





gaining access to any part of the building. Never appear in anyone's classroom unannounced or without an escort. After school hours, please do not ask the residential staff to give you access to any rooms for any reason. Only authorized school personnel can make such a request.

## **GRIEVANCES**

Any student or parent/guardian has the right to express a grievance related to school matters if the student believes he or she has been treated unfairly or in a manner contrary to federal or state law, Board policy, or the Board's administrative regulations. The student shall first attempt to resolve the matter at the classroom level and shall be offered an impartial review and mediation by the student's counselor. Concerns not resolved to the satisfaction of the student or the student's parent/guardian may be appealed to the Director of Student Support who shall provide an impartial hearing and make a determination in accordance with procedures prescribed by the Executive Director.

## **GENERAL NOTES**

**Personal communication devices** (any device that summons or delivers a communication to the possessor of the device) may be used respectfully only in the cafeteria during a student's assigned lunch period; however, they must be turned off and kept from sight at all other times unless permitted by an adult responsible for the immediate vicinity. Such devices must be turned off and kept from sight during performances and school assemblies, without exception.

Any device found to be disruptive or distracting will be confiscated and given to the Director of Student Support Services (DSSS) who will notify the parent/guardian.

### **Per school year (Fall & Spring Semesters)**

**1st offense:** Device is returned to student following a meeting with DSSS.

**2nd offense:** Device is returned only to parent/guardian following a meeting between parent/guardian and DSSS. Student loses device privilege for one week.

**3rd offense:** Device is returned only to parent/guardian following a meeting between parent/guardian and DSSS. Student loses device privilege for one month.

**4th offense:** Device is returned only to parent/guardian following a meeting between parent/guardian and DSSS. Student loses device privilege for the rest of the school year or twelve (12) weeks, whichever is longer,\* and is suspended from classes for two (2) days. Any student who violates ASFA's personal communication device policy four (4) times in each of consecutive school years shall lose device privilege for the student's remaining time at ASFA and shall be suspended from classes for four (4) days. All absences resulting from device policy violations shall be considered unexcused.

\* A student whose 4<sup>th</sup> offense occurs so late in Spring Semester that the twelve (12) week minimum prohibition won't be completed by the last day of regular classes will continue the prohibition into the subsequent Fall Semester until the twelve (12) week minimum is completed.

Also understand that, due to interactive capabilities, any student found to have unauthorized possession of any kind of communication device during testing will receive a zero for the test. For the purposes of testing, unauthorized possession does not include a communication device that is not on a student's person and that makes a sound. In such instances the student will not receive a zero for the test, but the communication device will be confiscated and turned over to the Director of Student Support Services.

Furthermore, the Alabama State Department of Education has issued the following policy for all schools:

*"Use of Digital Device During the Administration of a Secure Test Student Policy:* The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication."























## **Administrative Removal**

Upon determining that a student has committed a (second) class III violation or a (first) class IV violation that warrants an administrative withdrawal, the Director of Student Support Services will notify the Administrative Panel who will determine whether or not the administrative withdrawal action is appropriate. The Administrative Panel will include the Attendance and Conduct Manager, the Director of Student Support Services, the Director of Curriculum and Instruction, and the Executive Director. If the decision is determined to be appropriate, the Director of Student Support Services will inform the student's parents/guardians. The student and parents/guardians can appeal the determination of the Administrative Panel to a Board Appellate Committee. The appeal must be made in writing to the Executive Director and within three school days of the Administrative Panel's determination.

### **Administrative Removal: Lack of Purpose**

A documented lack of purpose and commitment that threatens to undermine the school's positive and productive instructional climate can also result in administrative removal from ASFA. The Department Chair will make a recommendation of removal to the Administrative Panel and provide the Panel with any and all documentation supporting the recommendation. A conference with the Administrative Panel will be scheduled to include the Department Chair, the student, and the student's parents/guardians so that the Department Chair can present the recommendation for removal and the student and parents/guardians can respond. If the Administrative Panel accepts the Department Chair's recommendation then the student and parents/guardians can appeal that determination to a Board Appellate Committee. The appeal must be made in writing to the Executive Director and within three days of the Administrative Panel's determination.

## **INSTRUCTIONAL PROGRAM**

In meeting student needs within the total school, it is desired that, within the realm of his/her own capability, each student will:

1. Develop a positive attitude toward learning.
2. Be encouraged to seek and to take full advantage of available opportunities in preparation for a productive life.
3. Acquire a complete and realistic understanding and acceptance of his/her talents, potential, and limitations, as well as an appreciation of his/her worth both as an individual and as a member of society.
4. Develop the ability to think creatively and critically, to analyze and formulate sound decisions and to function effectively in a complex society.
5. Be provided opportunities to become computer literate.
6. Develop an appreciation for the scientific method of problem solving, and receive experience and encouragement in the application of problem solving skills to everyday problems.
7. Develop an adequate historical background and perspective in order both to understand the democratic heritage, and to use this knowledge to appreciate, acquire and exercise the rights and responsibilities of good citizenship.
8. Develop sound moral and ethical values, which will foster appropriate behavior.
9. Develop interests and skills in the creative and meaningful use of leisure time.
10. Develop an understanding of and respect for individual differences and cultures while acquiring the ability to live and work together productively.
11. Develop and understand the need for good physical and mental health habits.
12. Develop an understanding and respect for human achievement in the natural and social sciences, the arts and the humanities through an interdisciplinary approach to these disciplines.
13. Experience the creative contributions of diverse cultures through the arts and develop aesthetic awareness according to his or her own interests and capabilities.
14. Develop an understanding of the total environment and its influence on human affairs and existence.
15. Learn to accept social and civic responsibilities necessary for the development and use of sound moral standards in our society.
16. Be aware of the importance of continuous communication among teachers, administrators, Parent/guardian(s), and community.
17. Be cognizant of the purposes and services of the community volunteer program.
18. Be aware of the school's philosophy and objectives and share this information with his or her parents and guardians.
19. Obtain the knowledge of career opportunities and develop necessary skills for satisfactory vocations, productive personal lives, and effective citizenship.

## **GRADE REQUIREMENTS AND PROBATION POLICY**

The grading scale is as follows: 90 – 100 A 80 – 89 B 70 – 79 C 60 – 69 D 59 and below F All students' grades will be reviewed at the end of each semester. Semester grades are computed as follows: each 9-week average counts 40% of the final semester grade. The semester exam counts 20% of the final semester grade. Pass/Fail courses are not computed in the student's GPA. A mark of "incomplete" must be satisfied within the 9-week period following that mark or the "I" (incomplete) becomes an "F." Seniors may not receive semester grades of "incomplete." Failure to take an examination or failure to perform a jury or recital without previous arrangement with the instructor and the approval of the Director of Curriculum and Instruction will result in an automatic "F" for that activity. Students whose semester numerical average is below either "80" in their specialty subjects or below "70" in their core academic subjects, whose average of the two is below "77.5," or whose grade in any single required specialty class is below "70" shall be placed on probationary status for the following semester. If a student fails to raise his/her grades above probationary status or is placed on disciplinary probation during a consecutive semester, the student shall be administratively withdrawn from ASFA. If a student falls into specialty and/or core and/or disciplinary probationary status for a third time during his/her enrollment at ASFA, the student shall be administratively withdrawn. A student who earns a specialty average below "73" shall be administratively withdrawn from the school at the end of the semester in which the average was earned. A student who earns a failing grade (below "60") in any non-elective specialty course or earns a failing grade (below "60") in any two or more non-elective academic courses shall be administratively withdrawn from the school at the end of the semester in which the failing grade was earned. Any student who gains admission to ASFA in the 11th grade and is placed on probationary status following the fall semester for failing to achieve a numerical average of "80" in the specialty subjects, and does not qualify to leave probation at the end of the spring semester, shall have upon counseling with specialty faculty and request to the Executive Director a one semester extension of probation. If the student's specialty subject average does not reach "80" during the fall semester of the senior year, the student shall be administratively withdrawn from the school. If a student earns grade probation during seventh (7th) or eighth (8th) grade but successfully raises his/her grades above probationary status during the first and second semesters of his/her ninth (9th) grade year, any record of previous grade probation will be removed from his/her records. A student's record of specialty probation within a given specialty department shall have no bearing on the student's continuing enrollment should the student enter another specialty department. However, the student's original specialty probation record shall stand should the student ever reenter the first specialty department. In addition, all first year students must achieve a minimum first semester numerical average of "73" in their specialty subjects and "60" in their core academic subjects or the students shall be administratively withdrawn from the school. Any student who has been administratively withdrawn for specialty and/or core probations, may not be readmitted until they have completed an entire academic school year (two full semesters) away from ASFA. Reapplication must occur in the regular application cycle. If they choose to reapply and are selected for readmission, they shall remain on probation for the remainder of his/her time in the school. Any such student's failure to achieve specialty and/or core standards in any one subsequent semester shall cause the student's permanent withdrawal.

## **ADDITIONAL STUDY OPPORTUNITY IN THE ARTS**

Students with arts career interests may qualify for core course waivers in return for additional coursework or individual study in their arts. For details, consult with your arts department chair.

## **DROPPING AND/OR ADDING A COURSE**

All schedule changes must be initiated with the student's counselor. No student will be permitted to drop or add courses after his/her registration is complete, except with the recommendation of his/her counselor and the approval of the Director of Curriculum and Instruction. The deadline for adding a course is ten school days after the semester begins.

The FINAL day for dropping a class is at the end of the first four and one-half week progress report period. Year-long courses may not be dropped at the end of the first semester.

## **CURRICULUM MODIFICATION OR ACCOMMODATIONS**

If a student enters ASFA with an active Individualized Education Plan, IEP, or a 504 Personalized Education Plan, PEP, the parent/guardian(s) are obliged to provide the school with a copy of the plan. Students with Gifted Education Plans, GEP, will have their educational needs met through the ASFA curriculum.

## **ALTERNATIVE LEARNING PROGRAM (ALP)**

ALP is a program through which students may receive credit for non-major courses by working outside the formal ASFA curriculum. Courses eligible for ALP credit are: computer applications, driver education, fine arts electives (for Math/Science students), or other courses as approved in writing and in advance by the Director of Curriculum and Instruction. All ALP courses will be graded as Pass/Fail (minimum pass = "C"). ALP courses will not be computed as part of a student's GPA. No ALP courses will be approved except in advance.

## **OUTSIDE INSTRUCTION (including summer school)**

Students enrolled or selected to enroll in the Alabama School of Fine Arts may receive ASFA credit for instruction provided by other educational institutions or entities only with the advance written approval of the Director of Curriculum and Instruction. The students will follow the established procedures available in the counseling offices. Failure to gain prior approval will result in credits being denied on the ASFA transcript. In no case will students be allowed to take outside courses in lieu of a required specialty course, nor can students receive auxiliary specialty instruction without specialty approval.

Summer school is recommended for any student who fails a course during the school year. Students automatically receive summer school recommendations from their counselor in this situation.

## **ACCESS DISTANCE LEARNING**

Access Distance Learning provides web based courses taught by Alabama certified and highly qualified teachers. This opportunity is available at no cost to the student. ACCESS can be used for credit recovery in the event of a failure or as an elective, time and schedule permitting. ACCESS courses cannot supplant the ASFA curriculum and must be approved by the Director of Curriculum and Instruction. Interested students should make arrangements through their counselor.

## **DUAL ENROLLMENT – Postsecondary Institutions**

(1) The Executive Director or, upon the Executive Director's recommendation, the Chairman of the Board of Trustees may sign agreements with postsecondary educational institutions, allowing ASFA students to enroll in postsecondary courses to earn dual credits toward an ASFA diploma and a postsecondary degree. Such agreements shall be consistent with applicable policies and regulations of the state Department of Education.

(2) Students shall enroll in dual credit courses only with prior written approval of parent/guardian(s) and the Executive Director. Only upon determination of exceptional individual circumstances shall the Executive Director approve enrollment in dual credit courses that would supplant ASFA courses required by the state Department of Education for high school graduation.

(3) Students and parent/guardian(s) will be responsible for all dual credit tuition costs and transportation arrangements.

(4) Students enrolled or selected to enroll in the Alabama School of Fine Arts may receive ASFA credit for instruction provided by other educational institutions or entities only with advance approval by the Director of Curriculum and Instruction. The Executive Director shall establish procedures under which the Director of Curriculum and Instruction shall review and act upon student requests to receive such credit.

## **COLLEGE ADMISSION**

The Alabama School of Fine Arts will, when appropriate, notify colleges of any significant changes in the student's academic status or qualifications, including personal conduct record, between the time of application and graduation. This includes, but is not limited to, a significant drop in grades, violation of academic integrity\*, probation, suspension, and dismissal. ASFA will provide colleges to which a student applies with whatever information is requested regarding that student.



\*Academic Integrity—Academic dishonesty will not be tolerated at the Alabama School of Fine Arts. Acts seen as dishonest include:

- \* Giving or receiving unauthorized help on an assignment or test.
- \* Using or having unauthorized source material during a test.
- \* Obtaining unauthorized access to test questions prior to the taking of the test
- \* Altering a question, an answer, or a grade after a test has been taken.
- \* Plagiarism, or the use of another person's words and/or ideas as your own.

Procedures for making college applications are available online and in the office of the college advisor. The first eight transcripts that students request for college applications are sent to colleges at no expense to the student. Any additional transcript requests in excess of the first eight require a \$20 fee per transcript. (Transcripts sent for scholarship applications do not count against this total).

### **CERTIFICATES AND DIPLOMAS**

ASFA shall issue Diplomas to students who complete curriculum, performance and grade requirements within ASFA specialty and core departments, and all requirements for a regular high school diploma as specified by the Alabama Department of Education. An ASFA student who completes either the requirements of a specialty & core departments or state course requirements, but not both, shall receive a Certificate of Completion, indicating the requirements met by the student. A student who remains enrolled in ASFA through application of state and federal law superseding ASFA probation policy may receive a Certificate of Completion for the specialty or core academic requirements met; such a student who meets neither set of requirements may receive a Certificate of Attendance. Student participation in graduation ceremonies and related commencement activities will be subject to the approval of the Executive Director and payment of outstanding financial obligations. A senior who at the end of the final semester fails to attain specialty, non-specialty, and combined numerical averages at or above the minimums specified in ASFA procedures shall not be eligible to participate in graduation ceremonies. Participation in a graduation ceremony may be prohibited by the Executive Director if the student violates attendance, behavioral, or other disciplinary standards or if, in the judgment of the Director of Curriculum and Instruction or the Director of Student Support Services, the student's participation could leave or contribute to disorder or disruption of the ceremony or activity.

### **FOREIGN STUDIES**

ASFA recognizes the potential value of foreign study as a source of educational enrichment. The school shall grant foreign study leaves to students in good standing, with the following provisions:

A student may apply for foreign study leave of up to one semester, which the Executive Director may grant upon written recommendation by the student's specialty department Chair and the Director of Curriculum and Instruction.

- The Executive Director shall approve foreign study leave only after the student and the student's parent/guardian(s) have signed a learning contract with the above instructional leaders specifying the school's expectations of the student. These expectations shall include but not be limited to the student's responsibilities to enroll in approved foreign courses and to take necessary steps upon return to ASFA to ensure smooth reentry into ASFA courses and activities.
- Students who wish to leave ASFA for more than a semester of foreign study shall withdraw from the school. Upon the student's return from abroad, the school shall grant a special audition for the student to determine if the student remains qualified for ASFA enrollment.

### **TRANSFERS TO OTHER SPECIALTY PROGRAMS**

The Executive Director and/or his/her designee(s) shall review the disciplinary, core academic and specialty performance records of present and former ASFA students who are seeking to transfer to another ASFA specialty program or to reenter the school. The Executive Director or his designee(s) may approve or deny auditions to such students.

### **STUDENT PERFORMANCES**

Students are expected to cooperate with these general rules governing major areas:

1. Student performances, recitals, or juries must be scheduled with the appropriate chairperson and subsequently listed on the school master calendar as far in advance as possible.

2. Students are permitted to undertake outside fine arts and math/science activities while enrolled in ASFA only with the permission of the Director of Curriculum and Instruction in consultation with the appropriate fine arts chair or math/science supervisory chair.

Should a student at ASFA find that a program has been scheduled by a non-affiliate organization in conflict with a scheduled performance with ASFA, or affiliate organization, the responsibility of the student is first to ASFA, second to the affiliate organization, and third to the non-affiliate organization.

Any rehearsals or performances scheduled by non-affiliate organizations involving ASFA students will be submitted by the student to ASFA prior to the event so there will be no misunderstanding as to where the student is for the time designated.

Any transportation of students from ASFA to a non-affiliate organization will be at the expense of the student or the non-affiliate organization. ASFA will not transport students to the rehearsal or performance of non-affiliate organizations.

1. Students excused from class because of performances are responsible for all work and must make up any work missed within a time period established by the instructor.

2. Students on probation will not be allowed to perform without the permission of the Director of Curriculum and Instruction.

### **STUDENT HEALTH**

ASFA is concerned with the maintenance of the optimum physical and emotional health of each member of the student body. ASFA has as its goal the creation of a climate conducive to fostering proper student attitudes and good habits of personal and community health.

1. All students are required to have some form of health and accident insurance. Those not covered must see the Student Care Coordinator at the beginning of the school year for advice on obtaining appropriate coverage.

2. Students are allowed to keep certain prescription medications on their persons or in their rooms only if the physician and parent/guardian complete the School Medication Prescription/Parent/Guardian Authorization Form. Prescription medications may remain with the student for self-administration if the parents or guardians authorize and recommend student administration of the medication by signing the "Self-Administration Authorization" section of the form. All medication must be in a proper container with a label from the pharmacy stating the following:

- a. Student's name
- b. Name of medication
- c. Method of administration
- d. Frequency of administration
- e. Dosage
- f. Prescription number
- g. Name of pharmacy

Controlled drugs must be stored by the Student Care Coordinator. Pharmacies place a letter C next to the Prescription Number of controlled drugs. If there is a C next to the Prescription Number on the medication bottle, the medication must be stored with the Student Care Coordinator. Parent/Guardian(s) may request that the Student Care Coordinator give the medication to the student by leaving the "Self-Administration Authorization" section of the form blank. The parent/guardian is responsible for obtaining the form and having it completed and signed by the attending physician. The parent/guardian is personally responsible for getting the medication to the school. All medication must be in a proper container with labeling as listed above.

3. During the registration process (on the Student's Health History Form), parent/guardian(s) list any non-prescription medications the students are allowed to possess and take. Students are allowed to retain these medications if they are in the original container. In other words, students at ASFA may have non-prescription medications in their possession if there is a signed document from their parent/guardian(s) on file in the Student Care Coordinator's office. After the registration process is complete, parent/guardian(s) may add approved non-prescription medications by documenting the medication required and signing a permission statement. The school infirmary will NOT provide over-the-counter (OTC) medications for student use. The parent/guardian shall provide OTC medications in the original container with specific instructions.

4. All medication that has not been picked up by parent/guardian(s) two weeks after the last day of school will be discarded by the **Student Care Coordinator**.
5. Any student illness should be reported immediately to the **Student Care Coordinator**.

### **WELLNESS POLICY**

Pursuant to the Healthy, Hunger-Free Kids Act of 2010 relating to schools with federally-funded school meal programs, the Executive Director authorizes creation of an ASFA Wellness Committee to perform the following activities:

- The Wellness Committee (WC) shall develop, assess and revise as necessary, specific goals relating to nutrition education, physical activity and other school based activities that promote student wellness.
- The WC will consist of the ASFA Health and Wellness Coordinator, School Nurse and CNP Director
- The WC will meet each semester to discuss current programs and possible developments such as dorm activities, MAD Day, Get Active Day, Breakfast-Lunch-Dinner offerings, etc.
- The WC shall ensure the establishment of nutrition guidelines for all foods available on campus during the school day with the objectives of promoting student health and reducing childhood obesity. The CNP Director and CNP staff will stay up to date on current trends and information and meet regularly
- The WC shall provide assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture. The CNP director will stay up to date on Secretary of Agriculture guidelines and report any fiscal implications with ASFA CFOO
- The WC shall establish a plan for measuring the impact and implementation of the local wellness policy. The HW Coordinator, Nurse, and CNP Director will assess ASFA student wellness through student interviews, written feedback and discussion, then report findings to the ASFA Senior Administrative Staff.
- The WC shall involve input from parents, students and representatives of the faculty in the development and continuing review of the school's wellness policy.
- The HW Coordinator, ASFA Nurse and CNP Director will be in regular contact with internal and external resources in order to stay abreast of current trends and opportunities.

### **GUIDELINES FOR FINANCIAL ASSISTANCE (April 2018)**

The Alabama School of Fine Arts is a public school and as such, does not charge tuition to Alabama students. However, parents are responsible for certain fees, including those for specialty programs, dorm residency, matriculation and enrollment. We feel strongly that any student accepted to the school should be able to attend, regardless of family income. As such, the ASFA Foundation offers financial assistance to families to help cover these fees.

- A family's financial assistance is kept confidential and shared only on a need to know basis.
- Applications for admission are completely separate from applications for financial assistance. No student will be denied admission because of financial need.
- All financial assistance applicants must complete an ASFA Financial Assistance Application and provide tax records to verify eligibility. Both parents are required to submit application information and supporting documents. Non-custodial parent participation may be waived in some situations, by formal request to the committee. Financial assistance to students living with other relatives or a guardian will be reviewed on a case by case basis.
- Financial Assistance is awarded on the basis of financial need as demonstrated through the application process. Assistance is funded exclusively through donations and endowment income. Therefore, limited financial assistance funds are available each year. The completion of the

financial assistance application is not a binding agreement that assistance is available or will be granted.

- The awarding of financial assistance is dependent upon complete cooperation from applicant families. All families are expected to make some contribution towards their child's education at ASFA, and to honor all agreements and payment plans established with the school. Students' continued enrollment is contingent of parents meeting agreed upon obligations in a timely manner

The Alabama Opportunity Grant is available to those ASFA students who may qualify. This will pay all school fees in total. Information on application can be found: <http://www.alabamascholarshipfund.org/>

### **SCHOOL DISMISSAL**

All students SHOULD be picked up from school at their dismissal time. No after school supervision is provided.

All students must be off campus no later than 5:30pm unless they are participating in a supervised extended day activity such as rehearsals. Failure to adhere to the 5:30pm pickup could result in a report to the Jefferson County Department of Human Resources.

### **POLICIES**

#### **COMMUNICABLE DISEASE CONTROL POLICY**

The Alabama School of Fine Arts will work cooperatively with the Jefferson County Department of Health in its effort to prevent, control and/or contain communicable diseases in school. The school will operate pursuant to the provisions of State Statute 16-29-1, et seq. of the Code of Alabama (1975).

1. All reported communicable diseases will be referred to the Jefferson County Department of Health.
2. The Executive Director has the authority to suspend a student from school upon receipt of a report from the Jefferson County Department of Health indicating that the student has a communicable or contagious disease or any other disease that will endanger the health of the students attending school. Such student may be suspended for so long as said contagious or communicable disease or diseases exist or endanger the students attending school, within the discretion of the examining authorities.
3. The Executive Director has the authority to suspend a student from school upon receipt of reliable evidence or information from a qualified source indicating that the student has a communicable disease or infection that is known to be spread by any form of casual contact and is considered to be a health threat to the school population. Such student shall be excluded unless the student's physician, health officer, or designee approves school attendance upon the grounds that the condition is no longer considered contagious.
4. When reliable evidence or information from a physician or other qualified source confirms that a student is known to have a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether the affected person will remain in the school setting will be addressed on a case-by-case basis. The Executive Director shall appoint a review panel, to include a physician from the County Health Department, to hear the evidence. The review panel shall make a recommendation to the Executive Director. The Executive Director shall decide the matter. The ASFA Board of Trustees may review or decline to review the Executive Director's decision upon receipt of a petition for review by an affected student or parent/guardian.
5. If the affected student has been determined to be an individual with disabilities pursuant to the administrative rules for special education, or is suspected of being eligible for special education, the protocol for special education students will be followed.
6. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for school attendance.
7. Medical information pertaining to students shall be available only on a "need to know" basis. Any parent, guardian, or student, if eighteen or over, may request a "need to know" review in the event there is any question about access to medical information. Upon receipt of a written request from any parent, guardian, or student, if eighteen or over, the Executive Director may appoint a committee to review the availability of medical information.

## **HARASSMENT/BULLYING**

The Alabama School of Fine Arts is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment or bullying of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability.

Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating.

Sexual harassment is a form of harassment that also violates school policy. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct, (1) that is tied to a student's educational benefits, opportunities, or performance, or to a student's physical or psychological well-being; (2) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (3) that is threatening or seriously intimidating.

## **IMMUNIZATION**

ASFA will require students to comply with immunization laws. The school will comply with the provisions of State Statute 16-30-1, et seq., of the Code of Alabama (1975).

A. Students shall be required to present evidence of compliance with immunization laws as a condition to enrolling in or attending school. There are two exceptions: 1. In the absence of an epidemic or immediate threat thereof, the parent or guardian may object in writing on the grounds that such immunization would violate religious tenets and practices; and 2. A competent medical authority may present the admissions officer of the school a certificate providing an individual exemption from immunization.

B. The Executive Director and the Director of Student Support Services have the authority to exclude children from attendance for failure to provide up-to-date immunization records or the appropriate above-named exception thereof.

## **FIREARMS / WEAPONS**

The possession of a firearm, deadly weapon, or dangerous instrument on school grounds or at a school-sponsored function is strictly prohibited. Appropriate law enforcement agencies will be notified of violations of this policy.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The use of the ASFA network is a privilege which may be revoked by school administration at any time for abusive conduct. ASFA reserves the right to inspect files, remove files, limit or deny access, and/or administer disciplinary action to any student failing to comply with the Technology Acceptable Use Policy.

The following are not permitted on any ASFA network computers or students' personal peripherals:

- Accessing, producing, displaying, sending, posting, storing or downloading any material which the administration believes may be unlawful, obscene, pornographic, abusive, violent, or otherwise objectionable. Users will not use the networks to obtain, view, download, or gain access to such materials.
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging, debilitating, or disabling computers, computer systems, or computer networks (this includes changing workstation or printer configurations)
- Violating copyright laws or otherwise using the intellectual property of another individual or organization without permission
- Trespassing in other users' files, folders, or work
- Intentionally wasting limited resources
- Participating in real time chat rooms

- Employing the network for commercial purposes

The ASFA network monitors all activity. Even an attempt to engage in any of the above behaviors will be treated as an offense.

## **STUDENT DRUG AND ALCOHOL USE**

1. All students shall report to school, school activities and competitive events without any alcohol or illegal or mind-altering substances in their systems. No student shall use alcohol or other mood altering substances while participating in any school activity or while under the care and supervision of the school system. Further, after-hours use of drugs, alcohol or any other prohibited substances is forbidden.

2. Students shall inform their teachers when they are legitimately taking medication that may affect their ability to participate in a school activity, in order to avoid creating safety problems and violating this Drug and Alcohol policy.

3. Students needing to take medication during school hours shall bring their medication to the school nurse for dispensing to them at proper times. Dorm students shall register all prescription medication with the Student Care Coordinator, who shall store and dispense all prescribed medication.

4. Students shall submit, at any time prior to, during, or following a school activity, or while under the supervision or care of the school, to drug tests to determine the presence of prohibited substances, provided there is reasonable suspicion of such use. A refusal to cooperate with testing shall be considered an admission of use.

5. Students found in violation of this policy through admission or a positive test shall be subject to disciplinary action as specified below.

6. Enrollment in the Alabama School of Fine Arts as a resident student constitutes an agreement to submit to drug and alcohol testing at the school's request. Such a request can be made randomly and/or whenever there is reasonable suspicion that a student has used drugs or alcohol. A refusal to cooperate with testing shall be considered an admission of use. An admission and/or positive test result shall be grounds for removal from the dormitory and a disciplinary action as specified in the Student Handbook. The Executive Director shall establish and publish in the Student Handbook testing procedures for the enforcement of this policy. These procedures shall follow, as appropriate, the process of 49 CFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991. Included in the procedures will be the designation of a Drug Program Coordinator.

7. No information, including testing positive, shall be released to criminal or juvenile authorities absent compulsion by valid state or federal laws. All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Board through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in the following:

- a) as directed by the specific, written consent of the student authorizing release of the information to an identified person
- b) to a covered student decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual

## **DRUG AND ALCOHOL PROGRAM PROCEDURES**

### **1. GENERAL POLICY**

Practical experience and research has proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes, which can create unsafe conditions for students, along with distractions and disruptions in the educational setting. The Alabama School of Fine Arts has adopted a policy that all students must report to all school activities or while under the care of the school completely free from the effects of alcohol and/or the presence of drugs, unless used as prescribed by a physician.

### **2. ALCOHOL USE/DISTRIBUTION/IMPAIRMENT/POSSESSION**

All students are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at school or participating in school events or while under the care of this school system.

### **3. ALCOHOL USE/POSSESSION/IMPAIRMENT**

All students are prohibited from possessing, drinking or being impaired or intoxicated by alcohol while at school or participating in a school event or while under the care of this school.

#### **4. AFTER SCHOOL HOURS CONDUCT**

After school hours use of drugs, alcohol or any other prohibited substances is prohibited. Students should realize that these regulations prohibit all illicit drug use, during and away from school activities.

#### **5. PRESCRIPTION DRUGS**

The proper use of medication prescribed by a physician is not prohibited; however, the Alabama School of Fine Arts prohibits the misuse of prescribed (or over the counter) medications and requires all students using drugs at the direction of a physician to notify their teachers where these drugs may affect their performance, such as by causing drowsiness.

#### **6. TOBACCO**

The use of tobacco and smoking-related products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substance. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis, vape pens and hookahs. This does not include nicotine gum or patches.

#### **7. SUBSTANCE SCREENING**

##### **A. All Current Students**

###### **◆ Reasonable Suspicion**

All students are required to submit to screening whenever a school official observes or is made aware of circumstances that provide reasonable suspicion to believe that they have used alcohol or a controlled substance or have otherwise violated the substance abuse rules. The school official's determination that reasonable suspicion exists to require the student to undergo an alcohol and drug test must be based on specific, contemporaneous, articulable observations concerning the appearance (especially a marked change in appearance), behavior, speech or body odors of the student. Parent/Guardian(s) will be notified of an impending screen and of the reasonable suspicion supporting the decision to screen.

The adult requiring testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. While one school official may request a reasonable cause test, when feasible, he or she is encouraged to obtain a second adult's opinion as a witness.

###### **◆ Return to Participation Testing**

All students referred through administrative channels that undergo a counseling or rehabilitation program or who are suspended for abuse of substances covered under this policy will be subject to unannounced testing following return to student activities for no less than 12 months and no more than 60 months.

##### **B. Testing Procedures**

###### **◆ Substances Tested For**

When reasonable suspicion testing occurs, it routinely will be for the following: amphetamines, cannabinoids, cocaine and opiates. Students may be tested for any other substances (such as but not limited to steroids, barbiturates and benzodiazepines) without advance notice as part of tests performed by the School for safety purposes. Such tests will be coordinated with the School Nurse.

###### **◆ Testing Procedure**

The Alabama School of Fine Arts reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures.

##### **C. Release of Test Results**

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the School through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form. However, all students will be required to execute a consent/release form permitting the School to release test results and related information to the school officials who have a need to know.

The Executive Director or school designee will inform parents or guardians of confirmed positive test results. The Director shall retain the individual test results for five (5) years.

## **8. DISCIPLINE**

The School will discipline, including suspension or expulsion from school activities, students for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by the administration.

All students who test positive in a confirmative substance test will be subject to discipline up to, and including, immediate suspension from all student activities. For violations of using illegal drugs and alcohol that can be detected by a drug test, the following penalties, which will be cumulative from Grade 7 through Grade 12, shall be administered:

### **First Violation**

Upon the first violation, the student will face a five-day suspension, referral to an approved counseling service (student expense), Probation Agreement with random testing (student expense) for one year.

### **Second Violation**

Upon the second violation, the student will face administrative removal.

## **9. RESTRAINT/SECLUSION**

Neither restraint nor seclusion is practiced at the Alabama School of Fine Arts.

## **10. INVESTIGATION/SEARCHES**

Where a school official has reasonable cause to suspect that a student has violated the substance abuse policy, he or she may inspect vehicles which a student brings on the School's property, lockers, purses, book bags, or other belongings, and at locations where school related activities are being conducted without prior notice in order to ensure a school environment free of prohibited substances. A student may be asked to be present and remove a personal lock. Where the student is not present or refuses to remove a personal lock, a school official will do so for him or her. Detection of prohibited substances from authorized searches will be communicated to the Director of Student Support Services.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parent/guardian(s) certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parent/guardian(s) or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parent/guardian(s) or eligible students to review records. Schools may charge a fee for copies.

- Parent/guardian(s) or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law
- Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools



must tell parent/guardian(s) and eligible students about directory information and allow parent/guardian(s) and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

• The Alabama School of Fine Arts will, when appropriate, notify colleges of any significant changes in the student's academic status or qualifications, including personal conduct record, between the time of application and graduation. This includes, but is not limited to, a significant drop in grades, violation of academic integrity, probation, suspension, and dismissal. ASFA can provide colleges to which a student applies with whatever information is requested regarding that student.

## **SEARCHES**

### **PHILOSOPHY**

The Alabama School of Fine Arts respects each student's individual rights, but because we have the responsibility of maintaining a safe and productive academic environment, the individual's right to privacy can, with reasonable cause, be sacrificed for the good of the whole.

### **PRACTICE**

The school can search school property, such as lockers, desks, and digital media files at will. If school officials have reasonable grounds to believe that a student may be in possession of drugs, alcohol, tobacco, stolen property, weapons, or any other contraband while on campus, we can:

- Search the pockets, purse, book bag, or other properties of the student
- Conduct a same-sex pat-down search of the student
- Search the student's vehicle if on school property
- Search the resident student's dormitory room and the personal belongings therein

Except in an emergency, such searches will be conducted as discreetly as is practical, with as little invasiveness as is reasonable. If a resident's room is searched, all occupants will be allowed to witness the search when possible.

School officials will not search a student at the request of any law enforcement agency unless presented with a valid search warrant founded upon probable cause, nor will we conduct a strip search except in cooperation with police officials operating under a valid search warrant founded upon probable cause.

If school officials have reason to believe that a student is under the influence of drugs or alcohol while on campus, we can ask the student to submit to a drug screen. Refusal could result in disciplinary action. (See our Drug Policy for related information.)

Furthermore, if ASFA officials have good reason to believe that one of its students is involved in illegal activities or is a danger to self or others, and if a search cannot be conducted by the school as stated above, it will remain our responsibility to notify the appropriate law enforcement agency.

Finally, be advised that the school can monitor student Internet activity and, with probable cause, can search a student's history of internet activity and any student files saved to the Student Server on our computer network or on the student's personal computer.

## **FREQUENTLY ASKED QUESTIONS**

### **Administrative Services**

Q. Can I have a car on campus?

A. Students may drive to school, but student vehicles are not allowed on campus. Students may park in the following places, depending on availability: public parking under the interstate, in the Boutwell Auditorium (billed monthly), in the BJCC lot at 9<sup>th</sup> Avenue and 18<sup>th</sup> Street (for an annual fee), or street parking (parking meter rates).

Q. Will the office cash my checks?

A. The office cannot cash personal checks for commuter students.

### **Food Service**

Q. How do I pay for meals?

A. ASFA has a computerized payment system, and prepayment is requested.

Q. Does the lunchroom offer alternative menus?

A. Yes. Should you have special dietary needs, consult with Ms. Orcutt and her staff.

Q. Can I make special requests?

A. Yes. The food service program would like for students to participate in formulating menus.

Q. Are breakfast and dinner available?

A. Yes. Only commuter students who sign up 3rd period with their specialty will be able to purchase an evening meal.

### **Student Services**

Q. How do I get college information?

A. See your department chair, a counselor or the College Advisor, Ms. Rebecca Rutsky, whose office is on the third floor. Resources are also available in the Student Center located on the 3rd floor.

Q. Who is my counselor?

A. Our counselors are Dina Marble and Emily McGehee.

Q. What services do the counselors provide?

A. Individual and group counseling, evaluation and referral for special needs or services, parent-teacher conferences, and a variety of resources.

Q. How do I get enrollment/exclusion forms for a driver's permit?

A. See Mrs. Karen Kennedy in the Student Center.

### **Student Care Coordinator**

Q. What role does the Student Care Coordinator play during the school day?

A. Dispenses prescription medications and assists in the checkouts for illnesses.

Q. How are prescription medicines dispensed?

A. By the Student Care Coordinator, in the infirmary on the 1st floor near the cafeteria.

Q. Do we have a sick room?

A. Yes. It is located on the 1st floor near the cafeteria.

Q. What level of confidentiality is there with the Student Care Coordinator?

A. All matters are confidential up to the point that a life is in danger.

Q. Is the Student Care Coordinator available for first aid?

A. Yes. Students may also contact any staff member for assistance.

### **Attendance**

Q. I have provided excuses for all my absences. Why do those absences show up on my report card, and why did I receive an Attendance Notice?

A. Being excused does not erase an absence. It prevents the absence from becoming a disciplinary matter. Attendance Notices are mailed to help the parent/guardian keep track of attendance totals.

Q. Does an Attendance Notice mean that there is an attendance problem?

A. Not necessarily. These mailings are to keep students and parent/guardian(s) informed, and as a reminder of *possible* problems if maximum limits are exceeded.

### **Discipline**

Q. Is the discipline policy the same for dormitory and commuter students?

A. Yes indeed. As long as students are on campus or at a school-related function, they are subject to ASFA rules.

Q. Is there corporal punishment?

A. Although allowed by the state under certain conditions, it is not a practiced form of punishment at ASFA.

Q. What is the policy for make-up work after a disciplinary action that removes the student from class or school?

A. An out-of-school suspension will be considered an unexcused absence and no make-up will be allowed except end-of-term exams. However, with an in-school suspension, the right to make up work missed can be earned with the satisfactory fulfillment of all tasks imposed. A student withheld from class due to a disciplinary investigation will be allowed to make up all work missed.

Q. Who is made aware of any disciplinary action taken against a student?

A. Any ASFA staff member who needs to know will be informed. This can include the student's classroom teacher(s) if removed from class, the referring staff member, the Specialty Chair, the student's counselor, the administration, and the sponsor of any school organization of which he/she is or may be a member.

Q. Can a disciplinary action prevent the student from participating in a departmental performance?

A. Yes. But if the department chair considers the student an integral part of a publicized performance, punishments can be served afterward.

### **Instruction**

Q. How do I find out my GPA?

A. Counselors and Mrs. Karen Kennedy can access your GPA in the Student Center on the 3rd floor.

Q. How do I get my schedule changed?

A. Very few schedules are changed. Schedule changes can only begin with a visit to the counselor's office. See page DROPPING AND/OR ADDING A COURSE. The final day for adding a course is 10 days after the class begins. The final day to drop a course is at the end of the 4 1/2 week progress period.

Q. Can I change departments?

A. Yes, but that can only occur through audition during the audition period for the next year. Refer to the section entitled **TRANSFER TO OTHER SPECIALTY PROGRAMS**.

Q. What is the probation policy?

A. Refer to the section entitled **GRADE REQUIREMENTS AND PROBATION POLICY**.

Q. When are progress reports distributed?

A. During the 5th week of every nine-week grading period.

Q. Who gets the progress reports?

A. Progress reports are sent to the parent/guardian(s), counselor, and department chair.

Q. How many tests can I have in a day?

A. The number of tests is regulated only at the end of each nine-week grading period. However, during the nine-week period our faculty works together in scheduling exams to ease student load.

Q. Are ASFA requirements for graduation the same as the State of Alabama?

A. In addition to the requirements of the State, ASFA has some additional requirements for all students, and each department has requirements that must be met to be an ASFA graduate.

### **Student Life**

Q. What extracurricular activities are available?

A. Due to the complexity of the program and the length of the school day, ASFA has limited opportunities for extracurriculars. The most popular are the Student Council and the ASFA Ambassadors.

Q. What about athletics at ASFA?

A. There are no competitive athletics.

Q. Where can I take my ideas for better student life?

A. The Director of Student Support Services welcomes your ideas.

Q. Can commuter students visit with dormitory students?

A. Yes, but they must sign in with the staff on duty before they enter the dorm. The host is responsible for the actions of the guest.

### **Administration**

Q. What is the Chain of Command?

A. Executive Director – Director – Department Chair – Instructor.

Q. If I lose textbooks, what should I do?

A. See your teacher. At the end of the year, books must be turned in or paid for by the last day of school. No credit is given for books turned in after that time.

Q. Is the Administration accessible to all students?

A. Yes. The Executive Director and the Directors of the various areas welcome student input to help make the ASFA experience better for all.

Q. Who is the Principal?

A. ASFA does not have a conventional principal. The Executive Director and the other Directors share the principal duties.

Q. How is school policy made?

A. Policy is proposed by the Administration, approved by the Board of Trustees, and implemented by the Executive Director.

### **Specialty Areas**

Q. Can I be involved in performances outside of ASFA?

A. Yes, but this must be cleared through the Director of Curriculum and Instruction and a Department Chair. See the section entitled **STUDENT PERFORMANCES**.

Q. Can I take classes outside my specialty area?

A. Yes, when student and school schedules allow.

Q. Are music lessons available?

A. Yes. Students interested in music lessons may enroll with the adjunct faculty of ASFA. Financial responsibility for those lessons rests with the student.

### **Miscellaneous Questions**

Q. Can I take Driver's Education?

A. All 10th grade students are scheduled for driver's education.

Q. Can I take college courses for credit?

A. We have a dual enrollment arrangement with UAB and Jefferson State Community College for high school and college credit. Math/Science students should see their department chair. All other students should see their counselor.

Q. Can I go to Summer School?

A. Yes. Students may make up failures or take a class that has been pre-approved by the Director of Curriculum and Instruction.

Q. If for some reason I should have to withdraw whom should I see?

A. Mrs. Melanie Lee.