



2021-2022 HIGH SCHOOL STUDENT HANDBOOK



WE'RE IN THIS TOGETHER

To the parents and students of ACPA,

Welcome to the 2021-2022 year!

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

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

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

Let's get started!

ACPA COVID-19-RELATED POLICIES

Policies, procedures, precautions, and resources can be found in the separate COVID-19-Related Policies document. It is important that students, staff, parents, and guardians all **review and carefully follow** the requirements and guidance contained in the COVID-19-Related Policies document. **Please reference the COVID-19-Related Policies document for the most up-to-date information.**





SCHOOL PROFILE

The Arts and College Preparatory Academy

4401 Hilton Corporate Drive
Columbus, Ohio 43232

Telephone (614) 986-9974

Fax (614) 986-9976

Attendance email attendance@artcollegeprep.org

Administration

Executive Director Anthony Gatto

High School Principal Amanda Waluzak

Middle School Principal Sarah Bostelman

Vice Principal Aaron Wagner

Director of the Arts Cortney Crenshaw

Enrollment Department Sharon Udoh & GG Howard

School Counselors Tara Zimmer | Carley Roe

Intervention Specialists Kim Hood

Teaching Staff

25 total staff | 25 hold a bachelor's degree | 14 hold a master's degree
| 2 hold doctorate degrees

Enrollment 419 students

Grade 9 109 students **Grade 10** 112 students | **Grade 11** 104 students
| **Grade 12** 94 students

ACT 2018

School Average 20.6 **State Average** 19.4

Grading Scale

5 / A Mastery 90-100%

4 / B Accomplished 80-89%

3 / C Developing 66-79%

2 / D Beginning 46-65%

1 / F No Understanding 1-45%

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

Graduation Rate

ACPA 100% **State** 83.4%





OUR STAFF

Administration

Principal Anthony Gatto gatto@artcollegeprep.org

High School Principal Amanda Waluzak waluzak@artcollegeprep.org

Vice Principal Aaron Wagner wagner@artcollegeprep.org

Director of the Arts Cortney Crenshaw crenshaw@artcollegeprep.org

Enrollment

Enrollment Director GG Howard howard@artcollegeprep.org

Enrollment Coordinator Sharon Udoh sharon@artcollegeprep.org

Administrative Support Staff

Administrative Assistant Emily Collins collins@artcollegeprep.org

Administrative Assistant Kati Nelson nelson@artcollegeprep.org

Administrative Assistant Fayth Pennington pennington@artcollegeprep.org

After School/Ninth Period

Theo Jackson jackson@artcollegeprep.org

Counseling

Tara Zimmer zimmer@artcollegeprep.org

Carley Roe roe@artcollegeprep.org

Marketing and Development

Ben Shinabery shinabery@artcollegeprep.org

Special Education

Kim Hood hood@artcollegeprep.org

Arts Department

Dance Cortney Crenshaw crenshaw@artcollegeprep.org |

Instrumental Music Noah Demland demland@artcollegeprep.org

Theater Alex Dodge dodge@artcollegeprep.org | Theo Jackson
jackson@artcollegeprep.org





OUR STAFF, CONT'D.

Arts Department (cont.)

Vocal Music Theo Jackson jackson@artcollegeprep.org |

Visual Arts Melanie Holm holm@artcollegeprep.org | Brooke Hunter-Lombardi lombardi@artcollegeprep.org | Jessica Pissini pissini@artcollegeprep.org

English Department

Vinusha Autar autar@artcollegeprep.org

Alex Dodge dodge@artcollegeprep.org

Bobby Lowery lowery@artcollegeprep.org

Foreign Language Department

Hannah Rivas rivas@artcollegeprep.org

Eric Simons simons@artcollegeprep.org

Mathematics Department

Maekenzie Alba alba@artcollegeprep.org

Jason Holman holman@artcollegeprep.org

Destiny DeWar dewar@artcollegeprep.org

Aaron Wagner wagner@artcollegeprep.org

Science Department

Samantha Fedor fedor@artcollegeprep.org

Ryan Kirkman rickman@artcollegeprep.org

Brandon Wise wise@artcollegeprep.org

Social Studies Department

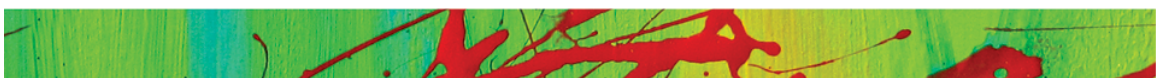
Landon Hedrick hedrick@artcollegeprep.org

Catherine McMillin mcmillin@artcollegeprep.org

Bradley Severt severt@artcollegeprep.org

Selena Vlajic vlajic@artcollegeprep.org

Amanda Waluzak waluzak@artcollegeprep.org





SCHOOL ATTENDANCE

HIGH SCHOOL STUDENT HANDBOOK 2021-2022



ATTENDING SCHOOL

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. The law also says that schools are responsible for enforcing an attendance policy and involving the court system when students become truant. According to state law, school must consider both excused and unexcused absences, when determining whether a student is “excessively absent.” When enough unexcused absences are accumulated by a student, the student becomes truant. Requirements for excused absences are listed on **pages 9, 10, and 12**. Truancy policies and procedures are explained on **page 14**. 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.

SCHOOL HOURS

The school day begins at 8:55am and ends at 4:05pm.

ABSENCE PROCEDURE

Parent/Guardian Responsibilities

- If a student is to be absent from school, the parent/guardian is required to call (614-986-9974) or email (attendance@artcollegeprep.org).
- If no parent/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 *Absence 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 requesting or supporting unnecessary absences.
- Please do not call or text your student while they are in class. In case of an emergency or if your student contacts you regarding illness, please call the school to verify at 614-986-9974.





ABSENCE PROCEDURE, CONT'D.

Student Responsibilities

- Attend school, communicate with teachers, and collecting work missed when absent.

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. Documentation from a healthcare professional is required.
- **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 do not 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 the school counselor or an administrator gives permission for more than three. College visits are not permitted during midterm 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.





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 Main 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 themselves to school 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 Main 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.

Students, parents, and guardians *may not* order lunch through delivery services as strangers will not be permitted entry into the school building for safety reasons. If a student attempts to order from a food delivery service, the food will be confiscated, and the parent/guardian will be contacted.





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 Main Office so ACPA staff can assist in problem solving.

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

PLANNED EXTENDED ABSENCES

Planned extended 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. **A planned extended absence is defined as 3 consecutive days or more.**

Students should request a **Planned Extended Absence Form** from the Main Office and turn in the completed form to the Main Office. If a Planned Extended Absence Form is not received prior to the absence, the absences will be considered unexcused and could lead to truancy. The student is responsible for collecting any missed work and homework prior to the dates of the absence.





TRUANCY

The Arts and College Preparatory Academy has amended and adopted truancy policies that are required by Ohio law.

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

- Absent **38 hours** in a month
- Absent **65 hours** in a school year

When a student is excessively absent (see above for definition) from school the school will notify the student’s parents or guardians in writing within seven (7) days of the triggering absence.

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

- Absent **30 or more consecutive hours without** a legitimate excuse; OR
- Absent **42 or more hours in one school month without** a legitimate excuse;
OR
- Absent **72 or more hours in one school year without** a legitimate excuse.

Students deemed “habitually truant” in any of these circumstances will be contacted for an absence intervention meeting set up by the school. A parent or guardian is required to attend. During this meeting, we will develop an **Absence Intervention Plan** (AIP). If the parent or guardian is absent from the initial meeting date, the school will make 2 more good attempts to set up the meeting. After that, the school will develop the student’s Absence Intervention Plan without the parent or guardian. Failure to follow and meet the plan requirements will result in the district filing an official complaint in juvenile court.

To maximize your student’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.





ABSENT FROM SCHOOL ON DAYS OF EVENTS / REHEARSALS

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, rehearsals, prom, etc.

SUPERVISION AT ACPA EVENTS

ACPA staff members supervise students during ACPA events. Most ACPA events have end times listed on the Arts Events calendar and ACPA Google Calendar, both of which are available on the ACPA website. We encourage and love for students to participate in events and support each other. **Please make sure your student has secured a ride at the designated pick-up time prior to deciding to attend the event.** Students who are repeatedly picked up late from ACPA events may be asked by administration to no longer attend due to the undue burden placed on staff to supervise and ensure the safety of your student after the end of ACPA events.

EARLY DISMISSAL

Qualifying **seniors** who are in good academic and attendance standing have the option of early dismissal from school as outlined below. Students with early dismissal will have their standing reviewed at the end of each grading term and the privilege may be revoked at the determination of administration. You may obtain an Early Dismissal Permission Form from the Main Office.

- Parents/guardians and students must submit the completed **Early Dismissal Permission Form** to the Main Office documenting their permission. This form must be submitted 48 business hours in advance of the first day of requested early dismissal so the administration may consider and either approve or deny the request.
- Students with the early dismissal privilege must maintain passing grades in all core academic classes. Students with an F in any class required for graduation at the end of a grading term will have their early dismissal privilege automatically revoked until they have passing grades in all core classes.
- Students with the early dismissal privilege may have the privilege revoked if a student is determined to have excessive tardiness or excessive absences by administration.

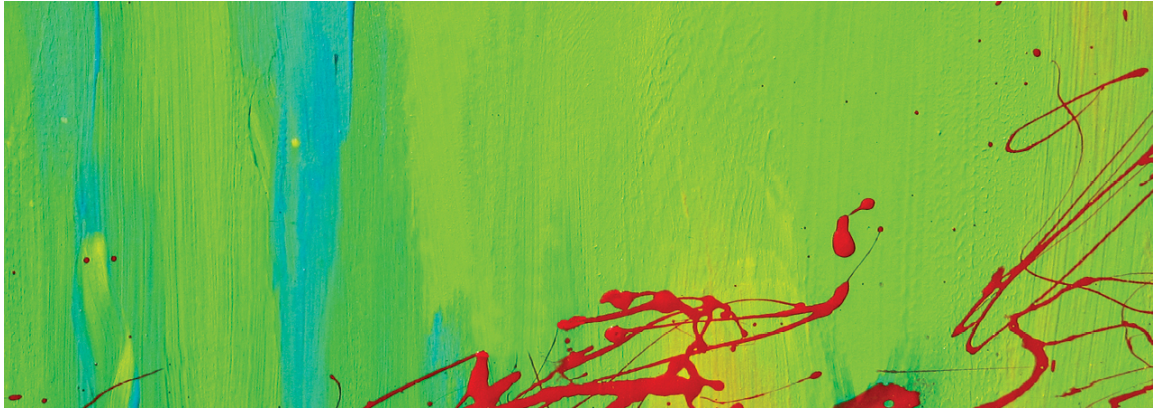




EARLY DISMISSAL (CONT.)

- Students who qualify for early dismissal must leave ACPA property immediately after Period 6 on Mondays, Tuesdays, Thursdays, and Fridays. There is no early dismissal on Wednesdays due to block days. Once students leave the property, they may not return.
- Students must sign out at the Main Office before leaving for early dismissal each day.
- Students with the early dismissal privilege may not leave early with other students who do not have the early dismissal privilege.





COMMUNITY VALUES AND STANDARDS

HIGH SCHOOL STUDENT HANDBOOK 2021-2022



ACPA 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 humankind. Being kind to each other makes for a safe and positive environment.

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 – 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.**

HONESTY

Honesty is the best policy. We want our students to understand and live by this policy. 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.

PROBLEM SOLVING

When discipline issues do arise, especially those that are a result of interpersonal conflicts, this is opportunity to learn and grow from our mistakes or bad choices. Our expectation is that students are willing and able to try to resolve conflict in a mature, thoughtful, nonviolent, and non-argumentative fashion. **Students who can effectively engage in problem solving with other tend to be successful at ACPA.**





COMMUNICATION

Effective communication is the glue that holds all 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 with their peers, teachers, administrators, and other members of the ACPA community.** This includes verbal and written communication.

PARTICIPATION

Try out for the play, join a club, volunteer, and attend arts events! There are many opportunities to get involved in at ACPA, and you should take advantage of that. Those who are engaged in activities often have an easier time making friends, have more interesting things to talk about, 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.**

AWARENESS

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 and recognizing your own opportunities for growth. Being aware also helps you to understand and appreciate those that are different than ourselves. Practicing awareness is an important element of personal, academic, and creative growth and development.





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.**

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 every day!

Courageous

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. At ACPA, students show their creative development in many ways. Students can brainstorm alternative options for solving a problem or communicating a message, and then apply their new ideas. 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, and more.

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.**

Persistent

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, and everyone makes mistakes. **Learners with persistence use their mistakes to improve and refine their ideas.**

As learners, we know mistakes are expected. We 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. 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 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, but to a growth mindset that promotes learning and development of critical thinking skills. Reflection will be used to begin, end, and continuously fuel students' creative processes across all subjects.

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 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. **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? 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 must take precedence over others. By completing things by the time, as 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. Rushing through assignments to "get them done" only helps us to fall further behind. If we promise to put forth our personal best on all tasks we are challenged to complete, we accomplish the first step towards timeliness.





ACPA MENTIONS AND SUPER MENTIONS

To encourage and support positive community contributions, ACPA has created a program called ACPA Mentions. Staff members who see students or other staff engaged in activities that are worth mentioning to the community may submit the participants' names to the administration to be read during morning announcements and given a special ACPA Mention wrist band. In addition to ACPA Mentions, Super Mentions are reserved for those students who exhibit behavior that embodies ACPA's core values both in and out of the classroom.

ACPA CLASS CHALLENGE

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





BULLYING, INTIMIDATION, AND HARASSMENT

At the heart of ACPA's founding principles is 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 in school suspension or 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.**

Bullying, intimidation or harassment 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/they have 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 reported 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 in accordance with a progressive school environment.

The goal of the dress code at ACPA is to make school a safe, equitable, and affirming educational environment. Clothing must not be of an objectional nature. Administration makes the final determination of what is deemed inappropriate or objectionable.

- No sexually explicit messages or images
- No offensive or threatening language or pictures on clothing
- No 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 is not permitted

INAPPROPRIATE PHYSICAL CONTACT AND LANGUAGE

Profanity on school ground and/or during school hours 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 hugging or hand holding. Conduct yourself appropriately in public.

CLASSROOM RULES

Teachers will have their own sets of reasonable classroom rules, policies, and procedures 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, coming late to class, and appropriate electronic device usage.





RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS

ACPA follows a modified version of **restorative justice practices**, which emphasizes ACPA's 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. Restorative practices also approach student infractions as learning opportunities when students are cooperative and accept responsibility for the harm caused to a person, property, or the community. While traditional consequences are used on occasion, all behavioral infractions are approached with a restorative mindset and strategies as well.

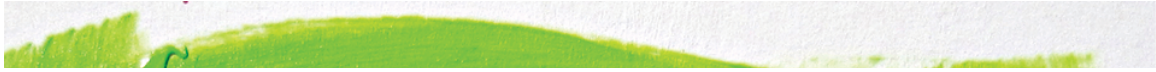
The infractions listed and described below fall outside of the expectations of conduct for ACPA students and warrant immediate action due to a danger posed to themselves, the community, or others. Communication with parents and guardians will occur for each of the following major ACPA Values infractions. Students who continually fail to adhere to ACPA Values or develop a serious pattern of disruptive or harmful behavior will face consequences that are incrementally more severe, including in school suspension, out of school suspension, and may face expulsion. The assignment of in school suspension has a restorative component that involves the successful completion of an assigned character-building project. This project is a way for students to “make it right” and begin to repair harm done.

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, in school suspension, or out of school suspension. Class disruption is considered any behavior that prevents a classroom environment from being safe or conducive to learning.

Profanity and Inappropriate Language (*Communication*) The consequence for profanity or inappropriate language is a conference with administration and may include additional measures, in school suspension, or out of school suspension. At ACPA, students are expected to communicate clearly and with kindness. Bullying, intimidation, and harassment are significantly more severe than profanity and inappropriate language (see page 18).





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

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 in or out of school suspension, depending upon the severity of the infraction. Gossip, rumors, and unkind words 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 viewed as potentially hurtful. ACPA administration may define severe or 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.

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 in school suspension or 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 unsafe and 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 in school suspension or out of school suspension. Students must stay within the fenced area near the railroad tracks to ensure their physical safety.

Stealing (*Kindness, Honesty, Problem Solving*) The consequence for stealing school or personal property is a conference with administration, possible 5 days or more of in or out of school suspension, and possible involvement of law enforcement depending on factors such as the severity and disruptiveness of the infraction. Theft creates an unsafe, distrustful environment and is also against the law. Parents/guardians and students who steal will be required to replace or pay for the stolen item or items.





Vandalism (*Kindness, Honesty, Communication, Awareness*) The consequence for vandalism is a conference with administration and 2 days or more of in or 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 (*Respect for Diversity, Problem Solving, Communication, Awareness*) The consequence for smoking on school grounds or tobacco use is a conference with administration, and may include additional measures, such as 3 days or more of in 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 (*Respect for Diversity, Problem Solving, Communication, Awareness*) The consequence for illegal drug, alcohol, or paraphernalia possession and/or use is a conference with administration and 5 days or more of in or out of school suspension, depending on the severity and nature of the infraction. This policy also applies to medical marijuana usage. 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.





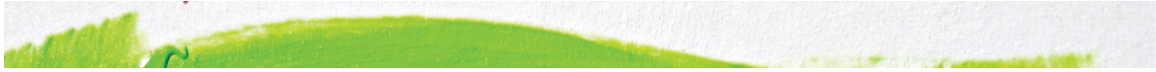
RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS, CONT'D.

Unauthorized Prescription Drug Possession and/or Use (*Respect for Diversity, Problem Solving, Communication, Awareness*) The consequence for unauthorized prescription drug possession and/or use is a conference with administration and 5 days or more of in or out of school suspension, 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 [\(page 37\)](#).

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 it is illegal.

Verbal Altercations (*Kindness, Problem Solving, Communication*) The consequence for verbal altercations is a conference with administration and 3 or more days of in or 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 that has the potential to escalate to a physical altercation with the use of cruel, violent, or threatening language or behavior.



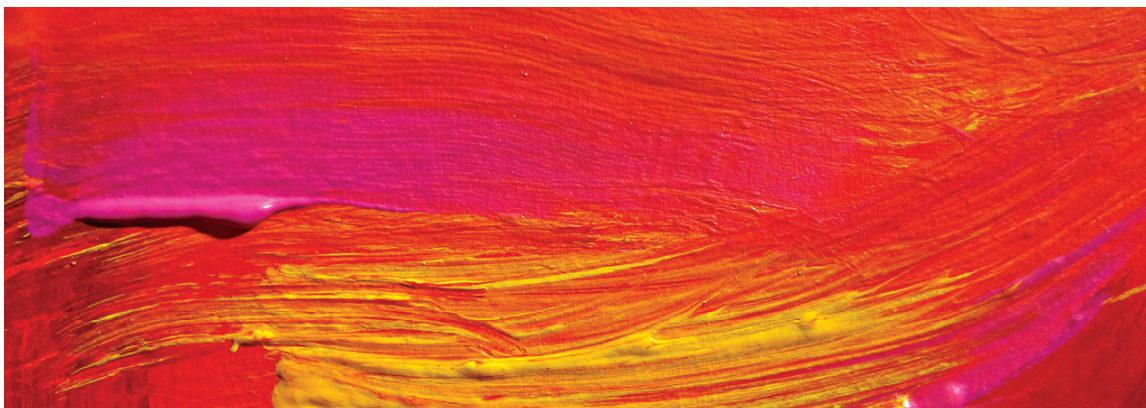


RESTORATIVE JUSTICE AND MAJOR ACPA VALUES INFRACTIONS, CONT'D

Physical Altercations (*Kindness, Problem Solving, Communication*) The consequence for a physical altercation is a conference with administration, 7 or more days of out of school suspension, and possible expulsion, depending on factors such as the severity and disruptiveness of the altercation. Physical altercations may also lead to the involvement of law enforcement. Violence and fighting will not be tolerated and is illegal.

Weapons Possession and/or Use (*Honesty, Respect for Diversity, Problem Solving, Communication, Participation, Awareness*) The consequence for weapon possession 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. Weapon possession will not be tolerated and is illegal.





ACADEMICS

HIGH SCHOOL STUDENT HANDBOOK 2020-2021



COURSE OF STUDY

ACPA adheres to the state of Ohio's graduation requirements and strongly encourages students to complete the requirements necessary for an honor's diploma. Students are required to take a Math and English course each year they are enrolled in ACPA, as well as a fourth credit of Social Studies or Science. Students are also required to take Spanish during their freshman and sophomore years, and to continue with either a third year of the same language or two more years of a different language. Students are also required to take at least one arts class each year. Additionally, all students are required to take a minimum of 5 classes at ACPA each semester.

Rare exceptions to the ACPA Course of Study requirements will be made on a case-by-case basis and require a meeting with administration. Your school counselor and an administrator must approve any exceptions.

SCHEDULE CHANGES

It is important for students to carefully consider courses they plan to take the following year and keep schedule changes to a minimum. Schedule changes are sometimes necessary, however, and may be initiated by the student or school. Sometimes the school cannot honor all of the requested courses due to scheduling conflicts, but school-initiated changes will be kept to a minimum.

Circumstances for schedule changes

- Student needs to fit a graduation requirement into their schedule.
- Courses completed over the summer may require a level change at the beginning of the school year.
- Medical issues may necessitate a change. A doctor's will be required indicating the need for the change.
- Course may have been scheduled without proper credit for prerequisites.
- Changes in school-sponsored program may dictate changes
- Technical error in scheduling program
- Changes authorized by administration

Circumstances where schedule changes may not be granted

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

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

Year Course Friday September 3rd, 2021

First Semester Course Friday September 3rd, 2021

Second Semester Course January 14th, 2022





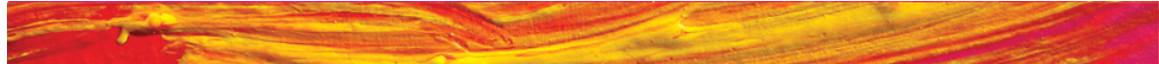
ACADEMIC INTERVENTION

ACPA is a college preparatory school; therefore, we expect academic excellence from our students. **In order to remain at ACPA, students must progress through a specified and progressive course of study.** Should a student fail a core class, the burden is on the student and their parent/guardian to recover that credit before the start of the next school year. We are committed to keeping our class sizes small, and our master schedule cannot accommodate students who must repeat a class to earn a required credit. For this reason, ACPA does not allow students to repeat academic classes. Passing classes is a basic expectation at ACPA. As a proactive measure, ACPA has established an academic intervention program to support struggling students as they work towards promotion: **Learning Lab:**

Students are automatically enrolled in the Learning Lab if they meet ANY of the following criteria:

- The student is failing or receives a D in two of five core classes (English, Mathematics, Science, Social Studies, or Spanish) at the end of a nine-week term.
- The student fails any core class for two consecutive nine-week terms.
- The student earns a 1.5 grade point average, or below, for a nine-week term.
- The student's team (teachers, support staff, and administration) decides that a student needs attend for any reason either listed above or unspecified.

When a student must attend Learning Lab, each of the following will occur:

- The teacher and the student will conference to discuss the student's progress, to explain the intention and expectations of Learning Lab, and to help the student understand the potential consequences of failing to bring up their grades to a satisfactory level.
 - The teacher and student will work together to set goals that will address the causes for the student's lack of progress and create strategies that the student will use to address the specific identified areas that are causing them problems. These may include organization, study skills, time management, motivation, or comprehension.
 - The student will receive support through Learning Lab in various ways: small group or individual support with the teacher.
 - Student Performance and goals will be reassessed at the end of each term to determine if the goal was met and appropriate next steps.
 - If a student attends Learning Lab for three consecutive terms and fails to meet their goals, a conference with an administrator and parent or guardian will be scheduled to discuss the student's academic outlook.
- 



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. 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.

GRADUATION NOTICE FOR SENIORS

For seniors, failing a class required for graduation will prevent them from graduating on time and result in ineligibility to enroll in most secondary plans, such as state universities in Ohio, career technical programs, or possible apprenticeships or job opportunities.

PLAGIARISM AND ACADEMIC DISHONESTY

Plagiarism is intellectual theft. Plagiarism means submitting someone else's work or ideas as your own without giving them credit. This could include copying material from a book or other source, like the internet, without citing your source.

If you copy an author's words exactly, treat the passage as a direct quotation and supply the appropriate citation on a Works Cited page. If you use someone else's ideas, even if you summarize the wording, you must also supply the appropriate citation on a Works Cited page. The most obvious and blatant form of plagiarism is **when a student cuts and pastes from the internet** without citing sources. When given a research assignment, ask your teacher how they want you to cite your sources. When in doubt if a practice qualifies as plagiarism or academic dishonesty, just ask an ACPA staff member!



PLAGIARISM AND ACADEMIC DISHONESTY, CONT'D.

Examples of plagiarism and academic dishonesty 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 author 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.

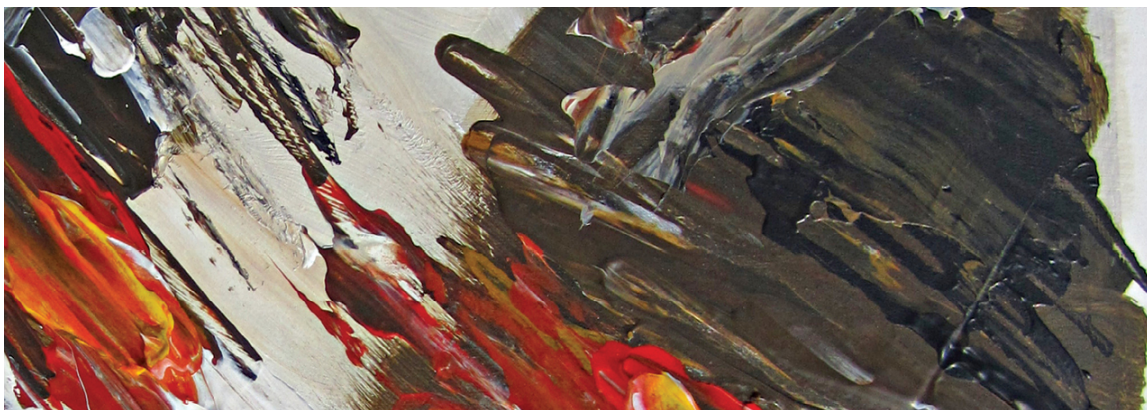
Academic dishonesty normally involves cheating on an assignment by obtaining an unfair or unauthorized advantage or copying work. Academic dishonesty is serious because it violates the purpose of education, which is for the student to think independently, and academic dishonesty disrespects those students who take the time to complete their work properly.

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

- You must not copy assignments or allow others to copy. Giving another student the answers harm them by stunting their academic growth.
- You must not give or receive any information, answers, or unauthorized help during a quiz, test, or exam.
- You must not use unauthorized sources for answers during a quiz, test, or exam. You must not refer to any book or notes while you are taking the assessment unless the instructor indicates it is an "open book" exam.
- You must not obtain assessment questions in advance or tamper with an assessment after it has been corrected.

When a student is suspected of engaging in plagiarism or academic dishonesty, the following will occur:

- The student will have a conference with the teacher and possibly an administrator to gather information.
- If it is believed that the student plagiarized or engaged in academic dishonesty, the parent or guardian will be contacted by the teacher and the student will receive a '0' for the assignment.



MISCELLANEOUS POLICIES & PROCEDURES

HIGH SCHOOL STUDENT HANDBOOK 2019-2020



DROP-OFF AND PICK-UP

Please consult the ACPA website or Back-to-School materials for pick-up and drop-off lane directions. Following the guidelines will keep traffic running smoothly, safely, and efficiently.

PERSONAL ELECTRONIC DEVICES

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

If you need to speak with your student during the school day, please call the Main Office to do so. We are all familiar with the potential distractions posed by technology. Together we can support students staying focused on learning and working towards their full potential while in class.

SCHOOL TECHNOLOGY

ACPA is implementing a One-to-One Technology policy. All ACPA students will be assigned and required to use a borrowed Chromebook for the 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. This means being attentive and engaged in a way that is appropriate for the given performance. We ask all audience members to attend performances with an open mind. Students who disrupt performances will be asked to leave the performance and may be required to meet with a teacher or administration. Please recognize that performers are giving of their time, energy, and creativity.





SCHOOL CLOSURES AND INCLEMENT WEATHER

If Columbus City Schools is closed for inclement weather, ACPA will be closed. ACPA school closures, delays, or early dismissals unrelated to inclement weather will officially be posted on the ACPA **Facebook page** and communicated through email.

GRADE REPORTING

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

PARENT/TEACHER/STUDENT CONFERENCES

Conferences are held twice a year as indicated on the academic calendar. Parents/guardians meet with their student's teachers concerning grades, study habits, and classroom behavior. **Student participation in conferences is vital to ensure future student success.** Conference appointments are required for all Parent/Teacher/Student conferences.

STUDENT PARKING

Students who hold a valid Ohio Driver's License may park in the student parking lot (the large lot on the east side of the building). Students who drive must have a registration form on file with the Main Office. Registration forms can be obtained at the Main Office. **Students are not permitted to be in their cars during the school day, including at lunchtime** due to safety concerns. Students who go to their cars during the school day will be subject to disciplinary procedures.





OFF-LIMITS AREA

- Students arriving early to school should congregate in the cafeteria/theatre space before the tardy bell rings. The Future Space and east hallway area are off-limits in the morning. Students are only permitted in classrooms if a staff member gives them permission and 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 fence near the railroad tracks. Do not go near the railroad tracks.
- Students may not be in the upstairs administrative area or use the elevator without adult permission and supervision.
- Students may not be in classrooms without a staff member present.
- Students are not permitted to loiter around or climb on the fences around the air conditioning units or the walls surrounding the dumpsters.
- Students may not be in the halls during class time unless they have a pass from a staff member.
- Students may not be in the Main Office reception area during lunch, except to alert staff of an emergency.
- Students may not leave the school property without parent/guardian consent, before or during school.
- Bus students must enter the building as soon as the bus 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 fence to avoid the danger of a traveling train. Disciplinary action will take place for any student who chooses to go on or near the railroad tracks.





LUNCHTIME BOUNDARIES

Lunch is to be eaten in the cafeteria and designated outdoors area supervised by ACPA staff. Students are not to congregate in the hallway outside of the cafeteria, the high school hallway, or the High School ELA during lunch or between classes. Whether eating in cafeteria or in the designated and supervised outdoor space, **students must clean up their own lunch trash.** This is one way to show kindness, respect, and awareness for our school community and building.

STAIRS AND THE FUTURE

Use the stairwells in the Future Space responsibly. Do not jump, run, or skip steps on the stairwells. **Also, do not hang on or touch any exposed pipes or railings.** These behaviors could break the Future Space. Do not lean over the second story landing.

- Use the main stairwell to go up and down to rooms 20 and 21.
- There is no food or drink allowed in the Future Space. All students are required to eat lunch in the cafeteria/theatre space.
- Do not jump, play or climb on the stage or any performance pieces when it is set up in the Future. Do not play with props left out by the Theatre Department.
- Treat the Future with respect and do your part to help keep it clean and maintain its dual use as a classroom and performance space.

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** (available in the Main Office) and having it on file. 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 Main 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 do not tolerate 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

Behavior, dress, verbal communication, and gestures associated with gang affiliation are strictly prohibited at school, school events, and on students' social media because gang-related activities and behaviors pose a threat to the school environment through attachment to criminal or potentially criminal acts. Gang activity creates a threatening environment at school that is disruptive to the process of learning. As part of this policy, gang-related apparel is prohibited. "Gang-related apparel" is defined as apparel that, if worn or displayed, could be determined to threaten the health and safety of the school environment and is identified as gang-related by administration or staff. The following gang activities are also prohibited: solicitation of gang membership, implicit or explicit threats related to gang activity, gang-related symbols, writing, or graffiti, and any illegal acts associated with gang affiliation. Students who participate in any range of gang-related activity will receive 5 days or more of out of school suspension, or face expulsion and the involvement of law enforcement, depending on the nature and severity of the offense.





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 Main 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 SPECIAL NEEDS

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 the Main Office.

My signature below certifies that I have read the 2021-2022 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 2021-2022 Student Handbook with my student. My signature also certifies that I will support my student's education at ACPA by supporting and reinforcing the values and policies of the school.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____

