



**ALABAMA  
SCHOOL OF  
FINE ARTS**

# Student Handbook



## **THE STUDENT HANDBOOK**

It is the policy of the Alabama School of Fine Arts not to discriminate on the basis of gender, sexual orientation, race, religion, color, creed, national origin, handicap, age, veteran status, or other proscribed category, in its educational programs or activities, or employment policies as required by local, state and federal policies and laws. Inquiries or complaints regarding compliance with applicable laws of this policy may be directed to the President, Alabama School of Fine Arts, 1800 Rev. Abraham Woods, Jr. Blvd., Birmingham, Alabama 35203, (205) 252-9241.

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## **INTRODUCTION**

This student handbook is intended to serve as a reasonable guide for acceptable student behavior at the Alabama School of Fine Arts (ASFA). Student, staff, and parent/guardian comments or suggestions are welcome as new needs dictate revisions. In addition to the policies and procedures specified herein, all ASFA students and employees are subject to applicable local, state, and federal laws.

This student handbook is a publication of the Alabama School of Fine Arts, a state supported institution that offers Alabama students the opportunity for specialized study in Creative Writing, Dance, Math/Science, Music, Theatre Arts, or Visual Arts in addition to college preparatory courses. Students whose parents reside outside of Alabama must pay out-of-state tuition. In instances of guardianship, the school must receive legal papers of guardianship prior to the first day of school.

## **ALABAMA SCHOOL OF FINE ARTS MISSION STATEMENT**

The mission of the Alabama School of Fine Arts, a diverse community of explorers, is to nurture impassioned students by guiding and inspiring them to discover and fulfill their individual creative abilities in an atmosphere distinguished by the fusion of fact and feeling, risk and reward, art and science, school and society.

## **EDUCATIONAL PHILOSOPHY**

ASFA was created by State legislative mandate (Alabama Code §16-26B-1) to provide a more challenging public educational program for talented and gifted students than is available through Alabama's Local Education Agencies (county and public school systems). Students selected to enroll and remain at ASFA shall demonstrate the extraordinary passion, creativity, motivation, focus, discipline, responsibility, and physical and emotional fitness requisite for advanced specialty and core studies. Consistent with its mission, only those students will be admitted to ASFA and allowed to remain if they are able to meet the demands of a rigorous curriculum. Applicants with existing Individualized Education Plans (IEP) are obliged to inform ASFA administration during the application period. If a disabling condition is substantiated before or after enrollment, a committee appointed by the President will determine if the school can accommodate and if the student may remain at ASFA.

## **OUR EXPECTATIONS OF THE STUDENT**

The Alabama School of Fine Arts expects each student to take full advantage of the unique opportunity it offers and to show great responsibility for his or her own learning. To do so, students should be where they are scheduled to be when they are scheduled to be there, and conscientiously participate in the learning activities as required by each teacher. Students will also be expected to be honest, respectful, and law-abiding in all school-related and school-sponsored activities, on or off campus.

ASFA students are expected to always engage in safe behavior, to be observant of activity inside and outside of the building that could compromise student safety, and to report such activity to any adult employee.

## **OUR EXPECTATIONS OF THE PARENT**

The Alabama School of Fine Arts expects the student's parent/legal guardian to be fully supportive of the student's performance in school. As required by Alabama state law, you are therefore expected to furnish all information requested by the school, to get the student to school on time, to provide appropriate documentation for any absence, pay all fees in a timely manner, to encourage and enforce proper behavior, and to monitor the student's schoolwork.

ASFA faculty and staff strive to build and maintain a collaborative partnership with parents/guardians to serve the needs of the students. In order to sustain this partnership, ASFA staff and parents/guardians are expected to treat one another with respect. Aggressive, confrontational conduct will not be tolerated at the school, and such behavior could result in the end of the partnership.

Open communication is essential to the school/parent/guardian partnership. If a situation calls for such, a phone conversation or email may suffice. These might originate from either party. In the event that an on-site parent/guardian conference is necessary, all arrangements should be made through the office of Student Support Services. **No parent/guardian should ever engage with faculty or staff on campus to discuss any issues that are only appropriate for a scheduled conference.**

Help us keep our students and school property secure. Upon visiting the school, enter only through the main (northeast) entrance and **always get a visitor's pass** from the receptionist in the main lobby before 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 President.

## **DEVICE USAGE**

**Personal communication devices** (any device that summons or delivers communication to the possessor of the device) may be used respectfully on campus but **must be turned off and kept from sight unless permitted by an adult responsible in 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 in use without express permission or found to be disruptive or distracting will be confiscated and given to the Director of Student Support Services (DSSS) or the Attendance and Conduct Manager (ACM) who will notify the parent/guardian.

**1<sup>st</sup> offense:** Device is returned to the student following a meeting with DSSS or ACM.

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

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

**4th offense:** Device is returned only to parent/guardian following a meeting between parent/guardian and DSSS or ACM. 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.

\*Offenses are counted per school year. Student whose 4th offense occurs so late in the 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 the inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication."

## **FEES**

All student fees should be paid in a timely manner. Student participation in Specialty events on trips and other extra-curricular opportunities will be dependent on financial good standing. This includes field trips, retreats, and other opportunities as determined. Good standing will be defined as all fees paid by the due date or a payment plan in place that is current. The Child Nutrition Program can not recognize bad debts. Any debts at the end of the school year must be collected or paid from non-public funds.

**Non-Resident Tuition Policy** - The Alabama School of Fine Arts defines and determines residency for tuition purposes. All students who come to the state of Alabama from another state solely or primarily for the purpose of attending school will be considered non-resident students for tuition purposes.

During the admissions process, the default residency classification is non-resident if any out-of-state information is received. This includes but is not limited to transcripts, addresses, or other items included in the admissions applications. The out-of-state classification will remain for the duration of the student's educational career unless appropriate documentation is received demonstrating that the student is a resident for tuition purposes. The residency classification of minors is based solely on their supporting person(s).

## **ASFA FINANCIAL ASSISTANCE POLICY**

The Alabama School of Fine Arts is a public school operated in compliance with Alabama State Code. ASFA does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, including the determination of financial assistance awards. All families of current and prospective ASFA students are eligible to apply for financial assistance.

1. A family's financial assistance is kept confidential and shared only on a need to know basis.
2. Awards are made in the form of direct grants that are applied toward applicable fees, and do not require repayment.
3. Applications for admission are completely separate from applications for financial assistance. No student will be denied admission because of financial need.
4. 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.
5. Dormitory 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.
6. All financial assistance awards are made by the Financial Assistance Committee, which consists of the President, the Chief Financial Officer, the Director of Institutional Advancement, the Director of Student Support Services, and the Vice President of Specialty & Academic Studies. Department chairs may be called upon by the committee to provide counsel. The Committee will convene as needed until the funds for the upcoming year are allocated.
7. Families in need of financial assistance are strongly encouraged to apply for the Alabama Opportunity Scholarship Fund, a state tax credit scholarship program. The AOSF requires a separate application process. Details are available at [www.alabamascholarshipfund.org](http://www.alabamascholarshipfund.org)
8. 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 Financial Assistance Committee considers awards to students only after:
  - A. Financial assistance application is complete, including all required supporting documents;
  - B. Returning students' accounts are current and student is in good standing;

- C. New students have been accepted by the school and have completed the enrollment process.
9. Financial assistance decisions will be sent to the address provided at the time of application. An award is not final until the award letter is signed and returned to the school by the deadline stated in the letter. The Committee is responsible for ensuring that financial assistance awards are made in a timely manner so that families can make fully-informed enrollment decisions. No award should be assumed by families without notification from the Financial Assistance Committee.
  10. Awards will not be automatically renewed for subsequent years. Families must complete the application and submit documentation each year in order to be considered for financial aid.
  11. If a family experiences an extenuating circumstance resulting in an unexpected need for financial assistance during the school year, the Financial Assistance Committee will convene to review applications received after the application deadline.

### **Facility Use**

ASFA is a limited nonpublic forum. All spaces created for the purpose of curriculum delivery, including bulletin boards and public address systems are declared to be nonpublic forums and their use restricted to curriculum related purposes. Further, ASFA neither sponsors nor endorses extra-curricular school clubs and organizations. Outside events will be accommodated according to the ASFA Foundation's established rental procedures.

ASFA employees are restricted from sponsoring or endorsing student-led gatherings outside of school hours. Student-led curriculum related gatherings, when approved by the President, may be scheduled before or after, but not during school hours of 7:40AM-4:40PM.

### **Field Trips**

In recognition of the fact that well planned, well organized, and properly supervised off-campus field trips, school-sponsored performances or other instructional activity may serve an educational objective by enriching the instructional program, ASFA will permit trips when they relate to specialty and core instruction or further the overall educational development of the student; provided that all applicable procedures are met. For any trip outside of Jefferson Co, parental permission must be obtained for prior to the start of the trip.

### **Dormitory Van**

The dormitory van is for residential service only.

### **School Closings**

School closure due to inclement weather will be announced directly to parents' phone number and email. We are not affiliated with any other school system and make closing decisions independently.

### **Second-Floor Lockers**

Lockers will be assigned to all Creative Writing and Math/Science students at the beginning of the school year. Remaining lockers can be issued to Dance, Music, Theatre Arts, and Visual Arts students upon request, on a first-come-first-served basis. (Students may request one from

the administrative assistant in the Student Center.) Locks are to be provided by the student, with the understanding that the school has the right to remove the lock if deemed necessary.

### **Exclusive Clubs**

Student membership in any fraternity, sorority, or secret society can be grounds for enrollment review.

### **Visitors**

Students may not have visitors on campus during school hours without prior approval from the Director of Student Support Services.

### **Personal Messages**

Personal messages will not be forwarded to students except in the case of an emergency as determined by an administrator.

### **Food and Drink**

Food and drink are prohibited in classrooms except for a teacher-authorized and supervised function. Water is permitted.

### **Motorcycles**

Motorcycles or any powered vehicles lacking a protective environment, are not allowed on campus.

**Skateboards, roller skates, and roller blades** are not allowed on campus.

**Pets** are not allowed on campus.

### **Courtyard**

ASFA provides **playground equipment** that adults do not supervise. Students may play near and use this equipment at their own risk.

## **ATTENDANCE**

### **PHILOSOPHY**

Continuity of student interaction with faculty and peers is critical to educational success at the Alabama School of Fine Arts.

### **POLICIES**

Unexcused absences and/or tardiness can lead to disciplinary action, legal action, and/or loss of course credit. Twelve is the maximum number of absences allowed in a semester for any class. Of those, no more than six can be excused with a parent/guardian's note. All absences beyond six will only be excused with third-party documentation. Any student whose absences exceed the maximum allowed in a semester will be placed on attendance probation for the following semester. The school may also withhold course credit. Truancy will warrant disciplinary action and/or referral to the authorities.



The following excuses will be accepted by ASFA:

- Medical or dental appointment
- Illness
- Death in the family
- Legal obligation
- Emergency (as determined by the school)
- Dangerous weather conditions
- Unavoidable circumstances, as agreed upon with the Director of Student Support Services or the Attendance & Conduct Manager
- College visits by seniors and juniors with specialty pre-approval
- Parent/Guardian request, if pre-approved by the Director of Student Support Services or Attendance & Conduct Manager
- Religious holiday

An absence for any reason other than those listed above will not be excused. However, the President may excuse an extended absence in advance with a written faculty recommendation that the absence will result in significant educational benefits for the student. The required approval form is available in the office of the Attendance & Conduct Manager

No student can have more than three unexcused absences from any class in a semester. Any student who accumulates more will be placed on attendance probation for the following semester. The school may also withhold course credit. An absence due to suspension from school will be considered an unexcused absence and could result in attendance probation for the following semester if the suspension is for more than three days or if total absences exceed twelve. Absences due to an in-school suspension can be excused with a favorable report from the in-school supervisor.

Tardiness is disrespectful and disruptive to the instructional process. Therefore, excessive tardiness to class will not be tolerated. Eight is the maximum number of unexcused tardies allowed in a semester to any one class. Any student who accumulates more than eight unexcused tardies in any course will be placed on attendance probation for the following semester. Any student who accumulates more than 16 tardies across all classes in a semester will be placed on attendance probation for the following semester. The school may also deny credit for the course. A student who is present for the school day but is counted skipping (doesn't report) to a STAR or Homeroom class period four (4) times in a semester will lose sign-out privilege for that class for the remaining semester. A student on attendance probation whose attendance in the subsequent semester fails to meet the minimum stated above shall be administratively withdrawn from the school. If a student falls into attendance probation for a third time during their ASFA enrollment, grades 9-12, the student shall be administratively withdrawn.

NOTE: Attendance limits and consequences for exceeding them are to be considered incontrovertible. The school's mission requires a more challenging education for talented and gifted students who are able to meet the demands of a rigorous, in-person, interactive curriculum. Therefore, when any student exceeds the maximum number of absences allowed in a semester for any class for any reason and regardless of how frequently a course meets, so that 25% of instructional time has been missed, a student must be administratively withdrawn from ASFA to focus attention on personal, physical, mental, and emotional health. Upon a student's documented return to health, a family may request a special audition to determine if the student may be readmitted to ASFA at the beginning of a subsequent semester. All aspects

of a readmission would be determined by the Specialty Department Chair in consultation with the Directors of Curriculum & Instruction and Student Support Services. A student shall only be granted one special audition.

If a student falls into attendance probationary status at the end of the eighth (8th) grade, but attends and participates at approved levels during the first and second semester of their ninth (9th) grade year, any record of previous attendance probation will be removed from their records.

An absence or tardy to school must be excused to receive credit for work missed. Written excuses are preferred, but phone (205-252-9241), fax (205-458-0378), or email excuses will be accepted. Excuses should be delivered to the receptionist within five school days of a return to classes. The excuse must be from a physician if the student misses more than three consecutive, or six total, days of school.

An absence from a final exam will be excused only with official documentation of an illness or an emergency situation, or as arranged by agreement of the Director of Student Support Services, the Vice President of Specialty & Academic Studies and Instruction, and each teacher involved. The reason must be compelling.

## **CHECKOUT PROCEDURES**

A student will be released from scheduled activities only for sudden illness, a family emergency, a doctor's appointment, or a pre-approved parent/guardian request, as follows:

1. Sudden Illness: The student will see the Student Care Coordinator, who will determine an appropriate response to the illness. The parent/guardian will then be informed. **The student should not call home before being evaluated by the Student Care Coordinator.**
2. Family emergency: The parent/guardian will contact the Director of Student Support Services or the grade-level counselor to request that the student be released.
3. Doctor's appointment: The student should deliver advance notice from a parent/guardian to the Main Office the morning of the appointment. This request should include the date, the time the student needs to leave or be picked up, and a phone number at which the parent/guardian can be reached for confirmation. A parent/guardian (or approved designee) must still report to the Main Office to sign out students being picked up.
4. Parent/Guardian Request: For reasons other than emergency, a written request must be submitted to the Director of Student Support Services for verification and approval. When possible, please make the request at least a day in advance, and include a phone number at which the parent/guardian can be reached during the day.

**All students must sign out when leaving campus during school hours. If the parent cannot come to the school to sign the student out, or if the Receptionist / Attendance Secretary has not received notice of a doctor's appointment, the student must present a note from the Student Care Coordinator or the Director of Student Support Services to be released. No student may sign out unless these conditions are met.**

## **RESIDENTIAL SUPERVISION**

All students enrolled at the Alabama School of Fine Arts shall be under adult supervision at their place of residence. If a student is not living at a place of residence with a parent or court-

appointed guardian, the parent and/or guardian of the student must demonstrate to the President that the student will be under appropriate adult supervision. The President will assess whether the arrangement will facilitate the programmatic demands of the school and assure the safety and welfare of the student. The President will review and make a determination as to the appropriateness of the adult supervision based on published guidelines.

## **STUDENT CONDUCT**

### **PHILOSOPHY**

The Alabama School of Fine Arts will assume that each student who has earned the opportunity of enrollment is mature and responsible enough to preserve that privilege through high performance and good behavior. Students will therefore be granted personal accountability for their actions.

### **BEHAVIOR**

As long as you are a student at ASFA, you will be expected to support a safe, efficient, and productive learning environment by being respectful, honest, and punctual, as follows:

#### **1. RESPECT**

- Respect yourself by not smoking, drinking, using drugs, or otherwise endangering yourself and by presenting a clean, modest and appropriate appearance.
- Respect authority by recognizing it in all school personnel and complying with their reasonable and lawful requests, and by obeying all local, state and federal laws.
- Respect the classroom by being prepared, attentive, cooperative and diligent.
- Respect the community by being polite, considerate, and tolerant and by not using inappropriate or offensive language.
- Respect the individual rights and property of others.
- Respect your campus by keeping it free from litter, vandalism and graffiti.
- Respect the school by demonstrating and encouraging proper decorum at all public performances.

#### **2. HONESTY** Be truthful and trustworthy in all interactions with school personnel.

**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 access to 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.

Any act of academic dishonesty will result in a zero for the assignment and parental contact which can include electronic communication

Further acts will result in the same, with:

- Academic probation and an addition to the student's record indicating a history of academic dishonesty

- Removal from the program

### 3. PUNCTUALITY

Be where you are scheduled to be when you are scheduled to be there. Meet deadlines as required.

### 4. SAFETY

Do nothing that could endanger yourself or others.

## **DRESS CODE**

The Alabama School of Fine Arts (ASFA) expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). ASFA is responsible for dress code enforcement that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, ability, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, nipples, and midriffs are fully covered with opaque fabric. All items listed in the "must wear" category below must meet this basic principle.

1. Students Must Wear: while following the basic principle of Section 1 above: A Shirt/Top (with fabric in the front, back, and on the sides under the arms), AND pants/dress or the equivalent that is fingertip length or longer (for example, a skirt, sweatpants, leggings, or shorts), AND shoes. \*Courses that include attire as part of the curriculum may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted.
2. Students Cannot Wear: • Violent language or images. • Images or language depicting drugs or alcohol (or any illegal item or activity). • Hate speech, profanity, pornography. • Imagery or language that creates a hostile or intimidating environment. • Pajamas, nightwear or any clothing that reveals visible undergarments • Swimsuits (except as required in class or athletic practice). • Accessories that could be considered dangerous or could be used as a weapon. • Any item that obscures the face (except as a religious observance)

### Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements. Students in violation of the dress code will be provided four (4) options to be dressed more to code during the school day. These options may be applied immediately or at a time so that disruption of the instructional day is minimized. (This will be at the discretion of involved faculty and administration)

1. Students may be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
2. Students may be provided with temporary school clothing to be dressed to code for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

4. If student resides in the dorm, they may be allowed to change clothes in their dorm room.

Keeping in mind all of what is written in this dress code, there may be instances that necessitate subjective interpretation of the dress code. In cases like this ASFA will take steps to ensure a respectful dialogue with any particular student and their family regarding what we deem to be appropriate dress. Dress code infractions are considered Class 1 violations. See student handbook section on Classification of Violations.

## **DISCIPLINE**

### **PHILOSOPHY**

The Alabama School of Fine Arts views discipline as a nurturing process that is the shared responsibility of every employee who supervises students. Our goal is to foster an environment of mutual respect between students and those entrusted with their educational development.

### **DISCIPLINARY PROCEDURES**

School discipline begins in the classroom and is a function of classroom management. A teacher may address student misbehavior by issuing a warning, rearranging seating, meeting with the student outside of class, and/or contacting the student's parent/guardian. If a student fails to respond to corrective measures at the classroom level, or if the misbehavior is serious, the Attendance and Conduct Manager will become officially involved. After due process, and with consideration of the facts and individual circumstances, the Attendance and Conduct Manager and Director of Student Support Services will determine a disciplinary response.

### **CLASSIFICATION OF VIOLATIONS**

Violations are grouped into four classes (Class I, Class II, Class III, and Class IV). Before determining the classification of a violation, the Attendance and Conduct Manager will consult with the involved student(s) and school personnel. The Attendance and Conduct Manager will determine the classification of the violation and will implement the appropriate disciplinary procedure in a fair and consistent manner. Note: Students may be disciplined for the following violations not only when violations occur during the school day, on school premises, but also when violations occur off campus during school-sponsored activities.

### **CLASS I VIOLATIONS**

- 1.01 Distracting other students
- 1.02 Disrupting classrooms, assemblies, and other instructional settings, including the ASFA bus and chartered busses.
- 1.03 Academic dishonesty: in addition to appropriate disciplinary actions, any act of academic dishonesty will result in a zero for the assignment (see Honesty, under Student Conduct for further detail regarding what actions equate to academic dishonesty)
- 1.04 Unauthorized organizations

- 1.05 Non-directed use of profane language or obscene gestures
- 1.06 Non-conformity to dress code
- 1.07 Inappropriate public display of affection
- 1.08 Failure to comply with appropriate directives from ASFA staff
- 1.09 Unauthorized use of school property or personal property (see Device Usage, regarding personal communication devices)
- 1.10 Littering school property or defacing school property
- 1.11 Skipping Class
- 1.12 Any other violation that the President (or designee) may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

### **CLASS I Disciplinary Actions**

First violation:

- Student conference
- Parental contact which can include electronic communication
- Written documentation of violation and disciplinary action
- Other possible sanctions as determined by the Attendance and Conduct Manager
- Loss of privileges
- Work assignments before and/or after school
- Detention

Second violation:

- Student conference
- Parental contact which can include electronic communication
- Loss of privileges and/or work assignments before and/or after school – Written documentation of violation and disciplinary action
- Detention

Any third Class I violation will be treated as a Class II violation

### **CLASS II Violations**

- 2.01 Any third Class I violation
- 2.02 Defying appropriate directives from ASFA staff
- 2.03 Intimidation, harassment, bullying, threats, hazing, or extortion (moderate and/or isolated)
- 2.04 Any act that endangers one's self or others
- 2.05 Any act or expression of hatred or intolerance toward individuals or groups
- 2.06 Any threat of violence
- 2.07 Intentionally touching another person against their will, horseplay which may lead to a fight, wrestling, or attempting to incite a fight or confrontation

- 2.08 Possession of stolen property with the knowledge that it is stolen
- 2.09 Gambling
- 2.10 Trespassing
- 2.11 Directed use of profane language or obscene gestures, possession of obscene material
- 2.12 Providing false information to ASFA staff
- 2.13 Possession of and/or use of matches or lighter
- 2.14 Possession, sale, and/or use of tobacco products, electronic cigarettes, vaporizers, and similar devices
- 2.15 Demonstrated contempt or disrespect for the school's values, for other members of the school community, or for their work.
- 2.16 Behavior that could reflect poorly on the school while acting as a representative of the school
- 2.17 Participation in unauthorized group activities during school or at school sponsored events
- 2.18 Any other violation that the President (or designee) may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

## **CLASS II Disciplinary Actions**

First violation:

- Student conference
- Parental contact which can include electronic communication
- Loss of privileges and/or work assignments before and/or after school – Written documentation of violation and disciplinary action
- Other possible sanctions as determined by the Attendance and Conduct Manager
- Suspension (1-5 days)
- Detention

Second violation:

- Student conference
- Parental contact which can include electronic communication
- Suspension (1-5 days) and detention or loss of privileges – Written documentation of violation and disciplinary action

Any third Class II violation will be treated as a Class III violation

## **CLASS III Violations**

- 3.01 Any third Class II offense
- 3.02 Unlawful possession, use, furnishing, or giving, of illegal drugs or drug paraphernalia or alcoholic beverages or being under the influence of illegal drugs or alcohol
- 3.03 Refusal to submit to drug/alcohol screening
- 3.04 Refusal to cooperate with an investigation or search
- 3.05 Testing positive for drugs or alcohol (see Student Drug and Alcohol Use pages for more details regarding program procedures)
- 3.06 Fighting
- 3.07 Assault and/or battery of another person
- 3.08 Trespassing with intent to commit a violation when school premises are closed
- 3.09 Criminal mischief

- 3.10 Theft of property
- 3.11 Vandalism or damage to property
- 3.12 Possession of a weapon (other than a firearm) or a replica of a weapon
- 3.13 Inciting or participating in major student disorder
- 3.14 Preparing, possessing, and/or igniting fireworks, firecrackers, or smoke bombs
- 3.15 Sexual acts, including propositions to engage in sexual acts
- 3.16 Sexual harassment
- 3.17 Stalking
- 3.18 Intimidation, harassment, bullying, threats, hazing, or extortion (severe and/or repeated)
- 3.19 Violating the security of any electronic resource or undermining its integrity
- 3.20 Tampering with or overriding any school communication or security equipment or systems
- 3.21 Accessing or changing information in school computers without authorization
- 3.22 Using any electronic resource to transmit or receive material, information, or software in violation of any law, including material that may be harmful to minors.
- 3.23 Any other violation that the President (or designee) may deem reasonable to fall within this category after consideration of extenuating circumstances

### **Class III Disciplinary Actions**

First violation:

- Student conference
- Parental contact which can include electronic communication
- Suspension (5-10 days) and detention or loss of privileges
- Disciplinary probation
- Written documentation of violation and disciplinary action
- Other possible sanctions as determined by the Director of Student Support Services
- Restitution of property and damages where appropriate
- Referral to outside agency, including the criminal justice system

Second violation:

- Student conference
- Parental contact which can include electronic communication
- Suspension (indefinite)
- Administrative removal from ASFA
- Written documentation of violation and disciplinary action
- Other possible sanctions as determined by the Director of Student Support Services
- Restitution of property and damages where appropriate
- Referral to outside agency, including the criminal justice system

### **CLASS IV Violations**

- 4.01 Arson
- 4.02 Robbery
- 4.03 Burglary of school property
- 4.04 Unlawful selling, dealing, or attempting to sell drugs or substances purported to be drugs
- 4.05 Sexual intercourse, rape or attempted rape, sexual assault
- 4.06 Possession of a firearm (Alabama Code 16-1-24.3)



4.07 Threats against the school

4.08 Bomb threat

4.09 Preparing, possessing, and/or igniting an explosive device

4.10 Unjustified activation of an emergency alert, fire alarm or fire extinguisher

4.11 Any other violation that the President (or designee) may deem reasonable to fall within this category after consideration of extenuating circumstances

### **Class IV Disciplinary Actions**

- Student conference
- Parental contact which can include electronic communication
- Suspension (indefinite)
- Administrative removal from ASFA
- Written documentation of violation and disciplinary action
- Other possible sanctions as determined by the Director of Student Support Services
- Restitution of property and damages where appropriate
- Referral to outside agency, including the criminal justice system

### **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 Vice President of Specialty & Academic Studies, and the President. 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 President 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 a student's administrative removal from ASFA even if the student's current grade averages meet general, minimum requirements. A student's lack of purpose and commitment to a specialty program's daily expectations and requirements can create poor habits of mind and discipline that not only prevent them from excelling but also adversely impact the necessary level of program integrity that specialty faculty are charged with maintaining. In such cases, the Specialty Department Chair will make a recommendation of removal to the Administrative Panel and provide supporting evidence demonstrating a student's pattern of unacceptable behavior and practice. If the Administrative Panel accepts the Department Chair's recommendation, the Department Chair will communicate the decision for removal to the student and the parents/guardians, and the parents/guardians may elect to have a conference with the Administrative Panel and Department Chair.

**WARNING:** Section 13A-12-250 of the Alabama Code of Law imposes a mandatory five year incarceration without probation for the unlawful sale of a controlled substance within a three mile radius of a public school. Under ASFA Board policy, when disciplinary regulations and

procedures apply to student behavior on campus, the campus shall be defined as any area within 300 yards of any building or grounds on which ASFA or ASFA-sponsored instruction or other activities are taking place.

## GRADE REQUIREMENTS AND PROBATION POLICY

Important Note: *ASFA's general grade requirements and standards in this handbook are those that apply to all students regardless of specialty department. There are additional specialty-specific requirements and standards that students are subject to that impact a student's good standing throughout their time as a specialty student at ASFA. These specialty-specific requirements are communicated through the specialty departments.*

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 Vice President of Specialty & Academic Studies will result in an automatic "F" for that activity.

## PROBATION

A student will be placed on probationary status for the following semester if any of the following occur:

- semester numerical average is below "80" in their **specialty** subjects
- semester numerical average is below "70" in their **core academic** subjects
- semester numerical average of **both specialty and core** subject averages is below "77.5"
- semester grade in any single required **specialty** class is below "70"

If a student fails to raise their grades above probationary status or is placed on disciplinary probation during a consecutive semester, the student shall be **administratively withdrawn** from ASFA at the time when the disciplinary probation is earned. If a student earns a third

probation and it is a disciplinary probation, the student shall be ***administratively withdrawn*** from ASFA at the time when the disciplinary probation is earned.

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.

#### **Middle school students:**

If a student earns academic probation during seventh (7th) or eighth (8th) grade but successfully raises their grades above probationary status during the first and second semesters of their ninth (9th) grade year, any record of previous academic probation will be removed from their records.

#### **Students entering ASFA in the 11th grade:**

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 President, 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.

#### **Senior students:**

A senior student who fails a required academic course the first semester of their senior year must recover credit for the course failed before they are allowed to participate in the graduation ceremony.

#### **ADMINISTRATIVE WITHDRAWAL (EXIT)**

A student shall be administratively withdrawn from the school at the end of the semester in which the average/failing grade was earned if any of the following occur:

- semester numerical average in their specialty subjects is below "73"
- a failing grade (below "60") in any non-elective specialty course
- a failing grade (below "60") in any two or more non-elective academic courses
- student earns probationary status (specialty and/or academic and/or disciplinary) for two consecutive semesters
- student earns probationary status (specialty and/or academic and/or disciplinary) three times during their enrollment at ASFA

#### **First year students:**

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 academic 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 their time in the school. Any such student's failure to achieve specialty and/or academic 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.

### **WITHDRAWALS**

Students who withdraw voluntarily from the school for more than 10 instructional days must apply to audition for readmission.

Students who withdraw voluntarily from the school and wish to return within 10 instructional days may do so without reaudition, subject to departmental recommendation and approval by the President.

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

All schedule changes must be initiated with the Academic Support Coordinator and Registrar & Applications Manager. No student will be permitted to drop or add courses after their registration is complete, except with the recommendation of the Academic Support Coordinator and Registrar & Applications Manager and the approval of the Vice President of Specialty & Academic Studies. 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 have provided the school with a copy of the plan during the application process. Students with Gifted Education Plans, GEP, will have their educational needs met through the ASFA curriculum.

### **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 Vice President of Specialty & Academic Studies. 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 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 Vice President of Specialty & Academic Studies. Interested students should make arrangements through their counselor.

## **DUAL ENROLLMENT – Postsecondary Institutions**

(1) The President or, upon the President'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 President. Only upon determination of exceptional individual circumstances shall the President 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 Vice President of Specialty & Academic Studies. The President shall establish procedures under which the Vice President of Specialty & Academic Studies 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.

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 President 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 President if the student violates attendance, behavioral, or other disciplinary standards or if, in the judgment of the Vice President of Specialty & Academic Studies or the Director of Student Support Services, the student's participation could leave or contribute to disorder or disruption of the ceremony or activity.

## **TRANSCRIPTS**

ASFA transcripts only reflect courses taken at ASFA (except for rare cases approved by the Vice President of Specialty & Academic Studies). ASFA transcripts cannot be used to document all activities, achievements, or special events that students participate in during their time at ASFA.

## **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 President may grant upon written recommendation by the student's specialty department Chair and the Vice President of Specialty & Academic Studies.

The President 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 President and/or their 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 President or their designee(s) may approve or deny auditions to such students. If a student is approved to pursue a transfer, they must follow all application and audition procedures and are subject to the same deadlines of all applicants.

### **FOREIGN EXCHANGE STUDENTS**

As a specialty school with unusual academic and performance requirements, ASFA does not participate in any foreign exchange program.

### **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 Vice President of Specialty & Academic Studies 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 Vice President of Specialty & Academic Studies.

### **STUDENT HEALTH**

1. 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.  
All students are required to have some form of health and accident insurance. Those not covered must see the School Nurse 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
3. Controlled drugs must be stored by the School Nurse. 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 School Nurse. Parent/Guardian(s) may request that the School Nurse 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.
4. 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 School Nurse'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.
5. 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 School Nurse.
6. Any student illness should be reported immediately to the School Nurse

## **WELLNESS POLICY**

Pursuant to the Healthy, Hunger-Free Kids Act of 2010 relating to schools with federally-funded school meal programs, the President 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 5:30 pm unless they are participating in a supervised extended-day activity such as rehearsals. Failure to adhere to the 5:30 pm 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 President 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 President 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 President 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 President. The President shall decide the matter. The ASFA Board of Trustees may review or decline to review the President'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 President 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 wellbeing; 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 President 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 President 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**

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**

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. 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 President 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.
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- 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 9th Avenue and 18th 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 the Child Nutrition Program Director. 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, 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 Jennifer McCombs.

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 the Front Desk/Calendar Coordinator in the Main Lobby.

## **School Nurse**

Q. What role does the School Nurse 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 School Nurse, 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 School Nurse?

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

Q. Is the School Nurse 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. 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 the Student Support Administrative Assistant 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 request to the Academic Support Coordinator and Registrar & Applications Manager. See the page on **DROPPING AND/OR ADDING A COURSE**. The final day for adding a course is 5 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. Grades for all academic courses are available online through the PowerSchool parent portal and reminders are sent to parents to check for their student's progress approximately every 4.5 weeks.

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

A. 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. President – Vice President of Specialty & Academic Studies – 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 President, Vice President of Specialty & Academic Studies, 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 President and the other administrators 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 President.

### **Specialty Areas**

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

A. Yes, but this must be cleared through the Vice President of Specialty & Academic Studies 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 may elect to take driver's education and the school chooses to provide this a service to ASFA families.

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 the Academic Support Coordinator and Registrar & Applications Manager.

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 Vice President of Specialty & Academic Studies.

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

A. Ms. Katie Gordon, Registrar & Applications Manager