



**MIDDLE SCHOOL  
STUDENT HANDBOOK  
2020-2021**





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## WELCOME!

*Welcome to the 2020-2021 year!*

We are so excited to get started this year. While it may look different than what we are used to, we are resoundingly committed to creating a climate where our mission, vision, values, and habits support and foster our unique community!

We can't wait to continue with our **trailblazing arts and college preparatory curriculum** in an environment that is safe, inclusive, and progressive.

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

**Let's get started!**

## ACPA COVID-19-RELATED EDUCATION PLAN

**Policies, procedures, precautions, resources, and education plans** can be found in the separate COVID-19-Related Education Plan. This school year promises to be one challenge, change, and continual learning and growth as we unite students, families, and staff to provide the best educational opportunities. It is important that students, staff, parents, and guardians all **review and carefully follow** the requirements and guidance contained in the COVID-19-Related Education Plan in order to ensure students' holistic wellbeing and academic success. **Some of the policies and procedures outlined in this handbook are overridden by COVID-19 policies outlined in the COVID-19- Related Education Plan. Please reference the COVID-19-Related Education Plan for the most up-to-date information on attendance, safety, and miscellaneous policies.**





# SCHOOL ATTENDANCE

## STUDENT HANDBOOK 2020-2021



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 5,6, and 7. Truancy policies and procedures are explained on page 9. 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.

- **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.

**\*The policies outlined above have been modified significantly due to COVID-19. Please refer to ACPA's COVID-19-Related Education Plan for changes.**





## **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 Attendance Staff so ACPA 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 the event a student of compulsory school age is absent, with a non-medical excuse or without a legitimate excuse, for **38 or more hours** in one school month, or **65 or more hours** in a school year, the school shall notify the child's parent, guardian, or custodian of the child's absences in writing, *within 7 days after the date* after the absence that triggered the notice requirement. The district may also refer the student and family to community resources, as appropriate. In the event that the student is absent for 38 hours in a month or 65 hours in a year with medical excuses, the district is not required to notify the students' parents in writing. In the event that the student is under medical care during their absence a parent or guardian must submit a doctor's note within **7 days** of the absence in order for it to be excused medically.

## HABITUAL TRUANCY

ACPA must develop an intervention plan for the student within 14 school days after the student is assigned. The plan is to be aimed at reducing or eliminating further absences. The plan shall be based on the individual needs of the student, but shall state that the School shall file a complaint not later than 61 days after the date the plan was implemented, if the student has refused to participation, or failed to make satisfactory progress on the intervention plan or an alternative to adjudication for being an unruly child or if at any time during the implementation of the absence intervention plan the student is absent without a legitimate excuse for 30 or more consecutive hours or 42 or more hours in one school month.

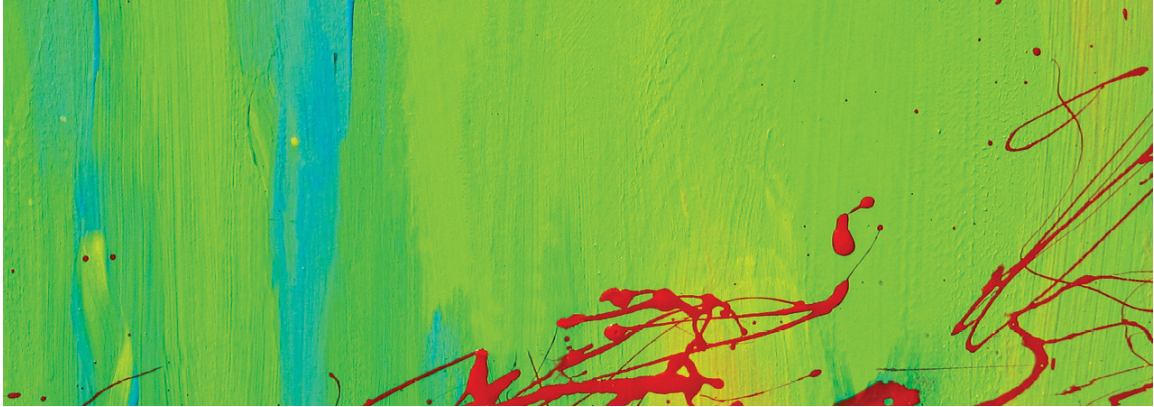
## MANDATORY WITHDRAWAL

Any student that without a legitimate excuse fails to attend seventy-two (72) consecutive hours will be automatically withdrawn from the school.

## ABSENCE INTERVENTION PLAN

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 LEARNER HABITS

## STUDENT HANDBOOK 2020-2021



## 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

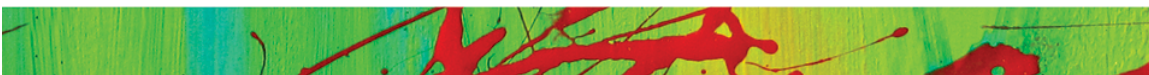
**Effective communication is the glue that holds all of our other community values together.** We can better understand each other, express our wants and needs, and resolve conflict when we communicate effectively. **ACPA students are expected to communicate clearly, politely, and intelligently with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

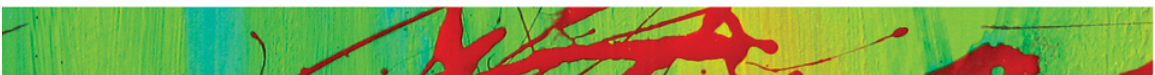
*“The building is a special place because of its architecture,... But it’s people who make it special by participating in it.” – Charlie Chaplin*





## 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 LEARNER HABITS

Collaborative · Courageous · Creative · Curious · Persistent · Reflective  
Responsible · Timely

### COLLABORATIVE

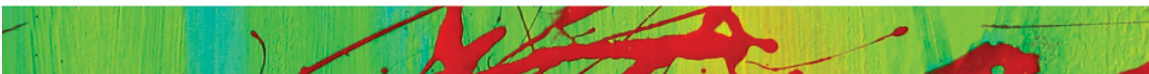
Teamwork, cooperation, alliance, participation, and combination. **No matter how you say it, it breaks down to this; working together with a partner or group of people to generate a common idea, solve a problem, or create.** Amy Poehler explains being collaborative as an integral part of our daily lives. She says; *“As you navigate through the rest of your life, be open to collaboration. Other people and other people's ideas are often better than your own. Find a group of people who challenge and inspire you, spend a lot of time with them, and it will change your life.”*

**At ACPA, being collaborative is an important part of our daily lives.** We will strive to collaborate in and out of our classrooms and beyond. An ACPA student looks forward to sharing ideas, thoughts, and feelings without hesitation or fear of rejection. We will create an environment that allows collaboration to be a pillar to our learning and teaching. ACPA will consistently encourage and inspire our students and staff to collaborate everyday!

### COURAGEOUS

*“Courage is a heart word. The root of the word courage is cor - the Latin word for heart. In one of its earliest forms, the word courage meant, ‘To speak one's mind by telling all one's heart’.” – Brene Brown*

When we play it small, acting too “cool” to show our true selves, it's like binding up our hearts. **Instead, students at ACPA are encouraged to be brave – not tough and not unflinching, but vulnerable.** Our students, through the expression of their gifts, are encouraged to show their hearts; to show their whole selves. To do this, ACPA supports its students in building the capacity to be vulnerable by creating a safe space in which they are encouraged to find their own sense of purpose and contribution – their “why”. **Lastly, courage does not come without risk.** At ACPA we embrace these opportunities to win and learn, leveraging the growth mindset to look curiously at our failed experiments and be courageous to rise again.





## CREATIVE

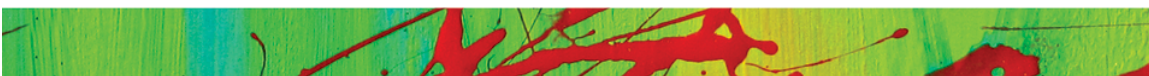
**Creativity is the skill of developing original ideas, methods, or objects that go beyond traditional ways of thinking and acting.** A creative person considers the world around them, generates ideas, and forms something new from their ideas. For example, when someone encounters a problem, they demonstrate creativity by thinking through alternative solutions and putting them into practice. Another example of creativity is applying imaginative ideas to the development of something new, like a sculpture, painting, or presentation. About this skill Mary Lou Cook, famous artist and peace activist, wrote, *“Creativity is inventing, experimenting, growing, taking risks, breaking rules, making mistakes, and having fun.”*

At ACPA, students can show their creative development in many ways. Students will demonstrate creativity in all learning environments by generating new ideas and putting them into practice. Students can brainstorm alternative options for solving a problem or communicating a message, and then apply their new ideas, even if they make a mistake. Creativity can be displayed by sharing ideas during class discussions, making original products (such as an art piece or a performance), working with a team to design a project, etc.

## CURIOUS

The world is amazing. When we go into the world, things we don’t yet know or understand surround us. This can be scary, but also exciting. **Being curious about the world means that we are excited about learning new things and not being afraid of what we don’t yet know.** ACPA believes that learning is fun and rewarding, and that the whole world is our classroom.

We will look for new opportunities to learn, and we won’t back away because something seems unfamiliar or complicated at first. We will remember that all knowledge was once new, and that the way we found out about the world was by being curious, by asking questions, and by bravely following the evidence wherever it leads us. **ACPA students will be excited about learning new things, and about sharing their new knowledge with others.** As Carl Sagan said, *“When you’re in love, you want to tell the world.”*





## PERSISTENT

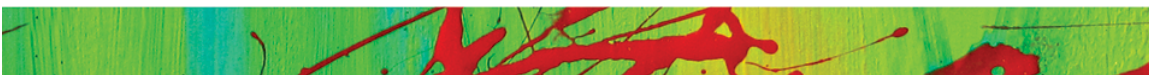
**Learning new things is hard work.** As we learn, we build new connections in our brains. Sometimes the effort itself is the most valuable part of the learning process. When we make a mistake, and work through it, we build new and stronger connections. Mistakes can be scary, but because everyone learns this way, everyone makes mistakes. **Learners with persistence use their mistakes to improve and refine their ideas.**

As a learner we will understand that mistakes are expected. We will accept feedback as an opportunity to improve, and we will remember that when something is difficult, the best response is to give even more effort. We will remember that every mistake and every setback is a chance to learn. We will be persistent. We will try new ideas and see how they work. If our ideas don't work, we will keep adapting and changing our ideas until we find the ideas that do work. We will never be satisfied with almost understanding something; **we will persist until we achieve a complete understanding.**

## REFLECTIVE

Reflection is more than a present-day evaluation of an end result or product, a glance into a mirror, or recollection of events. **Reflection is an honest, vulnerable exploration of oneself, including, but not limited to one's perspective, inquiry, actions, impact, and experience, resulting in future insight.** Reflection is an honest, vulnerable exploration of oneself, including but not limited to one's perspective, inquiry, actions, impact, and experience, resulting in future insight. The practice of reflection does not lead to perfection, without mistakes, but to a growth mindset that promotes learning and development of critical thinking skills. According to philosopher and educational reform advocate, John Dewey, "We do not learn from experience, we learn from reflecting on experience." Furthermore, we learn from all experiences on which we reflect, so this habit is an expectation for students throughout their time at ACPA.

As learners, students at ACPA will participate in various types of academic and non-academic reflection. **Reflection will be used to begin, end, and continuously fuel students' creative processes across all subjects.** It will also be used to help students navigate this unique time in their lives while they prepare for high school and beyond. Students will use reflection during their journey both individually and collaboratively, as a part of shared learning. The information gained from reflection will be used in personal and group goal-setting or decision-making. Additionally, to be characterized as reflective, students will embody the ACPA middle school values, habits, and culture, demonstrating to others what the school is all about.





## RESPONSIBLE

Responsibility is taking ownership of your actions and holding yourself accountable to be the best version of yourself. At ACPA, we encourage all students to advocate for themselves and lead by example. Responsibility in the ACPA classroom means putting in your best and hardest work every day so that you can continue to grow as a bright, creative learner. Responsibility also entails being honest, trustworthy, and reliable toward yourself and fellow classmates, teachers, and ACPA staff. Every person at ACPA is a talented, unique individual who should feel proud of who they are. **ACPA expects all students to be responsible for their character and to hold themselves to these high standards so they can positively contribute to the ACPA community and beyond.**

## TIMELY

Being timely is the act of completing a task at a favorable, opportune, and useful time. Around the world, various cultures have different values relating to timeliness. In America, timeliness signifies respect and integrity. Prioritizing a task at hand is an essential component of timeliness. As humans, we are presented with numerous options as to how to spend our time. Should we spend a moment sending a text? Doing homework? Writing in our journals? Sleeping? The choices are endless, and it is an essential skill to figure out what to do, and when to do it. So how does this relate to timeliness? Well, some things have to take precedence over others. By completing our tasks by the time we promised them, we show the respect that we prioritized that activity over the millions of others we could choose from. By completing things by the time we are supposed to, we demonstrate that we value and appreciate the people in our lives. We show them that their ideas matter, and we demonstrate our own integrity and responsibility.

**As an ACPA student, you will be timely by accomplishing tasks on time, every time, the first time.** If we promise to put forth our personal best on all tasks we are challenged to complete, we accomplish the first step towards timeliness. Rushing through assignments to “get them done” only helps us to fall further behind. The revision process sets us back further in the timeline, and our tasks start to build up. Accomplishing a task to the best of our ability allows us as learners to apply feedback in a way that furthers our growth. Meeting deadlines is the second step. Be ready, be prepared, and set yourself up for success by demonstrating your integrity, respect, and priorities.





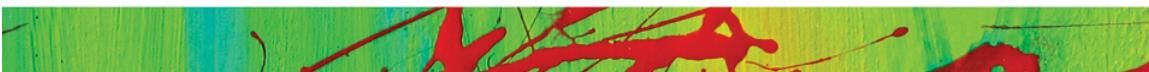
## BULLYING, INTIMIDATION, AND HARASSMENT

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:**

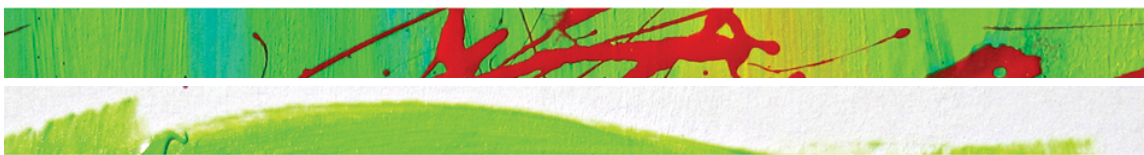
- Overly revealing clothing.
- Offensive or threatening language or pictures on clothing.
- Pictures or slogans on clothing that promote drugs, tobacco, alcohol, or violent weapons.
- Anything gang-related, such as, but not limited to signs, graffiti, dress and language.

## **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.

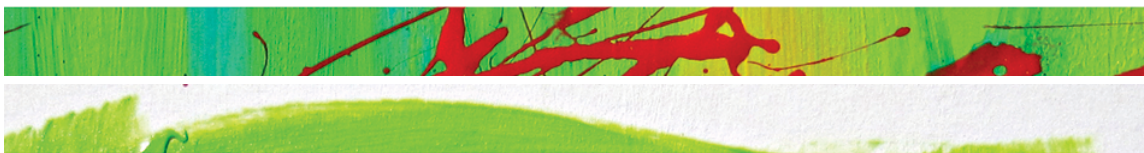
The infractions listed and described below fall outside of the expectations of conduct for ACPA students and warrant immediate action. Communication with parents or guardians will occur for each of the following major ACPA Values infractions. Students who continually fail to adhere to ACPA Values or 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.**

**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.

**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 18.**

**Gossip, Rumors, and Unkind Words or Actions** (*Kindness, Communication, Awareness, Problem Solving, Respect for Diversity*) The consequence for gossip, rumors, and unkind words or actions is a conference with administration and may result in 3 days or more of out of school suspension, depending upon the severity, effect, and frequency of the infraction. Gossip, rumors, and unkind word or actions represent a disruption to learning and disregard for the members of the ACPA community. Whether the information is true or false, spreading rumors about others is potentially hurtful. ACPA administration may define repeated instances of a student spreading gossip, rumors, or unkind words or actions as Bullying, Harassment, and Intimidation and the student may therefore incur greater consequences. When it comes to talking about others, keep in mind Eleanor Roosevelt's words: Great minds discuss ideas; average minds discuss events; small minds discuss people.



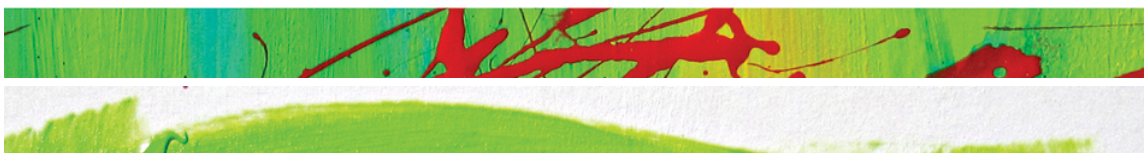
**Leaving School Grounds During Lunch** (*Problem Solving, Awareness*) The consequence for leaving school grounds during lunch is a conference with administration and the possibility of out of school suspension. We do not have open lunch at ACPA predominately for safety and time reasons. Leaving school 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.

**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.



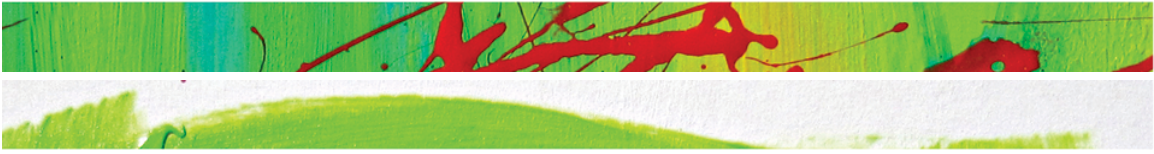
## RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS, CONT'D.

**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.

**Drug and Alcohol Possession and/or Use, Drug Paraphernalia** (*Kindness, Participation, Awareness*) The consequence for illegal drug, alcohol, or paraphernalia 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, alcohol, or 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 32.

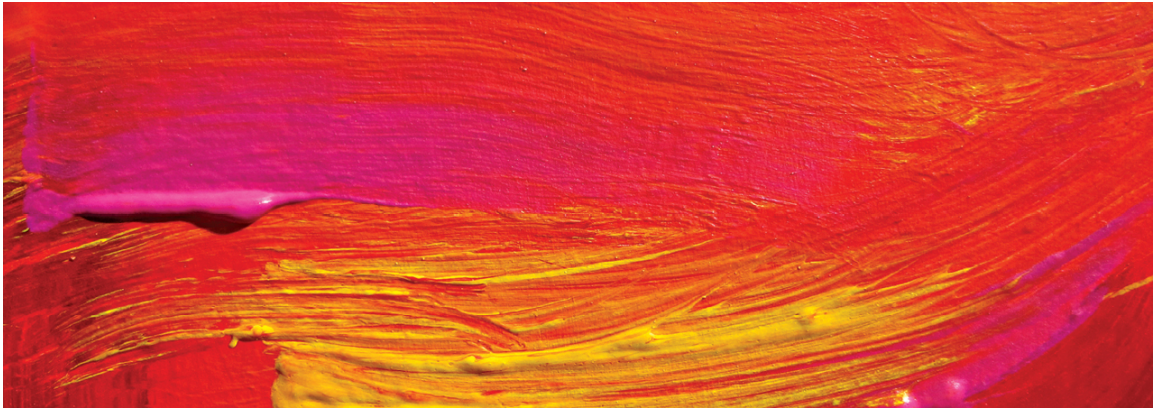


## RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS, CONT'D

**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.

**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.





# ACADEMICS

## STUDENT HANDBOOK 2020-2021



## MASTERY LEARNING

**Mastery learning, as defined by the ACPA Middle School staff, is an authentic, confident, and creative use of skills and understanding in performance challenges across settings, as measured against valid standards.** Mastery learning aims to meet students where they are and personalize their education to ensure 100% understanding of topics before moving forward. Instruction is intentionally planned to be personalized, engaging, rigorous, and progressive. Student skills will be identified through diagnostics, and moved through units at a pace that allows students to master concepts before being introduced to a new topic.

Students will be evaluated based on their mastery of concepts. All work will be filtered into two categories: **“Process”** and **“Product”**. “Process” refers to all learning opportunities used for practice. Examples of activities include homework, in-class activities, reading checks, and discussions. “Product” refers to any assignments or assessments used to measure mastery. Examples of “Product” are tests, quizzes, projects, and essays. Please refer below for a basic explanation of how students will be assessed.

<b>(M) – Mastery</b>	Authentic, confident, and creative use of skills and understanding in performance challenges across settings. I can teach another student a concept with confidence.
<b>(P) – Progressing</b>	I am on my way to mastery, but still need time to review and practice.
<b>(NP) – Not Progressing</b>	I am stuck. I need time, intervention, and help to move forward.
<b>(NE) – No Evidence</b>	Nothing submitted.

## STATE-PREScribed TESTING AND COMPULSORY ATTENDANCE 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:

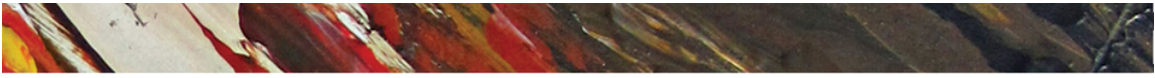
- **Quotations not cited** If you use someone's exact words, you must place them in quotation marks. The source of those words must be listed on the Works Cited page at the end of your paper.
- **Paraphrasing not cited** If you present someone else's ideas in your own words, you must give credit to the 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.

**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.



# AFTER SCHOOL/NINTH PERIOD

## STUDENT HANDBOOK 2020-2021



**\*ACPA's After School/Ninth Period in-person program is postponed until further notice due to the COVID-19 pandemic. If ACPA students are able to return to the school building in the future, the After School/Ninth Period program will possibly be reinstated, depending upon capacity and safety considerations.**

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 ride, **are required to participate in the supervised activities that occur after school during Ninth Period.** Otherwise, students will be asked to find a ride home and leave. All school values and rules apply and students must be under staff member supervision at all times. *This permission slip serves as an agreement between the parent/guardian, the student, and the Ninth Period staff, and its signing is mandatory for continued student participation in the program.*

### Overview

Ninth Period runs **Tuesday – Friday from 4:15 p.m. to 5:30 p.m.** There is no Ninth Period Program on Mondays—only a waiting room.

### Waiting Room and Activity Room

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.**

### Groups

- Creative Writing
- Dance Company
- Fall Play
- Spring Musical
- Open Art Studio
- specDRUM
- MathLab

### 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 here repeatedly past 5:30 p.m. without parent contact**, the student may be asked not to participate in Ninth Period **for the rest of the academic year.**

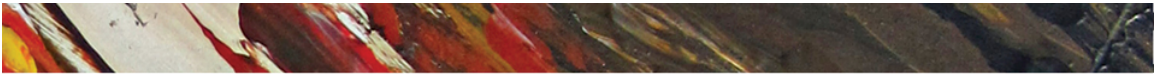






# MISCELLANEOUS POLICIES & PROCEDURES

## STUDENT HANDBOOK 2020-2021



**\*All of the policies listed below are subject to change due to COVID-19.**

## **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.

## **PHONE POLICY**

ACPA Middle School has a strict no personal device (cell phone) policy. Students are not permitted to use their devices from their entrance into the building until their exit from the building. If it is necessary to bring a device to school, the device must remain in the student's locker for the duration of the school day.

## **SCHOOL TECHNOLOGY**

ACPA will be instituting a One 2 One Technology Policy for the 2020-2021 school year. All ACPA students will be assigned and required to use a borrowed Chromebook for school this year. ACPA students will use the ACPA Google Chromebook for the entirety of the 2020-2021 school year.

**All students, parents/guardians must review the Technology Handbook and sign the Technology policy prior to the start of the school year.**

## **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.





## MASTERY REPORTING

Assessment Sheets 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 families are encouraged to use Schoology to monitor school work through the grading period. **Students and parents can also use PowerSchool to view assignments and mastery levels 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.

## 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.**

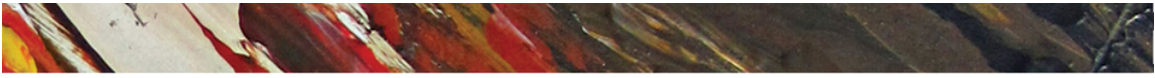
## PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

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.

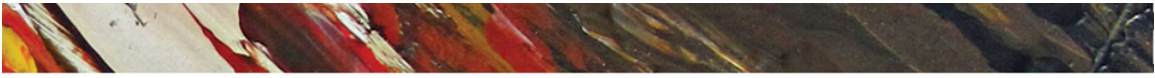
## NON-DISCRIMINATION POLICY

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. In case of an emergency, such as a lock down, ACPA will notify parents and guardians via the One Call Now system. The One Call Now system includes voice, text, and email messages. **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 2020-2021 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 2020-2021 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 \_\_\_\_\_