. General all-school volunteer opportunities will also be available.

Each month, parents and teachers should attend the volunteer SPARCS (Super Parents And Really Committed Staff) meeting. This meeting will include time for general school information, announcements, and Q&A. Additional time will be for each department meeting separately as a group, teacher, lead parent, and parent volunteers.

### **TRANSFER INFORMATION/CREDITS**

ArtsWest will accept most credits from courses receiving grades of "A", "B", "C", or "D" when transferring into the school for the first time. Please note that once a student is at ArtsWest, courses receiving a grade of "D" will no longer receive credit towards graduation from ArtsWest. A grade of "F" never receives credit.

ArtsWest will allow students taking certain high school level while in Jr high / Middle school to receive credit towards high school graduation upon approval. Please speak with an administrator or counselor about approval.

## **GRADES**

Students are expected to be passing all courses at all times. Courses for all students at ArtsWest are graded A, B, C, IC (Incomplete) or NC (No Credit). An "IC" grade is used to indicate the course work is incomplete. This will be pre-arranged with and under administration of the teacher. The student may have up to two weeks after a semester, based on a student-teacher contract, to complete the work. An "NC" grade indicates the student will not receive credit for the class and must retake it if it is a class required for graduation – this is similar to most schools' grade of "F". Receiving NC in any course will result in a student being placed on academic probation for the next semester. If there is not acceptable improvement over the next grading term, scholarship and admissions may be reviewed. Please note that ArtsWest's grading policy does not include a grade of "D" – only grades of "A", "B", or "C" receive credit. Students transferring into ArtsWest for the first time will receive the credits for courses taken at another school with a grade of "A", "B", "C", or "D". However, once a student attends ArtsWest we will not accept a "D" for credit from another school.

## **ONLINE CLASSES**

In order to maintain the integrity of the education that our students receive, ArtsWest School highly discourages students from taking online courses. Core academic classes must be taken at ArtsWest School. Online classes that were taken prior to enrollment at ArtsWest School are accepted as classes taken at any other school. A student may be able to take an online class while enrolled at ArtsWest in exceptional circumstances after conference with the counselor and school administrator. The intention may be to make up a class that was previously taken and for which the student did not receive credit, for students deficient in credits to graduate on time, or a major schedule conflict with required courses. To substitute an online class for an ArtsWest class, the parent and student must meet with the counselor and school administrator. The source of the online class must be approved to assure a quality alternative is selected. As an ArtsWest student, the ArtsWest grade policy applies even to online courses – a grade of 'A', 'B', or 'C' receives credit but a 'D' or 'F' receives no credit. Credits when transferring into ArtsWest do apply.

# **Attendance**

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## **DAILY CLASS ATTENDANCE**

Learning is a process that unfolds over several closely connected stages. To pass, and, more importantly, to be successful in school, you must work consistently through all stages of the learning process. Regular, prompt, and faithful attendance in class is therefore a basic and crucial requirement. Since we are on a condensed block schedule, each class section is roughly equivalent to two days of school in a traditional non-block schedule.

Excessive absences will hurt your performance and, thus, your overall grade in a course. Think of it this way: if you don't go to work, you get fired; if you don't come to class, you do not pass.

Student attendance remains the number one factor affecting the overall achievement of students. Because teaching students the discipline they need to be successful in the "real world" is important, students must understand early in their education the consequences of poor attendance.

Parents can track a student's attendance by logging into PowerSchool, ArtsWest's online student information system. Please contact [powerschool@artswestschool.org](mailto:powerschool@artswestschool.org) if you need assistance with this or anything else about PowerSchool.

ArtsWest's attendance policy is specific about the number of days a student may be absent. Any student having more than **5 absences (excused or unexcused)** in a class during a semester may be subject to a grade reduction in the course.

## ATTENDANCE CODES

The following attendance codes are used:

- Absent Excused (AE) – general code for absence excused by parent and sanctioned by school.
- Absent Unexcused (AU) – absence not excused by parent or reason not sanctioned by school.
- Tardy Excused (TE) – tardy caused by school sanctioned excuse. A teacher caused tardy is considered excused. Traffic or slow family members are examples of non-valid excuses.
- Tardy Unexcused (TU) – tardy cause by something not sanctioned as an excuse.
- School Activity (SA) – school activity that takes a student out of normal school classes.
- Field Trip (FT) – field trip that takes a student out of normal school classes.
- Counselor (Coun) – excused meeting with counselor during class.
- Illness (ILL) – excused absence caused by illness.
- Doctor Appt (DR) – excused absence caused by doctor appointment.
- Religious Holiday (RH) – excused absence during religious holiday.
- Family (FAM) – excused absence caused by extreme family event (ex: wedding, funeral, emergency, accident, family illness, etc).
- Truant (TR) – deliberately missing/ditching class.
- Suspended (Susp) – suspended due to disciplinary action.

### Procedure for Excused Absences:

1. If you know ahead of time you will not be attending school, a parent/guardian must call the office in the morning to alert the staff. If no call is received and a student is noted as absent, the school will immediately communicate with parent/guardian regarding the absence.
2. After being absent, the student must report to the office before returning to a missed class. The student will sign in and then be given an admit slip confirming whether the absence is excused or not.
3. Absences due to school trips, performances, or other school related or talent events are not counted towards a student's number of absences. Consideration is taken with verified medical conditions.
4. Without a note or phone call from a parent/guardian on the day a student is absent, the staff will record that student's absence as a truancy. When a student is truant, whether for a

period or a full day, the student's parents will be contacted and that student may receive a 30-minute lunch detention from their teacher(s) or administrator.

5. Students who establish a pattern of excessive absenteeism will receive sequential discipline and referral to the administrator. In addition, the administrator will conduct a conference with the parents/guardians of the student to determine the course of action for curbing the problem and/or further disciplinary action.

### **EARLY DISMISSAL, LATE ARRIVAL**

We strongly urge parents to make medical and other appointments outside the school day whenever possible. Be aware at all times of the number of appointments that take a student out of the same class repeatedly so that a student does not hit the maximum number of absences allowed.

Students arriving late must report to the front desk with a note and sign in. The student will receive an admit slip to class. If a student has an early dismissal, the student should bring the note requesting the early dismissal to the office before school. The student will receive an early dismissal pass showing the time of release and the reason. The student is not to leave class, however, until the office contacts the teacher that the parent/guardian has arrived to pick up the student. Parents must come into the office to sign out the student. Juniors or seniors who drive themselves must sign out of the office at the time they are leaving campus. When students return to school from an early dismissal, they should report to the office to sign in and obtain an admit slip. Students who leave campus without notifying the office and officially signing out each time will receive a truancy and the subsequent consequences.

### **LONG TERM ABSENCES**

Students who will be gone for extended absences in excess of five (5) or more days and plan to continue their academic program must sign an Extended Absence Contract. An Extended Absence Contract must be completed before leaving and must be signed by the parent/guardian. Students who have pre-arranged absences for fewer than five (5) days must also notify the school and the teachers ahead of time and make arrangements to get assignments no fewer than three (3) school days prior to the first absence.

### **HOMEWORK REQUEST POLICY**

Requests for homework will be handled on a 24-hour turnaround. Following the day of request, all homework assignments are due in the main office from teachers by 3:30 p.m., where they may be picked up by a designated friend or parent. Students are responsible for obtaining and making up all work missed. Where applicable, see *individual class syllabus*.

### **TARDINESS**

Coming late to class disrupts everyone. Attendance is taken at the beginning of each class. Individual teachers will define their criteria for being "on time" to their class. Generally, "on time" consists of a student being in his or her seat (or assigned place) and prepared to begin class when the class period begins. In addition to each teacher's criteria for being "on time", ArtsWest defines tardy

as being within 15 minutes late after class begins – after 15 minutes the student may receive an Unexcused Absence. Students who intentionally miss class to avoid being tardy will be receive a Truancy (unexcused). Parents will be contacted after a student receives multiple tardies. In addition, students may be required to serve a 30-minute detention with their teacher or an administrator at the second tardy and every two thereafter.

#### **ATTENDANCE IN A NUTSHELL**

- ≤ 15 minutes late = tardy
- > 15 minutes late = unexcused absence
  - 3 tardies = unexcused absence and call parent/guardian
  - 3 truancies = administrative review
  - > 5 absences = possible grade reduction

#### **SNOW DAY POLICY / INCLEMENT WEATHER CLOSURE**

ArtsWest School follows the Meridian School District snow day closures. If Meridian School District is closed, then ArtsWest School is closed. Please check local news media for school closure notifications. Because ArtsWest has students beyond the Meridian District boundary, the school may also decide to close independently from the Meridian District.

Please check the ArtsWest Facebook page and the ArtsWest School website for snow day closure information. These will be updated as soon as possible to contain current information regarding whether or not we are having school.

#### **ASSEMBLIES & ADVISORIES**

Regular assemblies and advisories are provided for the students' benefit and are considered an integral part of the teaching and learning process of ArtsWest School. They are treated as a class period. It is expected that all students will attend assemblies. Attendance will be take and all attendance policies apply to assemblies and advisories.

## **Responsibilities and Expectations**

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#### **DRESS CODE**

We expect our students to select appropriate school attire that promotes a safe and orderly environment. Style as a form of self-expression is valued; however, it must still fall within ArtsWest's respectable and professional guidelines as follows:

Refrain from wearing revealing clothing. Short shirts (belly shirts), muscle shirts, spaghetti straps, low necklines, bare backs and items made of see-through fabric are not to be worn. Boys are

expected to keep shirts on at all times, this includes during lunch, while playing games and while on stage.

Pants are to be worn at the waist. Backsides and undergarments are to be covered at all times. If low rise pants are worn, shirts must be long enough to keep bellies covered. Skirts and shorts are welcome during warm weather. The appropriate length for these items will be the distance from your fingertips to the base of your palm as measured from your kneecap – your palm should touch the skirt when you place your fingertips at your kneecaps. When in doubt, make another choice.

This is a professional environment; therefore, sleep attire or clothing that appears to be sleep attire needs to stay at home. This includes slippers, robes and lap blankets. Clothing with vulgar, violent, or suggestive material and those promoting alcohol and drug use are prohibited.

Shoes or sandals must be worn at all times for health and safety reasons. This does not pertain to those classes that require other foot coverings, such as dance and theatre. Shoes must have a solid sole; soft-soled slippers are not acceptable.

Sunglasses are to be worn outside only, not inside. Wearing hats in class are at the teacher's discretion.

### **Consequences:**

When a student is determined to be out of dress code, they will be expected to remedy the situation. The first infraction will result in the office supplying an alternate outfit (sweatshirt or sweatpants) for the day, and a phone call to parents detailing the issue. The second infraction will result in parents being called to bring an appropriate alternate outfit to school. The third infraction will be considered a repeat offense and will require disciplinary action. This will be referred to the school counselor and administrator.

## **ELECTRONIC COMMUNICATION DEVICES**

Cell phones or other means of communicating electronically **may not be used** during class times. All electronic communication devices must be turned off at all times the student is in class.

If a student has an electronic device on during class, a teacher may take the device from the student to be retained until the end of the school day. In the event the teacher will be leaving campus prior to the student's last class of the day, the electronic device will be taken to the main office to be retained until the end of the school day. If the student persists in using such a device, it will be taken from the student and given to the school counselor or administrator and must be retrieved by a parent. Additional infractions of this policy will require a conference with the student and parents/guardians, and an administrator to discuss the problem and possible consequences.

If, in the event of an emergency, a parent/guardian needs to communicate with a student during class time, they should call the main office and office staff will locate the student to receive the call.

## **ACADEMIC HONESTY, FORGERY, AND PLAGIARISM**

Honesty is a compelling principle by which we operate all aspects of student and school life. Forging attendance notes or other school documents is serious and will result in disciplinary action. Honesty is highly valued at ArtsWest School.

Students must not cheat, nor should they tolerate other students who do. Therefore, students do not receive credit for work that is not their own. Disciplinary actions will be taken for cheating on any school assignment or plagiarism, which is the use of material produced by someone else without acknowledging its source. This includes information copied from the internet.

Cheating is an attempt to earn credit or receive a grade for coursework (tests, quizzes, and assignments involving technology; major projects and essays) in a manner other than defined as acceptable by the teacher.

**Consequences:**

Because of the serious nature of academic honesty, violations of this policy will result in loss of credit for the assignment. It may also entail loss of credit for the course, removal from the course and/or additional disciplinary action including expulsion.

### **COMPUTER, INTERNET, AND TECHNOLOGY USE**

Not complying with the following Computer, Internet, and Technology Use policy will result in loss of privileges.

All use of school computer systems (computers, laptops, school wireless, network, etc.) must be in support of education and research or school approved extracurricular activities. Malicious use of the system to harass other users or attempts to damage components of a computer or computing system is prohibited. Users are responsible for the appropriateness and content of material they store, transmit or publish on the system. Use of any computer system to access, store or distribute obscene or pornographic material is prohibited.

A student engaging in cyber-bullying or harassment of an ArtsWest student, whether on a school computer or an off-campus computer (or other means of electronic communication), shall be grounds for dismissal from the school. Students may not play computer games or access social networking sites during class time.

Students are not to unplug, move, or alter any computer components (hardware or software). If computer assistance is needed, please email [techsupport@artswestschool.org](mailto:techsupport@artswestschool.org).

No food or beverages are allowed in the computer lab or in proximity to computers used in classrooms.

### **PET POLICY**

Out of respect for the health and safety of those around you, pets and animals are not allowed to be brought to school. If you need to bring an animal to school as part of a project, you must obtain prior permission from the respective teacher. The animal is to remain in that classroom for the duration of the day, this includes lunch time and break periods. You must provide an appropriate cage for the animal along with food and water.

### **SMOKING AND POSSESSION OR USE OF TOBACCO**

Tobacco and tobacco-related products used by or in the possession of a student on school property, Eagle River Crossing, or at a school related events will be confiscated and the student will be assigned consequences ranging from detention to short term suspension to long term suspension

for repeated offenses. This includes tobacco products that are designed to be either smoked or chewed.

### **ALCOHOL, DRUGS & ILLEGAL SUBSTANCES**

The use, possession or sale of alcohol and alcoholic substances is prohibited. The use, possession, or sale of drugs, narcotics, drug paraphernalia, and other illegal/controlled substances is also prohibited. This includes substances purported to be drugs.

Violations of this policy will result in a suspension which may be reduced in length provided the student completes an assessment by a drug/alcohol counselor and adheres to all recommendations. Cumulative violations will result in expulsion.

Police/Sheriff drug detection dogs may be used on school premises including but not limited to buildings, facilities and grounds on school campus, buses used by the school, and school parking areas. Law enforcement policy will be strictly followed and detection dogs will not be used to search an individual, and they will not be used in the immediate presence of students. Detection dogs may be deployed to search personal items (such as backpacks, purses, bags, etc.) or vehicles in school parking areas.

### **INAPPROPRIATE PHYSICAL DISPLAYS OF AFFECTION**

Open displays of physical affection are not appropriate at school and students should refrain from such behavior. This includes, but is not limited to: kissing, snuggling, massaging, lap-sitting, lounging on one another and overly intimate hugs. Friendly displays of affection such as quick hugs are fine, as long as they are kept reasonable and appropriate.

### **SCHOOL ACTIVITY EXPECTATIONS**

All school rules apply at all school-sponsored activities, whether on or off campus. This includes no drinking, no drugs or narcotics, no smoking, no obscene language, no inappropriate physical displays of affection, etc. You are expected to maintain dress code as well. Guests may be welcome at some ArtsWest school activities, but will be expected to comply with all school rules. Remember, when you are off campus as a group, you are representing ArtsWest. School activities include but are not limited to: dances, field trips, performances, and other events. Certain school activities, such as dances, require prior permission for guests to attend.

### **STUDENT PARKING**

Parking your car in the parking lot is a privilege. We ask that you observe the parking lines as you park your car and that you drive carefully and slowly at all times to ensure the safety of your fellow students and staff. Students wishing to leave campus during the day will park in the west lot - just south of the faculty lot. These students will need to have an off-campus permit to park in this lot. We ask that students refrain from loitering near or in cars. PLEASE NOTE: Cars entering the roundabout DO NOT have right of way. You must yield to cars already in the roundabout; do not assume they are turning out of it; cars parking in the west lot must travel all the way around before being able to enter the west lot.

## **OFF CAMPUS PERMITS**

ArtsWest School is a closed campus for 6<sup>th</sup>-10<sup>th</sup> grades. Students who have a need to leave campus during the school day on a regular basis must have parent and administrative permission to do so. This privilege may be revoked by parent request and/or violation of the policy.

Leaving During the School Day: Students needing to leave campus for appointments may do so with parent permission *after* having received clearance from the front desk. Students should bring a note requesting the early dismissal to the Main Office prior to school beginning in the morning and receive an Early Dismissal Pass. The student may not leave the class until the parent comes to the office and signs out the student. At that time, the secretary will call the classroom and request that the student be dismissed to meet the parent in the office. A parent may also call the Main Office to arrange for an Early Dismissal, but students will not be called from class until the parent arrives. Requests for early dismissal should include the time the student will leave the campus and expected return time. If students will be driving themselves, the student must sign out at the office. Students going to a medical appointment should bring doctor verification to the office upon returning. Please be aware that absences from school for appointments during the day will count toward the five (5) absences allowed in each class. Make appointments during school time only when absolutely necessary.

Lunch Passes: Only juniors and seniors may leave campus for lunch with parent permission. Qualified students will be issued an off-campus permit. Under no circumstances may they take an underclassman to lunch in their car. Doing so will jeopardize their off-campus lunch privileges. Underclassman found to be leaving with upperclassman for lunch will be considered truant and will face the related consequences. For a non-family related junior or senior to ride in the car of another junior or senior, there must be a signed permission slip from the parent or guardian on file in the office prior to the non-driving junior or senior leaving campus. Permission to ride with a specific student driver is non-transferrable - it does not grant permission to ride with drivers not specifically named. An off-campus permit will be issued which indicates the name of the rider, the name of the driver and the effective dates. This regulation is for the liability benefit of both the driver and the rider. Before giving permission for a student to leave campus in another student's car, parents should check out the status of the insurance of the driver. ArtsWest School does not assume any liability for students who leave campus in another student's car. Students who leave campus need to be aware of the limited lunch time. Traffic and long lines at The Blue Door Café are not excused tardies.

## **LUNCHES**

Lunches are brought in every day from different local restaurants. They must be purchased ahead of time using the Lunch Form provided at the school or posted online. Students are welcomed to bring a lunch from home at anytime. Any questions regarding the lunch program please contact the school.

## **CRIMINAL ACTS**

Behaviors which are criminal in nature (bomb threats, arson, false fire alarms, extortion, forgery, theft, assault, etc), will result in a police referral and include disciplinary action up to and including long-term suspension or expulsion.

## **DANGEROUS WEAPONS**

By state law, it is a gross misdemeanor for any person to carry a dangerous weapon, firearm, or certain other devices which may cause harm to others or self onto public or private school premises. This includes school transportation and areas of non-school facilities that are being used exclusively for school activities. It is important to know that a student carrying a dangerous weapon may be expelled. A student carrying a firearm must be expelled.

Students who possess a weapon or carry, exhibit, create, display or draw any weapon or item apparently capable of producing bodily harm in a manner which, under the circumstances, intimidates another or warrants alarm for the safety of others will be subject to discipline up to and including expulsion.

“Possession” includes but is not limited to, having a weapon on school property or at a school-sponsored event located:

- In a space assigned to a student, such as a locker or desk
- On the student’s person or property (such as the student’s body, in his/her clothing, purse, backpack, gym bag or vehicle)
- Under the student’s control or accessible or available, such as hidden by the student.

## **FIGHTING / ASSAULT**

Fighting or physical assault of any kind is prohibited at school and school events. Students involved in such behavior will be suspended from school and a police referral will be made.

## **HARASSMENT & BULLYING**

*ArtsWest is an inclusive, professional community. As such, the use of profanity is strictly prohibited. The use of profanity, even if not directed at an individual is still considered a form of harassment and will be treated as such.*

Students are expected to refrain from conducting themselves in a manner that would endanger the physical or mental welfare of others. This includes any type of bullying, such as electronic communication. Harassment, sexual harassment, malicious harassment, hazing, threatening statements, intimidation, coercion, and verbal abuse (including the use of profanity) will not be tolerated and violations will result in disciplinary action up to and including expulsion.

Malicious Harassment: Malicious harassment is an overt act of prejudice or harassment related to a person’s race, color, ancestry, national origin, religion, gender, sexual orientation, culture, ethnicity or a mental, physical or sensory handicap.

Sexual Harassment: Sexual harassment consists of sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates a hostile or offensive employment or education environment.

### **THEFT, DAMAGE TO AND/OR DESTRUCTION OF PROPERTY**

If you break something, you pay for it. The school has an abundance of expensive equipment in computers, science rooms, music studios, etc., not to mention a beautiful facility overall. This is your home away from home and should be treated as such. Please be careful. Willful damage of personal or school property or the unauthorized taking of property will result in disciplinary action as well as financial remuneration.

### **HEALTH SERVICES**

If you become ill during the day, you should report to the main office. If you are too ill to attend class, the office will notify your parent/guardian to take you home. ArtsWest does not have a school nurse or health center available. All teachers and most staff members have been trained and certified in First Aid and can assist with minor injuries. First Aid supplies are available in the main office.

Please do not come to school sick. We understand and appreciate your dedication to your studies and your art, yet, coming to school ill only serves to keep you ill longer while infecting those around you. You must be fever-free for 24 hours without medication before returning to school from illness.

Medication: School personnel cannot provide students with any medication while at school unless written permission is provided by parent/guardian. If written permission has been received, the main office may provide acetaminophen or ibuprofen according to the recommended dosage and time limitations.

If you must take prescription medication while at school, you must bring 1) written permission from your parent/guardian, 2) the medication in the original prescription bottle showing the student's name as the person for whom the medication was prescribed, and 3) instructions how the medication is to be taken and for the length of time needed. These instructions and medications will be kept on file in the main office. If refrigeration is necessary, this must be included in the instructions.

Students who use epi-pens and inhalers should keep them on their person at all times, in addition to having notified the main office of their medical condition and the required medication they will have in their possession.

### **CAMPUS VISIT STUDENTS & VISITORS**

Students who are interested in attending ArtsWest School are allowed to attend a Campus Visit day. Students who wish to visit should contact our Admissions Office. Student visitors will check in at the main office to obtain a schedule, a visitor's pass, and meet an admissions counselor. Please be aware that campus visits are intended for students interested in attending ArtsWest and are not meant as social visits for family and friends.

Parents and guardians are welcome at any time but are required to check in at the main office upon arrival. For the safety of our students, we do not allow anyone on campus who does not have a guest pass from the main office.

## **UNPAID FEES**

Any student with unpaid fees will have transcripts and records withheld until all fees are satisfied.

## **ARBITRATION**

Students and parents may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. When a situation arises that involves curriculum, instruction, grading, activities, or discipline, the following procedures should be followed:

1. The parent and student should have a conference with the concerned teacher. An administrator can be present if desired. This should be done “in person” and as soon as possible. Most situations can be handled in this way and should be done before a simple issue becomes a large problem.
2. If these conferences fail to resolve the problem, the parent should seek a conference with an administrator (Director, Assistant Director, or Counselor).
3. If the issue still cannot be resolved, a conference with the Director and school administrators will be held. The Director, with school administrators, will have the final decision on the matter.