



ARIZONA ARTS ACADEMY

2022-2023

Student-Parent Handbook

9502 S. Hwy 92

Hereford, AZ 85615

520-210-5400

www.azarts.academy

Schedule Monday - Thursday 8:00 a.m. – 2:15 p.m. (closed Fridays)

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Welcome Scholars of the Arts

Arizona Arts Academy's (AAA) Mission

Our mission at Arizona Arts Academy is to provide students with a wonderful experience in an outdoor environment that is safe and nurturing.

- Our **fine arts curriculum** allows every student to develop, explore, and embrace their natural artistic abilities and passion.
- Our **academic curriculum** incorporates STEAM (Science, technology, engineering, arts, and math) throughout our core instruction.
- Arizona Arts Academy will enhance the learning environment by promoting self-confidence through the arts and support **diverse learning styles**.
- Arizona Arts Academy program will **challenge** our students artistically and academically using different learning styles to meet the needs of each student.
- Our goal for every student is to reach their full potential and develop a **lifelong love of learning**.



Our campus is located at the **base of the majestic Huachuca Mountains** where Ash and Stump Canyons converge. We are surrounded by the Ramsey Canyon Preserve-Nature Conservancy and the Coronado National Forest.

Our campus **features**:

- **30 acres**, we are truly located on nature's most breathtaking canvas.
- **Natural springs, wetlands, and abundant wildlife** to inspire all types of learners.
- Outdoor learning opportunities for **hands-on, explorative learning**.
- A unique blend of artistic landscapes and academic discovery, **ALL ON ONE CAMPUS!!**

Our Fine Arts Program Curriculum

Arizona Arts Academy's Fine Arts instructional program embraces the belief that **all children have the power to learn, are curious and creative, and can succeed**. We further believe that no two students have the same skills, interests, or learning style. We want to

provide a path for students to discover what they are passionate about and help them to pursue their interests in the various disciplines of the arts.

Our Fine Arts Classes:

- creative arts
- dramatic arts
- culinary arts
- dance
- music
- physical education
- wild crafting and exploration
- music
- choir
- tumbling
- STEM / Little STEM



Safety – Students First

Attendance - We understand that life happens, and appointments are just a part of life. Since your child's safety is our primary concern, if you are running late or have an appointment, please contact the office @ (520)210-5400 or email us at, info@azarts.academy.

- Students arriving after 8:00 a.m., during the first 30 minutes, must be escorted to their classroom by a parent or guardian
- Students arriving after 8:30, please sign them in at the office to ensure we know who is on campus.

Closed Campus Policy - In order to protect our scholars, we at Arizona Arts Academy have a closed campus policy.

- Students may not leave the campus early without checking in with the office.
- Visitors must be signed in at the office where they will obtain a visitor's badge that must be worn at all times during their visit.
- We encourage our families to visit the campus for special occasions, but prior arrangements must be made with the teacher and office before doing so.

Telephone Policy - To maintain an academically centered environment, the following phone policy will be used:

- Parents/guardians may call our Arizona Arts Academy office to contact students during the program day, when the need arises, the child will be notified immediately. (520) 210-5400
- While we realize that many students in our current culture own cell phones, we request that you not call your child's cell phone during the program day.
- If students need to call home, they may do so from the office phone.
- Cell phones must not be used during instructional time. If student uses phone after being warned, the phone will be sent to the office and be picked up at the end of the day.

Technology Usage Policies and Procedures

Personal Responsibility Students will accept personal responsibility for reporting any misuse of the network to educators. Such as:

- pornography and/or obscenity
- unethical or illegal solicitation or activities
- racism
- sexism
- inappropriate language

A signed copy of the Technology Usage Agreement must be on file in the student's folder.

Acceptable Use Policy Use of program internet/email accounts must be in support of education and research. Transmission of any material in violation of any U.S. law is prohibited. This includes, but is not limited to:

- copyrighted material
- threatening or obscene material
- material protected by trade secret
- commercial activities by for-profit institutions
- political lobbying is prohibited

Privileges Internet use at Arizona Arts Academy a privilege, not a right.

Network Etiquette Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- Be polite. Never send, or encourage others to send, abusive messages.
- Use appropriate language. Never use vulgarities or any other inappropriate language.
- Illegal activities of any kind are strictly forbidden and will result in severe restrictions.
- Privacy. Do not reveal your home address or personal telephone numbers, or those of other students.

Misuse of Computer or Internet A student shall not harm, destroy, mark, or otherwise deface computer equipment, including CPUs, monitors, printers, keyboards, and other computer hardware.

- Please do not insert or otherwise load software programs or files on Arizona Arts Academy computer systems without approval from academy personnel.
- Please do not abuse the network or Internet, including spamming, creating and/or knowingly spreading computer viruses.
- Do not visit websites that contain vulgar and obscene language.
- Computer usage is intended to be for educational purposes only. Gaming, video streaming, internet searches, and messaging not related to course work and without the approval of the staff constitute a misuse of the computers/Internet.
- All students and parent(s)/ legal guardians(s) will sign a Technology Usage Agreement prior to getting access approval.

Food and Drink Will provide breakfast and lunch for a published fee. These meals will be created by our culinary specialist and students involved in the culinary arts program. If student is not partaking in school breakfast and lunch:

- Please eat a healthy breakfast before coming to school.
- Please provide a healthy meal from home for lunch.

Please bring a water bottle to stay hydrated.

Emergency Response Drills In order to ensure the safety of students and staff we will conduct the following response drills.

- Fire drill.
- Weather response drill (shelter in place and dismissal.)
- ALICE is the preferred preparedness training for many law enforcement agencies. It stands for Alert, Lockdown, Inform, Counter, and Evacuate.
- Border Patrol communication drills.
- Detailed escape plans are posted near the door of each classroom.
- Walkie Talkie Training.

Permission for Videos When staff members plan to show a movie, a permission slip is required. However, parents/guardians have the right to deny permission for their student to watch any movie. If you wish to be informed in advance or wish to revoke permission for your student(s) to watch movies, please write a letter stating this and it will be kept on file. In such cases, an alternate activity will be available.

Lost and Found Arizona Arts Academy cannot be held responsible for lost or stolen items. If a child finds a lost item, please turn it into the office as soon as possible. In the event that a student loses something of value, please check with the office to see if it has been turned in to lost and found. Although every effort will be made to notify parents of potential missing items, all unclaimed lost and found items will be donated to a charitable organization at the end of each quarter.

Discipline Policies Arizona Arts Academy staff believes in emphasizing and rewarding the many positive behaviors we see from our students, and to discourage the negative choices that are made.

- Staff will set reasonable expectations for students of all age groups and clearly explain them to students.
- Staff will be proactive rather than reactive in our approach to children's behaviors.
- Behaviors and appropriate consequences for inappropriate behavior will be discussed.
- Communication with parents/guardians will occur if behavior problems persist.

Bullying/Harassment Arizona Arts Academy staff are committed to providing a safe, respectful, and positive environment for all students and age ranges. Bullying or harassment of any student, employee, or person associated with the academy will not be tolerated.

Bullying: May occur when students or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that: has the effect of physically harming a child, damaging a child's property, or placing a child in reasonable fear of harm or damage to property; is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm; occurs when there is a real or perceived imbalance of power or strength; or may constitute a violation of law. Bullying can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms, such as graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying; exposure to social exclusion or ostracism; physical contact including pushing, hitting, kicking, shoving, or spitting; and damage to, or theft of, personal property.

Cyberbullying: Any act of bullying committed through the use of electronic technology or electronic communication devices, including telephonic devices, social networking, and internet communications, on any academy-owned equipment, networks, or communication mediums, or by means of an individual's personal electronic media and equipment.

Harassment: Is intentional/unintentional behavior by a student or group of students that is disturbing or threatening to another child or group of students. Intentional/unintentional

behaviors that characterize harassment include, but are not limited to, stalking, hazing, and social exclusion, name-calling, unwanted physical contact, and unwelcome verbal or written comments, photographs, and graphics. Harassment may be related, but not limited to, race, religion, sexual orientation, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect by use of electronic technology or social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another child or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Bullying Discipline Students found to be bullying others will be disciplined up to and including removal/expulsion from Arizona Arts Academy. Disciplinary action may result for bullying which occurs outside of the academy and the program day when such acts result in a substantial physical, mental, or emotional negative effect on the victim while on campus grounds, or when such acts interfere with the authority of the academy system to maintain order. Law enforcement authorities shall be notified any time academy officials have a reasonable belief that an incident of bullying or harassment is a violation of the law.

Reporting Incidents of Bullying Students who believe they are being bullied, or suspect another student of being bullied, should report their concern to any academy staff member. Academy personnel are to maintain appropriate confidentiality of the reported information. Parents/guardians are permitted and encouraged to submit a written statement to any member of the academy staff to report these incidents on behalf of a student. Parents/guardians may schedule a meeting with the program or site director to discuss the situation further. Academy staff are trained to report to the administration, as soon as possible, any incidents of this nature. Verbal and written reports are required from the reporting educator. Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the discipline actions set out in applicable program policies.

Arizona Arts Academy: reserves the right to dismiss or expel a student of any age or grade due to misconduct, bullying, or does not feel that the student is the right fit for the school.



Dress Code Please dress appropriately for a wonderful learning experience at school. The following guidelines are being put forth to help create a safe, healthy environment for all. Clothing not permitted include:

- Clothing that reveals underwear, the midriff, or the chest (no short tops or tank tops).
- T-shirts with inappropriate sayings or those promoting alcohol or drugs.

- Clothing that contains obscene language or symbols.
- Skirts and shorts that do not modestly cover your body.
- Spaghetti strap tops.
- Distressed jeans that expose skin above the thigh.
- Sagging pants.

Searches Arizona Arts Academy Administration has the right to search and seize property when there is reason to believe that such material may be detrimental to the health, safety, and welfare of the students or others.

Health Services and Medication Please complete an Emergency Info/Permission to Administer Medications Form along with a Health Information Form for each child with health problems.



- Please provide an emergency contact.
- Please inform the office if your address, home phone, cell phone, work phone or emergency phone number changes at any time.
- Please do not send your child to school with symptoms of illness, such as fever, diarrhea, vomiting, rash, or cough.
- Please designate at least 24 hours of observation and make certain your child is free of any symptoms before returning to school.
- Written permission must be provided by the parent/guardian for Arizona Arts staff to administer the medication to the child.
- Prescription medication must come to the office in the original prescription container as labeled by the pharmacist. Written directions from the doctor or pharmacist must state the name of the patient, name of the medication, dosage, and the time it is to be administered.
- All medications are to be brought in by the parent/guardian and handed directly to office personnel. Medications will not be accepted from students, apart from students 18 years of age or older.
- Under normal circumstances, students are not allowed to self-administer or carry medication on campus. Under exceptional conditions, and when deemed necessary by a physician, the site administrator will consider an unusual circumstance on a case-by-case basis.
- All medications will be kept in a locked cabinet in the Arizona Arts Office.

Transportation In the interest of safety for our students, please follow all traffic directives, especially during our high traffic volume time. Following traffic directives will ensure the safety of your child and others and will help traffic flow smoothly during pick up and release times. These directives include:

- Please follow our one-way entry and exit routes.
- Please observe the posted speed limit, which is 10 mph.
- U-turns are prohibited at any time on campus.
- Do not park or idle along campus thru streets, please pull forward when available as it blocks access for other traffic and creates a safety hazard. This is especially important during drop off/pick up times.
- If parking, please use the parking area in the lot just before the pickup area, or across the road from pickup by the Cozy Cottage.
- Any student wishing to drive him/or herself to campus, must have a signed permission slip on file in the office. They must adhere to the traffic directives listed or risk losing their privilege to drive on campus.
- Parents wishing to have their child/children carpool home, must sign a student pickup permission form stating who has permission to drive their child/children home.
- Smoking and vaping are NOT permitted on campus, not even inside your vehicles, so please refrain when on the premises.

Student Education Records Arizona Arts Academy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA gives students and parents/guardians of students under the age of 18 the right to inspect and review the student's education records maintained by the school. FERPA protects the privacy of education records and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

- **PERSONAL IDENTIFIER**—Any data or information that make the subject of a record known.
- Behavioral and/or discipline information cannot be released to any person or agency without prior approval by the parent or student (if over age 18) and the director.

We are excited for the opportunity to make a positive impact on the lives of your child/children. Please review the enclosed information with them and then sign the "Verification Form" which will signify your agreement to comply with the information contained within this program handbook. We're so glad that you're here to grow your child's creativity with us!

Sincerely,

Brad and Darci Richardson, Directors

Receipt of Arizona Arts Academy Student-Parent Handbook

We have received a copy of the Student-Parent Handbook and have read through it.

We agree to those topics outlined in the Student-Parent Handbook and will work with our child to abide to the policies and rules outlined in the Arizona Arts Academy Student-Parent Handbook.

Parent's Name

Parent's Signature

Parent's Name

Parent's Signature