

# **PARENT/STUDENT HANDBOOK**

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# ACA POLICIES AND PROCEDURES

## PARENT AND VISITOR ACCESS TO THE CAMPUS

In order to ensure that the campus is secure so students, staff, and visitors are safe while on the grounds of the school, we have limited access for all parents and visitors during instructional time. Upon entering the school all parents and visitors must present their Civil ID to the security guard(s). Parents are asked to sign in the “Guest Book” kept at the security guards’ desk. The parent or visitor is given an ACA VISITOR’S ID badge to wear. This badge should always be visible. The parent or visitor will then proceed to the receptionist who will contact the staff member about the appointment. **The parent or visitor must remain in the reception area until the staff member has arrived to escort them onto the campus grounds.**

UNDER NO CIRCUMSTANCES is a parent or visitor to pass the receptionist’s desk without a staff member as an escort and an ACA VISITOR’S ID badge in the parent’s or visitor’s possession. If a parent or visitor is on campus without an escort and/or ACA ID badge, the parent or visitor will be asked to return to the reception area.

Making a prior appointment to see a teacher or administrator is the best way to guarantee that staff will be available.

We thank you for your cooperation with these security procedures.

## LEAVING SCHOOL GROUNDS

**ACA is a closed campus providing safety for your children.** Students must stay on school grounds during the scheduled school hours. Students are **NOT** permitted to leave the campus without special permission from the parent and an administrator. Local “bacalas” are out of bounds to all students. **Students are not allowed back into the campus once they have left the school. Once a student has been picked up or collected from school, he/she becomes the custody of the accompanying adult and ACA will not be held responsible for the student outside of school premises unless it is under the supervision of an approved school activity chaperone.**

Whenever students need to leave the school, they must check out directly in the secretary’s office. **Parents must notify the school first (preferably in writing) before a student will be released from the school.** Parents must give permission, either written or verbal, before a child will be released from the school to anyone else during the school day, including siblings.

## **After-School Use of Campus**

Students are to vacate the campus immediately after school, unless they are enrolled in an assigned after-school activity. They are to leave the premises immediately after the activity or club has ended for the day. Staff will not be held liable for students who remain on campus, although staff will escort students to the reception area to wait for their caregivers.

We realize that emergencies occur and we want to make the process as smooth as possible. Often the phone lines in Hawally are busy.

However if you want your child to be dismissed early, send a written note to the office and include a phone number-email address, and sign the note with parent or guardian contact.

Please remember that assignments need to be completed and PPRR points will be deducted from your child’s grades.

## **DRESS CODE**

All students are expected to purchase and wear the official ACA school uniform. Footwear should be appropriate. **Crocs, cleats, sandals, and open toe shoes are not permitted.** For female students, jewelry and logos are to be minimal. Makeup is not allowed. For male students, their hair must be kept short and neat; no caps or hats may be worn in the building or classrooms.

Jeans of any type are not allowed.

Students not adhering to the dress code will be given consequences ranging from first-time only warnings to being asked to go home and return in proper uniform.

Female students cannot wear shorts or pants above the ankle at any time on campus or for off-campus school activities. The ACA dress code will be enforced.

The dress code is in keeping with the mission of ACA and is expected to be followed at all times.

## **TEXTBOOKS**

Textbooks are provided to the students on a loan basis. Students are expected to keep the books in reasonable condition. Students are required to reimburse the school for lost or damaged textbooks before the release of the final report card. Students are strongly advised to keep their books in a **locked** locker. Books are not to be left unattended on the campus.

The student's name and homeroom must be written on the inside cover in ink to prevent loss and facilitate recovery. Only the book and number that is assigned to the student by the teacher is considered a returned book from that student. **The assigned book is the book the students are responsible for no matter what book(s) they may have been using during the year.**

**The school is not responsible for lost or stolen books.**

## **PARTIES Are Not Allowed; Celebrations of Achievement Are Granted**

ACA is an academic institution and celebrations without permission from administration are **NOT** allowed. Birthday parties are not acceptable. No food is to be ordered from outside the campus by students. Food not approved by administration will be kept in the secretary's office to be picked up at the end of the day. **Academic or reward celebrations will be considered and must be approved by the administration in advance.**

## **LOCKERS**

Student lockers are assigned to students at the beginning of the year. All locker assignments are final. **Students are not to change lockers unless directed by the staff. Students are to keep their lockers locked at all times. Books kept in unsecured locations or lockers without locks are still the responsibility of the student to whom the books were assigned.** Lockers remain the property of the school. Administration has the right to search a locker at any time where reasonable cause exists.

**The school is not responsible for lost or stolen items, please do NOT share your lock's combination with anyone and report any issues to your principal immediately. Do not bring in personal valuables which may be taken or misplaced.**

## **PAYMENT OF TUITION AND FEES**

ACA reserves the right to withhold a report card due to tuition fees, lost textbooks, and/or library book fines not being paid. Once payment has been made and there is receipt of proof of settling the account, the report card will be given to the family. Please note that the tuition fee due dates are listed in the school's financial policy signed by all parents and can be accessed online at [www.aca.edu.kw](http://www.aca.edu.kw)

## **ATTENDANCE AND ABSENCES**

We expect students to attend school on a regular basis. This is crucial for them to satisfactorily complete their work and be an active participant in their classes. When a student is absent from class the student loses the benefit of instruction, as well as discussions, which take place during that absence. The attendance policy at ACA states, **“Students will attend school regularly and not have more than 10 total absences in a semester without a certified medical excuse.”** Loss of credit could occur.

The school does not authorize student absences during school days or before or after holidays for recreational, personal or family trips. Students jeopardize their academic success when they are absent during these critical times.

Families should plan their vacation and trips in accordance with the school calendar that is given to them on Registration Day. A student may be retained at the same grade level the following year if there are absences that exceed the school policy.

When a student is absent, due to medical reasons, (dental, orthodontia, illness), please have the doctor's office provide a written excuse. Medical appointments should be made after school hours whenever possible. If an absence is for an extended period of time, a required doctor's note and parent note will be kept as part of the student's medical record in the school clinic and in the student's file.

If your child is going to miss three or more days of school, due to illness, you must notify the teacher through the office. You may then come to school to pick up the student's assignments and books for missed work. Please allow the teachers at least 24 hours notice to make the necessary preparations.

Assignments are on parent Plus for Parents to check as well.

### **Illness at School**

A student who becomes ill at school will be sent to the school nurse or doctor. The nurse or doctor will determine the course of action to be taken. The nurse or doctor will inform the parents and school administration if a student is to be sent home. It is crucial that the school has correct home and work telephone numbers, so that a parent can be notified in case of an illness or injury.

Parents planning to be out of the country should leave a name and phone number of a responsible relative or neighbor who can be contacted. It is the parents' responsibility to keep the school informed of any changes in telephone numbers.

Students should not be allowed to attend school if he/she has a fever, is vomiting, or has a rash. A child with conjunctivitis (pink eye) and/or H1N1 is not allowed to attend school and must be seen by a medical doctor. The following criteria should be used for keeping your child at home:

- **Pink Eye (highly contagious)**
- **Sore throat and swollen glands**
- **Diarrhea within the last 24 hours**
- **Undiagnosed rash or skin eruptions**
- **Ear ache or drainage from the eyes**
- **Fever and vomiting within the last 24 hours**
- **Lice**

## **ATTENDANCE AND RETURNING AFTER ABSENCE**

Students are required to attend school and all classes in order to satisfy the year's academic work. Students who have more than 10 total absences in a semester must have a medical certificate. **HS students may lose their credit for the course(s).**

### **Returning to School After an Absence**

**If a student is absent, a note with a signature from the parent or a signed excuse from a medical doctor for the dates the students was absent is required.**

Signed excuses from either the parent or medical doctor must be turned into the office during the homeroom period on the morning of the first day the student returns. A student returning to school without a signed excuse will be given until the following morning to submit the signed excuse.

An absence without a signature from the parent or a signed excuse from a medical doctor will be considered an unexcused absence, and the student will be considered truant. **The student will not be allowed to make up the work missed.** An emergency is generally considered excused. Absences for other reasons (traffic, missing the bus, oversleeping, extended vacations, etc.) will be **unexcused**.

### **Extended Vacations**

The school does not encourage students to be absent from school due to extended vacations. Parents will be required to notify the school in writing and fill out the appropriate form if such an absence is unavoidable, so that arrangements can be made for make-up of missed schoolwork. This is especially important at exam time. A separate exam must be written for any student not taking the exam with fellow students. The student may get an essay only exam, depending on the subject. In the case of spring exams, the results may not be known until the next school year.

**Teachers are not obligated to supply students with a list of the make-up assignments in advance of their absence but may assign the make-up work after the student returns.** Unless the reasons for the student's absence are considered by the school to be "unavoidable," the school will consider these days as an "unexcused" absence and make-up work will be treated as such.

There is a positive correlation between a student's grades and attendance. Our goal is to have students in school. We need your help in not allowing your children to stay home or to go home during the day.

### **Make-up Work from an Absence**

It is the student's responsibility to check with the teacher and to complete the required make-up work within the allowed make-up period following the student's return to school. The teacher will decide what is required for make-up and the time and place of make-up work will be determined in conjunction with the student. Make-up work can be done based on the following timetable: 1 day absence = 2 day make-up period; 2 days absence = 3 days make-up, etc. Work not made up within the time limit or by a teacher approved date will receive a zero.

Major projects with due dates known well in advance are due even if the student is not able to come to school. It is the students' responsibility to see that the assignments are delivered to school on time.

Students who are truant from a class are not allowed to make-up the work missed.

Tests/Exams/Quizzes---It is the student's responsibility to check with the teachers about any missed tests/exams/quizzes during an absence and to make them up. If a test/exam/quiz was scheduled during the student's absence, then the student will schedule a make-up within the next 2-5 days to take the test/exam/quiz. If the test/exam/quiz was scheduled prior to the student's absence, the student must take the test/exam/quiz as scheduled or on the first day of return to school. Any test/exam/quiz not made up within 5 days will result in student being given a zero.

## **TARDINESS**

It is the expectation of ACA that all students arrive to school on time and that they are prepared for class. Late arrivals disrupt the educational process. Students with 3 or more tardies in any one class will be in a supervised room during lunch for detention; students with **5 tardies or more** in any one class will be required to make up the lost time after school. If students are late, it will affect their PPRR (Prompt, Prepared, Responsible, Respectful) mark.

## **EVALUATION OF STUDENT PROGRESS AND REPORTING**

The faculty of ACA evaluates student progress regularly. This evaluation process is continuous and is based upon the following: tests, quizzes, class work, homework, projects, classroom participation, punctuality, preparedness, and timely submittal of assignments. Parents and students should expect that ACA students will be assessed frequently to determine mastery of material. A student's grade is adversely affected when the student misses class due to absence or tardiness, submits assignments late, or wastes time during class periods.

Additionally, PPRR (Promptness; Preparedness; Responsibility; Respectfulness) is 10% of a student's grade in each class. All students will receive Progress Reports for all of their classes either printed copies or via Parent Plus. Students who have a **minimum of 69%** or below in their class(es) must receive hard copies of their report(s). Teachers can choose to send hard copies with higher percentages if they see a drop in a student's grade. It is the student's responsibility to show the hard copy of the Progress Reports to parents and return the signed copy to subject teachers.

### **Late Assignments**

For homework assignments that are not handed in on time, students will have 20% deducted for the first day, 40% deducted for the second day, and "0" credit if the assignment is 3 or more days late. Projects assigned well in advance will not be accepted late.

### **Absence from Mid-Year/Final Exams**

A student who is absent from a semester or final exam for any reason will receive a grade of *I* (incomplete) for the semester. The student must make up the exam within one week. To make up an exam, the student must have a hospital note and schedule a meeting with the teacher and the parents. The make-up exam will be a different exam and could be an oral exam. Upon completion of the make-up exam, the final grade will be recalculated. It is not permitted to take an exam before the scheduled date for any reason. Please review the exam dates on the school calendar.

A student who, for a valid reason, (determined by the building principal in conjunction with the student's teacher) has not completed the required work for a course by the end of the quarter will be given an 'I' as a grade. Students will be given time as determined by the teacher to complete the work, and if the work is not completed within two weeks, the 'I' will become a 0.

## Grade Reporting

Letter Grade	Percentage	GPA	IB Core Courses
A	100	4.0	4.5
A-	90-92	3.7	4.2
B+	87-89	3.3	3.8
B	83-86	3.0	3.5
B-	80-82	2.7	3.2
C+	77-79	2.3	2.8
C	73-76	2.0	2.5
C-	70-72	1.7	2.2
D+	67-69	1.3	1.8
D	63-66	1.0	
D-	60-62	0.7	
F	Below 60	0.0	0.0
I	Incomplete		
W	Withdrawn		

Formal grades are reported to parents four times during the school year: at the midpoint of each semester (quarter 1 and quarter 3) and at the completion of each semester. Mid-semester grades provide information about a student's performance but are not recorded on permanent legal transcripts. At the completion of each course, whether at the semester (as in elective courses) or at the end-of-the year (as in year-long courses), the students' grades are recorded on permanent legal transcripts. Final grades include teacher evaluations, determine whether or not credit is awarded, and are used to determine honor roll eligibility.

In high-school **elective** courses, a final exam or a project may be given at the teacher's or principal's discretion.

### **HIGH SCHOOL ACADEMIC PROBATION**

It is the policy of the American Creativity Academy to monitor and measure the academic growth of all students. If there is evidence that a student is not progressing in a positive fashion, the student may be placed on Academic Probation.

At the end of each quarter marking period, all students' academic progress will be reviewed to ensure that positive academic growth is taking place. **Students having a Grade Point Average (GPA) of 1.8 and below are placed on Academic Probation.**

Academic Probation will include a plan to provide assistance for students to improve themselves in the areas of noted weakness. The plan for improvement will include ideas and suggestions on how to make improvements, modifications needed by the student, time line for monitoring the plan, and responsibilities of the students, parents, counselors, and/or teachers.

If students fail to show improvement in their subject areas up to and including the quarter 4 progress report, they may not be allowed to re-enroll for the next academic school year. This action is taken in the interest of the students, so as to allow them to find a more suitable academic situation.

Students on Academic Probation or who are at academic risk will not be allowed to participate in interscholastic athletics in order for the student to focus on raising his/her academic standings.

## **MIDDLE SCHOOL ACADEMIC PROBATION**

It is the policy of the American Creativity Academy to monitor and measure the academic growth of all students. If there is evidence that a student is not progressing in a positive fashion, the student may be placed on Academic Probation.

At the end of each quarter marking period, all students' academic progress will be reviewed to ensure that positive academic growth is taking place. Students found to have **any** of the following will be placed on Academic Probation.

### **Policy**

- A grade point average of 2.0 or below. on a 4.0 reporting scale in the six core subjects:
- Two failing grades in the core subject areas: English, Math, Science, Social Studies, Arabic, and Islam.
- A grade of 60- 69% in 3 of the core subject areas

**Academic Probation** will include a plan to provide assistance for the student to improve him/herself in the areas of noted weakness. The plan for improvement will include ideas and suggestions on how to make improvements, modifications needed by the student, time line for monitoring the plan, and responsibilities of the student, parents, counselor, and/or teachers.

If the student fails to show improvement in the core subject areas, the student may be retained in that same grade level at the end of the year, and/or outside testing may be required before the family is allowed to re-enroll the student or the student may not be allowed to re-enroll. This action is taken in the interest of the student so as to allow the student to find a more suitable academic situation to allow for success.

Students on Academic Probation will not be allowed to compete in interscholastic athletics.



## **GRADUATION REQUIREMENTS AND HONOR ROLL**

The American Creativity Academy High-School diploma is awarded to students who have completed a minimum of 8 semesters beyond the eighth grade and have successfully completed 30 credits.

All students seeking an ACA High-School diploma must successfully complete the following required courses:

<b><u>REQUIRED COURSES</u></b>	<b><u>REQUIRED CREDITS</u></b>
English	4 Credits
Math	3 Credits
Science	3 Credits
Social Studies	3 Credits
Religion (for students of Muslim Faith)	4 Credits
World Language (4 years of Arabic is required for all Arabs)	4 Credits
Physical Education	1 Credit
Information Technology	1 Credit
Art	1 Credit
Electives	6 Credits

All native speakers of Arabic are required to enroll in Arabic language courses through grade 12. Muslim students are required to successfully complete courses in Islam and Quran during each semester of enrollment.

It is generally required that those students seeking to major in engineering, a science, or math-related field in college successfully complete four credits of math (minimum of pre-calculus) and four credits of science in high school. Chemistry and physics must be taken in grade 11 or grade 12.

Note: All high-school courses and their grades will be reflected on the official transcript.

Note: All high-school students must take a course load of at least 7 courses a year.

### ***High School Honor Roll***

**High Honor Roll:** Students having a 3.8 GPA or better are considered to be on the High Honor Roll.

**Honor Roll:** Students having a GPA between 3.4 and 3.79 are considered to be on the Honor Roll.

Awards assemblies will be held at the end of the year.

### ***Middle School Honor Roll***

Students who have achieved an A average (90%) throughout the school year, will be on the Middle School Honor Roll. These students will be recognized at the end of the year.

## **CODE OF CONDUCT / DISCIPLINE / STUDENT BEHAVIOR**

The goal of the American Creativity Academy's Code of Conduct is to provide an environment of mutual respect, one that is conducive to learning and ensures the safety of students and staff.

### **Middle and High School Discipline**

ACA students are expected to be respectful at all times of each other, teachers, and staff in their actions and words. Respect for authority and a sense of responsibility and order are required to maintain the education process and for the development of the whole student.

### **Expectations: PPRR Be Prompt; Be Prepared; Be Responsible; Be Respectful**

Through the implementation of effective classroom management techniques, teachers are able to control most student behavior. Teachers are required to develop a discipline plan that is effective for them. The primary responsibility for a student's behavior rests with the individual student.

It is very important that parents and the school work together to ensure that the student exhibits appropriate behavior while in school. Teachers will notify parents if/when a student is experiencing behavioral difficulties. PPRR is 10% of a student's grade in every class.

### **School Buses**

The same expectations that apply to the classroom apply to the buses. Failure to exhibit appropriate behavior could mean the loss of bus privileges.

### **Detention**

Teachers or administrators may assign a student to lunch detention and/or after-school detention as a consequence for inappropriate behavior.

When a student is assigned an after-school detention, the **parents will be informed** 24 hours in advance either in writing, by phone, or in person. Students who fail to attend an assigned detention may be assigned an additional detention or a suspension. Promptness is mandatory.

### **Conferences**

A formal conference may be requested involving the student, teachers, counselor, administration, and parent(s). During this conference students must agree to correct their behavior. This conference is recorded and kept in the administrative file and the student folder. Students may be placed on a Behavior Plan/Contract.

### **In-school Structured Supervision**

Students are removed from their regular classroom and attend school in a more structured supervised environment. The students are held accountable for all work each day they are in full-day structured supervision.

Students will be supervised and monitored throughout the school day to provide assistance and ensure the student has work to complete. The student does not participate in any classroom/school activity.

Parents are notified before any full-day structured supervision is put in place.

## **Out-of-School Suspension**

The student is removed from the school setting for a specified time period. Students must be required to complete all work assigned by their teachers during this period. The student will be counted absent from school during this time. Parent(s) must accompany the student upon his/her return to school. Parents are notified before any out-of-school suspension is put in place.

## **Expulsion**

The student is no longer allowed to be enrolled in the school. No credit will be awarded to the student.

## **ACADEMIC HONESTY**

At ACA, it is expected that students will think independently and honestly. True learning is enhanced when students consistently demonstrate respect for the intellectual property rights of others and adhere to a code of honor in all evaluated activities.

Whether intentional or through ignorance of the rules, acts of academic dishonesty can lead to severe consequences for students.

### **Plagiarism:**

- The use of ideas or thoughts of a person other than the writer without proper acknowledgement.
- The use of direct quotations or of material paraphrased and/or summarized by the writer, without proper acknowledgement.
- The submission of an essay or assignment which has been written in part or in whole by someone else as one's own.
- The submission of material which has been obtained from a computerized source, with or without minor modifications, as one's own.
- Any information that is obtained from the Internet and/or other software programs and incorporated into a student's assignment must be properly documented.

Because classroom teachers are experts in evaluating the writing of their students, and because they are most familiar with the writing styles of their students, they are recognized as authorities in identifying plagiarism. Therefore, when a situation arises of suspected plagiarism it is the responsibility of the student to demonstrate the work to be his/her own. Students must be prepared to orally defend all written assignments. This includes answering questions about content, ideas, and resources.

### **Cheating:**

- The buying and/or selling of essays, assignments, or exam/test questions.
- Submission of the same piece of work in more than one course without the permission of the teacher.
- The preparation of an essay or assignment by someone other than the stated writer.
- Allowing one's essay or assignment to be copied by someone else.
- Unauthorized giving or receiving of homework or classwork.
- The unauthorized giving or receiving of information or assistance during an examination or a test.
- Engaging in conversations during any testing situation may be constituted as cheating.

**Procedure:**

Incidences of plagiarism and/or cheating will be dealt with on a case-by-case basis. Depending on the severity of the incident, one or more of the following steps will be taken:

- The teacher will interview the student regarding the incident.
- Parents or legal guardians will be contacted for a conference with the teacher, head of department, and or an administrator.

**Penalties:** Mark of “0” in all cases.

**HOMEWORK**

Homework aids students in developing good study habits. Homework provides a means to review subject matter, as well as reinforces learning through practice and application of skills. It is essential that students complete homework on time. Failure to complete homework on time will adversely affect a student’s grade.

Parents can assist students by showing an interest in their child’s homework, as long as students complete the assigned work on their own. Parents should provide a place that is free from noise and distraction as well as encourage their child to reserve a specific time for homework.

It is the teacher’s responsibility to assign homework that will provide the student with reinforcement of learned material and relates to the ability level of the student. Please note that the Late Assignment Policy applies to homework.

Generally, teachers will inform students of tests 3 school days in advance, so that they may disperse the time needed for studying between tests and assigned homework.

**ELECTRONIC EQUIPMENT (CELL PHONES, IPODS, GAMING DEVICES, ETC.)**

No electronic equipment of any kind may be used during the school day without the permission of an administrator or a teacher. IPODS or other music devices should not be brought to school.

**Students may use cell phones ONLY with the permission of the teacher and in the reception area at the end of the day—2:45 pm.**

Electronic equipment used during the day will be confiscated and given to the administration for up to 5 days. Parents may be asked to come in and collect their student’s equipment. Additionally, administration has the right to search the confiscated item(s). Male administrators will be mindful of Islamic norms.

Students at no time are allowed to use any type of electronic equipment to take pictures or videos on campus without expressed written permission.

## **LIBRARY GUIDELINES**

Teachers and students are invited to use the library during school hours. Students are encouraged to use the library for research and book checkout. Students are expected to quietly read or study. Eating and drinking are not permitted in the library. It is the responsibility of the student to return books by the due date.

If a book or other library material is lost, the person who checked the book out will need to pay a replacement fine. Report cards may be withheld from students who have overdue books or unpaid book replacement fines.

## **FIELD TRIPS**

Students are taken on field trips during the school year to reinforce instruction in the classroom. Students are required to exemplify ACA's high standards for behavior while on field trips. Appropriate behavior on the bus is also required. Students are not to take electronic equipment on field trips unless approved by administration. Any food or eating must also be approved by administration and be a part of the field trip experience—rarely allowed. Failure to follow the school rules can result in the students not being allowed to attend future field trips or disciplinary action.

Teachers will send a Field Trip Permission Form home with students for parents to sign. Students without a parent signed permission slip will not be allowed to attend the field trip.

Students are to wear the school uniform on field trips unless the principal permits otherwise. Occasionally the school will ask for parent volunteers to join and provide assistance for a planned field trip. Parents must provide their own transportation.

Students on school planned activities are not considered absent.

Students with excessive behavior referrals will not be permitted to attend field trips.

## **PARTICIPATION IN ACA ACTIVITIES**

Students are encouraged to participate fully in field trips, athletics, and extra-curricular activities. However, their first responsibility is to their academic subjects. Participation in these activities does not excuse students from completing class work.

Therefore, it is the student's responsibility to notify teachers of upcoming field trips or athletic/extra-curricular events that require him/her to be absent from class. At that time, the student should ask for and write down future assignments in a notebook in order to be prepared upon return to class.

Quiz and test make-ups should be taken at a time designated by the teacher. Teachers will not assume student responsibilities for make-up work or tests. Participation in extra activities necessitates extra care in class work.

## **ELIGIBILITY FOR KSAA ACTIVITIES**

- Students with three or more serious office referrals in a quarter will not be eligible to participate until the end of the quarter.
- Students who are on Academic Probation will not be eligible to participate.
- Eligibility to participate in practice and/or competition is dependent upon the student attending school the full day the day of the practice or competition.
- A student receiving an *I* (incomplete) is ineligible, but becomes eligible upon receiving a passing grade to replace the *I*.

Activity sponsors and coaches will monitor the academic progress of their students. They are to review attendance, progress reports, mid-quarter, and end of the semester grades.

## **INTERNET USAGE POLICY**

The Internet provides students access to a wide variety of resources, including email, information, and news from governments and international agencies, public domain software, and shareware of all types.

With unlimited access to computers and people all over the world, students could also gain access to material that would not be considered of educational value, or to be appropriate in the context of a school setting. The school staff is committed to instructing students in the proper usage of the Internet.

However, on a global network, it is impossible to control access to controversial information if the student is determined to do so.

The use of the Internet is a privilege, not a right, and inappropriate use will result in elimination of this right to any individual including disciplinary action and/or parental notification as necessary. The administration will deem what is unacceptable use of the Internet. Cyber bullying of any sort will not be tolerated.

### **Students must adhere to the following guidelines:**

- Individuals are responsible for all materials sent and received.
- Use of appropriate language at all times. Profanity, use of vulgarities, or any inappropriate language is not permitted
- The user is not permitted to reveal their personal address or phone number or those of other students or colleagues.
- Ethical and legal use only of the Internet at all times
- Understanding that electronic mail (e-mail) is not guaranteed to be private
- Use of the network so that it does not disrupt the use of the network for others
- No pictures may be published on the Internet without permission of the individual
- Failure to adhere to the above guidelines will result in loss of privileges.**

## **IT Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or other networks that are connected to the local school network system. This includes, but is not limited to the downloading of computer viruses, or accessing other files or programs that are on the school network system.

**General violations include the following:**

- Intentional visitation of sites which are not curriculum related
- Attempts to break into anyone’s computer, files, or programs
- Accessing a site with intent to steal or commit fraud
- Accessing any server with intent to damage, change, or destroy
- Accessing a computer to retrieve other students’ work
- Live chats on any chat lines

Consequences for not following the Internet usage policy may include the following: loss of privilege, suspension, or expulsion for gross misconduct.

**STUDENT BEHAVIOR**

The following list is provided as a guide, but it is not intended to be a complete list. The principals and the school reserve the right, at any time, to take more or less action in the discipline of a student depending on the severity of the behavior.

<b>Inappropriate Behavior</b>	<b>Definition of Behavior</b>	<b>Maximum Consequence</b>
<b>Academic Dishonesty Cheating, Copying, Plagiarism, Forgery.</b>	Copying, plagiarism, assistance from another on tests, quizzes, papers, etc. Any talking during a test or quiz, any books or notes exposed and/or easily accessible, any use of mobile phones, etc. The appearance of cheating is treated as cheating.	Student receives a “0” for the assignment, quiz, or test. Parents will be contacted. Students will be on in-school structured supervision. Further infraction will result in formal suspension and possible expulsion.
<b>Alcohol,/ Drugs (use, possession, or distribution)</b>	“Use” – to consume, ingest, take, or drink in school. “Possession” – having on your person, clothing, locker or other personal effects. “Distribution” – to divide or apportion to one or many	Recommendation of immediate expulsion to the superintendent
<b>Arson</b>	The malicious burning of or attempt to burn property	Recommendation of immediate expulsion to the superintendent
<b>Assembly Behavior</b>	Disrespectful and disruptive behavior while in assemblies that distracts the audience or the on-stage participants	Immediate removal from assembly, and potentially a complete ban to attend any assembly
<b>Bullying</b>	The abuse, annoyance, or harassment of another by means of banter, ridicule, or criticism	Suspension up to 2 days; continued bullying behavior may result in recommendation of expulsion to the superintendent

<b>Cell Phones and Electronic Devices</b>	Use or presence of cell phone or electronic device during class or at school	Confiscation of cell phone or electronic device and requiring a parent to come to school and collect it
<b>Dress Code</b>	Violation of school dress code	Restriction from classes until dress code (school uniform) is met. Increasingly severe consequences for additional infractions.
<b>Fighting</b>	To contend through physical contact or altercation. All who contend, regardless of who initiates the combat, will be considered guilty of fighting.	Full and complete apology, possible one or two day suspension from school. Continued behavior may result in recommendation of expulsion to the superintendent.
<b>Persistent Disruption to the Learning Environment Gross Misconduct</b>	In spite of methods to discourage the student from being disruptive, such as parent conferences, detentions, etc., the student persists in acts of deliberate or willful conduct, verbal or physical, detrimental or disruptive to normal functions of school programs or academic progress.	Indefinite suspension until a parent-student meeting is held. Increasingly severe consequences for additional infractions. Possible recommendation to the superintendent for expulsion
<b>Insubordination, Lack of Respect Towards Adults</b>	Failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school rules and/or classroom rules	Indefinite suspension until a parent meeting is held to resolve the situation. Increasingly severe consequences for additional/continual infractions
<b>Littering</b>	Dumping, depositing, placing, throwing or leaving litter in or on school property other than in garbage receptacles	Verbal warning or detention up to a one-day suspension from school or community service option, with increasingly severe consequences for continuing infractions.
<b>Loitering</b>	Present on school grounds without reason	Ban from entering premises outside of school hours
<b>Obscenity</b>	Use of obscene, or vulgar language, in verbal or written form, or in gesture or in pictures or caricatures in or on school property	In-school structured supervision or suspension from school followed by increasingly severe consequences for



		additional infractions may result in recommendation of expulsion to the superintendent
<b>Off-campus, Extracurricular Behavior (sports, field trips; local and international)</b>	Students are expected to adhere to all ACA behavior policies, dress code, and chaperone requests	ACA discipline consequences plus possible loss of future off-campus activities
<b>Physical assault or threat to use physical assault against a school employee</b>	Assault – A violent physical or verbal attack, or the threat to do harm to another	Recommendation of immediate expulsion to superintendent
<b>Physical Assault or Threat of Physical Assault on Another Student</b>	Assault – A violent physical attack or the threat of violent physical attack on a student	Suspension and increasingly severe consequences for additional infractions. (see bullying)
<b>Smoking</b>	To be in possession of or use tobacco products at or around school, or at any school-related activity	Suspension from school
<b>Failure to speak English in English language classes</b>	Students must use English in all English speaking classes to develop English language skills.	Classroom consequences. (see insubordination)
<b>Tardiness</b>	See MS/HS policy	
<b>Theft/Stealing</b>	To take or assist someone in taking or attempt to take property of another without permission with intent to keep or make use of wrongfully	Complete restitution for property taken at full replacement value. Increasingly severe consequences beginning with one-day suspension from school. May result in recommendation of expulsion to the superintendent
<b>Truancy (Skipping)</b>	The act of unauthorized absence from school or class for any period of time	Suspension from school and mark of “0” on all assigned work, tests, quizzes given during time truant
<b>Vandalism of any kind</b>	To willfully or maliciously destroy or deface school, student or faculty property	Full and complete restitution of property at full replacement value. Consequences will depend upon severity of the vandalism. Consequences may range from suspension to expulsion or ban from

		participation in assemblies, graduation, etc. at the superintendent's discretion.
<b>Weapons or look-a-like weapons, knives or any object used as a weapon</b>	Use – threatening to utilize or utilizing a weapon, look-a-like weapon, or object as a weapon	Two – three day suspension and possible recommendation of expulsion to the superintendent

**PARENT EXPECTATIONS: WE NEED YOUR HELP**

It is our firm belief that our school and our students will be served best when we work together in the form of a cooperative triangle: student, parents, and school.

At ACA we expect our parents to collaborate with us in the education of their children. Our expectations include the following list:

- Children arrive at school on time each day.
- Children come to school in a clean and appropriate uniform each day.
- Children get plenty of rest each night (8-10 hours) for school the next day.
- Children are provided classroom supplies and re-supply them as needed.
- Parents read all letters/circulars that are sent from the school.
- Parents guide their children with their nightly homework. They **DO NOT** do it for them.
- Parents give their children a chance to try the homework and then assist them with it.
- Parents provide a quiet place and a set time each night for their children to do their homework.
- Parents pick their children up promptly after school or after activities each day.
- Parents read our “Parent-Student Handbook” with understanding, especially sections on dress code, tardiness, and academic honesty.
- Parents have reference books, reading books, and a dictionary available in their homes.
- Parents, who have a concern about their children, first consult with the teacher, then the principal and/or counselor, if needed.

**PARENT PLUS**

Parent Plus is one of the online communication tools that ACA uses to communicate with parents. Parents will be given an access code via email for each of their children. Once the code is activated, parents can communicate with each of their child’s teachers via the Parent Plus site on the Internet. Teachers may post homework, assignments, upcoming tests, activities and announcements for parents to see.

Parents can also email teachers via this site with any questions or concerns that they may have about their child. We sincerely hope that you will use this valuable communication tool. Please contact the school if you are unable or unsure how to use Parent Plus.

## Student /Parent Acknowledgement Form

**Please sign and return to homeroom teachers by assigned date.**

**By signing this document, we (student and parents) agree to abide by the rules and expectations of the American Creativity Academy as stated in this document, the ACA Policy Manual, and the Internet Usage Policy.**

Student's Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Parent Cell Phone: \_\_\_\_\_

Parent Land Line: \_\_\_\_\_

Parent Email: \_\_\_\_\_

For Parents: we use Parent Plus—yes \_\_\_\_\_ no  
\_\_\_\_\_

For Student: I use Parent Plus—yes \_\_\_\_\_ no  
\_\_\_\_\_

Student's Personal Email \_\_\_\_\_

**Please Note:**

It is the responsibility of the students to have this *Acknowledgement Form* signed and brought back to their homeroom teachers within one week of receiving it. It is the responsibility of the school to ascertain that the entire school community follows the rules and regulations of the Academy.