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Dean of Students.....	(501) 622-5172
Residential Life Office.....	(501) 622-5213
Residential Life Coordinator.....	(501) 622-5333
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Student Success Office.....	(501) 622-5175; 5129 or 5176
Tech Support.....	(501) 622-5132
Security Office (24 Hours).....	(501) 622-5153

FAX NUMBERS

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Academic Affairs.....	(501) 622-5108
Residential Life	(501) 622-5405

THE ASMSA HONOR CODE

An honorable person does not lie, cheat, or steal, and does not tolerate such conduct by others.

I am honor bound to refrain from conduct that would make me less than an honorable person.

I am honor bound to report violations of the Honor Code committed by others or myself.

My signature on any ASMSA document, including schoolwork represents my affirmation of the Honor Code.

I understand and agree that my attendance at the Arkansas School for Mathematics, Sciences, and the Arts is a privilege, not a right, that is conditioned upon my being an honorable person, and that any direct violation of the Honor Code may result in my being required to leave ASMSA.

STUDENT HANDBOOK

School Year 2017-2018

ASMSA Board of Visitors

Hayward Battle
Gary Dowdy
Steve Faris
Vacant Position
Vacant Position
Vacant Position
Ann Xu ('10)

Ex-officio Members

Tom Chilton, Division Director, Arkansas Economic Development Commissioner's Division of Science and Technology
Mary Kathryn Stein, Ed. D. representative for Johnny Key, Commissioner, Arkansas Department of Education
Maria Markham, Ph.D., Director, Arkansas Department of Higher Education
Rebecca Burkes, representative for Stacy Hurst, Director, Arkansas Department of Heritage
Will be appointed in September, ASMSA Parent Association President
Zane Colvin, ASMSA Government Association President
Jason Ly, ASMSA Government Association Immediate Past President

Student Handbook Committee Members

Students: Sabrina Jones, Claudia Vestal, William Owens, Johnathon Cato,
Faculty: Brian Isbell, Nicholas Seward, Jill Cooper, Penny Lock, Dan McElderry
Staff: Jason Riley, Kayla Roop, Briana Crowe, Sharon Brown
Administration: William J. Currier (Chair)

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I. INTRODUCTION

- A. ASMSA Mission.** The mission of ASMSA is to create, encourage and sustain, throughout the State of Arkansas, an educational community of academically talented students, faculty and staff that pursues knowledge of mathematics, sciences and the arts. To accomplish this mission, ASMSA strives to:
1. Serve as a model for Arkansas schools;
 2. Enhance the future of Arkansas by educating eleventh and twelfth grade students academically talented in mathematics, sciences and the arts;
 3. Prepare students for post secondary education by providing innovative learning experiences;
 4. Provide courses and learning opportunities through distance education to improve instruction in mathematics, sciences and the arts for students and teachers throughout the State;
 5. Serve as a center for teacher education;
 6. Increase the public's awareness of the importance of advanced education in mathematics, sciences and the arts.
- B. Educational Presentations and Activities.** The school's residential setting allows for educational presentations and activities both in and beyond the classroom. These presentations and activities may include, but are not limited to, leadership development, flu shots, cultural diversity sessions, trips to the doctor/dentist, health and wellness sessions, interview skills, table etiquette and other interests of the residential population. Programs and information sessions will be publicized on the school calendar and by residential affairs to inform parents, guardians and students what is scheduled for the upcoming weeks.
- C. Expectations of ASMSA Students.** Students at ASMSA are expected to have a strong commitment to the pursuit of academic excellence in all subject disciplines. *Attendance at the Arkansas School for Mathematics, Sciences and the Arts is a privilege and not a right.* It is each student's responsibility to help make the best living-learning environment for everyone. Each member of the community is expected
- ◆ to respect the rights of every student, teacher, residential mentor, ASMSA staff member, and visitor to the school,
 - ◆ to know and follow the applicable policies and expectations as set forth by ASMSA, and
 - ◆ to represent the institution as an ambassador while demonstrating maturity and stewardship of the State's investment in their learning and growth.
- D. Completing School at ASMSA.** A student's right to a free and adequate public education resides at his/her local school. Invitations to rising juniors to attend ASMSA and to rising seniors to return to the school are extended on a yearly basis. At any time, students deemed unable or unwilling to accept the commitment necessary to be successful in this special learning environment may be asked to return to their home school.

II. GENERAL INFORMATION

A. Standards of Conduct/Jurisdiction.

1. The policies set forth in this handbook apply to all ASMSA students, regardless of age.
2. Attendance at ASMSA is both a privilege and an honor. Students should bear in mind at all times that their words and actions may be scrutinized by the public; therefore, it is expected that all ASMSA students will conduct themselves in such a manner as to reflect honorably upon the school and the State of Arkansas. Under no circumstances should an ASMSA student engage in any physical or online behavior that might serve to embarrass ASMSA or the State of Arkansas.
3. ASMSA has jurisdiction over the students at all times except when the student is deemed checked out to his/her parents' care. (See Chapter V, E, 6) As such, ASMSA will have the authority to set rules, require compliance with the rules, implement discipline, promote ethical behavior, and provide other positive influences.

B. The ASMSA Honor Code. All ASMSA students are expected to abide by the Honor Code (pg. i) found in the front of this handbook. No student may move into the Student Center and commence studies at ASMSA until he/she has read the Honor Code and signed the Handbook and Honor Code Acceptance Form.

C. Identification (ID) Badges.

1. All ASMSA students are required to obtain ASMSA ID badges from the Security Office during the first week of school. Students can only have one (1) ID badge in their possession.
2. Students are required to wear ID badges visibly at all times when on campus, except on their own assigned floors in the Student Center. Failure to wear the ID badge is a violation of the dress code.
3. Students must turn in ID badges at the Residential Life Office when signing out from campus overnight.
4. If a student loses his/her ID badge, the student is responsible for reporting the loss to the Security Office immediately. The student will then have until the end of the next class day to obtain a new badge from the Security Office. Replacement badges cost \$10, payable to the Receptionist in the Administration Building. The student may either pay upon receipt of the new ID badge or request the bill be sent to his/her parents.
5. When leaving either for the summer or permanently, the student must turn in the ID badge or pay \$10 for a lost or misplaced badge.
6. Visitors will receive a temporary ID badge when they sign in on campus, which they must wear at all times while on campus.
7. Parents of ASMSA students may obtain personalized ASMSA ID badges from the Security Office and must wear the badges at all times while on campus.

D. Textbooks and Supplies.

1. **Textbooks.** All textbooks and most laboratory equipment will be provided by ASMSA. Textbooks are the property of the State of Arkansas and are for the use of students only. Textbooks must be returned in good condition before academic credit will be awarded for course work. Payment is required for damaged or lost books.
2. **School Supplies.** Students are responsible for providing their own school supplies.
3. **Laboratory Safety Equipment.** ASMSA provides lab aprons and goggles at no cost to the student.
4. **Personal Computers and Calculators.** Students are encouraged to bring their own personal computer (laptop preferred) and graphing calculator. Students who are unable to bring a personal computer may be provided one on loan by ASMSA. Students who are unable to bring a Calculator may get one on loan through the ASMSA Mathematics Department. Students must return the technology to ASMSA or full payment for lost, damaged, or stolen technology is required before awarding of course credit.
5. **Library Materials and Fines.**
 - a. Library materials are checked out for two (2) weeks and may be renewed; however, the Media Specialist may recall materials.
 - b. There is a charge of ten (10) cents a day for overdue materials. Students must pay the replacement cost on lost or stolen materials.
 - c. Removing any library material from the library without properly checking it out will be considered a violation of the student honor code. Possession of any library material taken

from the library without properly checking it out will be considered an incident of receiving stolen property (Level 4 violation.) Students are responsible for determining whether materials were properly checked out before taking possession of them.

E. Assessments. ASMSA is a state-funded public high school. There is no charge to the student for high school tuition or room and board. Some assessments have been established through School policy and administrative directive. All assessments must be paid at the beginning of the school year before the student may move into the Student Center. Payment by check, Cashier's Check or money order is strongly encouraged. Do not mail cash. Checks, Money Orders, Cashier's Check for the residential and concurrent credit assessment should be made payable to ASMSA. If paying with cash, funds should be brought to the school. ***Residential and concurrent credit Assessments are non-refundable.***

Any checks returned to ASMSA will be assessed a \$25.00 fee to cover bank charges to the school.

1. **Student Activity Assessment.** All students are expected to pay a student activity assessment of \$110 per year. A portion of the student activity assessment supplements the student activities program and supports publication of the yearbook, which is free of charge to the all students.
2. **Room Assessment.** A room assessment of \$30 covers maintenance costs. Damage to ASMSA property will be billed to the student's custodial parent or legal guardian.
3. **Technology Assessment.** Technology assessment for infrastructure, systems maintenance, and CIPA Filtering. Technology Assessment is \$50 per year.
4. **Electricity Assessment.** All students may bring a refrigerator and personal technology. An electricity assessment of \$45.00 per student will be required.
5. **Capstone Assessment.** An assessment of \$50 per student is required to help cover research expenses, science fair competition, portfolio projects, and other capstone experiences.
6. **Laundry Assessment.** An assessment of \$40 is required for unlimited use of the laundry facilities.
7. **Parents Association Dues.** Dues of \$25 per student are required to help cover student activities sponsored by the Parent Association.
8. **Concurrent Credit Assessment.** The assessment of \$250 covers students' fall concurrent credit classes; it is required and due September 1st. An additional assessment of \$250 covers students' spring concurrent credit courses; it is required and due February 1st. Concurrent Credit assessments are non-refundable should a student choose to withdraw from ASMSA.
9. **Miscellaneous Assessments may be charged for the following:**
 - a. Field trips, programs abroad through the Global Learning Program, and other extracurricular activities;
 - b. Club dues; or
 - c. Damages to facilities or damages to or loss of ASMSA property due to negligence or abuse.
10. **Assessment Waiver.** Required assessments may be waived on a case-by-case basis. Information and forms can be obtained from the Dean of Students' Office.

F. Work Service Program.

1. The Work Service program provides tangible benefits and community goodwill for the school, its faculty, staff, and students. All students are required to complete two (2) hours of work service weekly in a job assigned or approved by the Residential Life Coordinator (or other supervising staff member). Some examples are working in the library, assisting in the Student Union or Fitness Center, and helping the faculty and staff. For all jobs the student and his/her supervisor must enter a contract stating the following:
 - a. What work will be performed;
 - b. When the work will be performed; and
 - c. What the expected standards of performance are.
2. All juniors are required to work nine (9) weeks in the cafeteria unless medical reasons are documented to the nurse. Cafeteria work service is supervised by the cafeteria manager.
3. Contracts are due in the Residential Life Office no later than Friday of the second full week of classes.
4. A student may miss work service for medical or family emergencies only or with a Dean's permission. The student must provide a note from the nurse, from his/her physician, or from a custodial parent/legal guardian. Work service missed for family or medical emergencies must be made up within one week of the student's return to school.
5. Failure to complete work service for a 9-week grading period will result in the following consequences:
 - a. The student is ineligible for privileges for the next 9-week grading period.

- b. The student receives a Level 2 violation for Failure to Meet a Reasonable Directive (Repeat Offense of Same Directive); and
 - c. Seniors who do not satisfactorily complete work service will not be allowed to walk at graduation. Juniors will automatically be sent to the Re-admit Committee for evaluation of their ability to return as seniors.
6. Operating procedures for the Work Service Program are available in the Residential Life Office.

G. School Computer Use Policy. A school computer account at ASMSA gives the user access via the school computer system to the school's academic network, residential network and the Internet. A computer account is a privilege, not a right. If a user abuses the privileges, account access could be revoked. An ASMSA computer account is maintained by responsible behavior on the part of the account holder and compliance with ASMSA computer usage policies. Activities not expressly prohibited by the computer usage policy are not automatically permitted. The Network Administrator can clarify whether or not an activity is allowed. The loss of computer/network access could have a negative impact upon a student's grades in his or her coursework. Infractions of this Computer Use Policy may also constitute a violation of the Disciplinary Code.

Any violation of ASMSA computer policy may result in a loss of some or all computer privileges. Act 801 of 1997 states that "students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to disciplinary action up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was for coursework)." Legal action and/or dismissal from ASMSA may result from violations of state or federal laws.

1. Responsibilities.

- a. Students are required to participate in ensuring the legal and ethical use of the school's technology and user accounts. Any violation of these guidelines should be reported to the computer lab supervisor or to the Network Administrator.
- b. Students should use a password that cannot be easily guessed. Students should not allow anyone else to use their account and password for any reason.
- c. Students should always log out from their account when finished and always remain aware of possible security risks while logged in. Students should not leave unattended computers logged in even if the computer has been locked.
- d. Students should be considerate of other users and avoid monopolizing computer systems and other computer resources including printers and bandwidth.

2. Classroom Use of Computers and Technology. While in classroom instruction or in a lab setting, computer and technology privileges are limited by the instructor or lab monitor. Each student is expected to use the ASMSA technology in compliance with the instructor. No use of e-mail or Internet activity is allowed unless the instructor has authorized such use in the classroom. Each academic lab may impose additional rules not explicitly covered in this Acceptable Use Policy. Failure to comply will be considered an infraction of the Computer Use Policy.

3. Unauthorized Use.

- a. Students must not engage in any activity intended to circumvent or disrupt computer or network security controls. They must not attempt to crack passwords, to discover unprotected files, or to decode encrypted files. This also includes creating, modifying, or executing programs that are designed to hack computer systems.
- b. Students are prohibited from downloading, possessing, or using software designed to maliciously destroy data, provide unauthorized access to the computer system, or disrupt the computing process in any way. Using viruses, worms, Trojan horses, or any other invasive software is expressly forbidden.
- c. Students must not access accounts assigned to other users.
- d. Accessing unauthorized files or accounts may be punishable by state and federal law and is subject to disciplinary action under ASMSA policy.
- e. Students are prohibited from placing or installing any software (executables) on any ASMSA computer system without approval from the Network Administrator.
- f. Students are prohibited from transmitting or forwarding chain letters, mass mailings, or spamming of mail systems or of individual users.
- g. Students are prohibited from sending e-mails to any ASMSA created Google groups.

4. **Privacy**

- a. The ASMSA Network is available to further the research, education, service and administrative functions of ASMSA. Use of the ASMSA Network may be monitored to detect improper use or other illicit activity. Users of the ASMSA Network should have no expectation of privacy. However, specific data that is transmitted on the ASMSA Network may be protected under federal or state laws or by agreements with granting agencies. For example, confidentiality of student records is protected by FERPA. Additionally, other confidential data protected by law will be maintained in confidence to the extent required by law.
- b. ASMSA's e-mail system is provided for educational purposes and communication between students, faculty, staff, and administration. ASMSA faculty/staff reserve the right to intercept, detain, and read both incoming and outgoing e-mail from the ASMSA mail system. There is no guarantee of privacy when using the ASMSA mail system as all ASMSA mail is subject to public disclosure and scrutiny.
- c. The Network Administrator has authority to view and delete files when deemed necessary. Each user will normally be given adequate time to remove files from the network before deletion.

5. **Web Pages/Internet Content**

- a. The school's computer system may be used to create, revise, and host web pages for the school, departments, school organizations/clubs, and personal home pages for the students, faculty, staff, administration, and board members. No other web page can be hosted on the school's system without specific permission from the Network Administrator.
 - b. ASMSA is not responsible for Internet content. ASMSA employs a filtering system to block access to material of an inappropriate nature.
 - c. Students who post, create, or build any web site linked to ASMSA without the school's knowledge or express permission will be subject to investigation by the Network Administrator and possible disciplinary action. All such sites will be reviewed for purpose, nature and content.
 - d. Restricted social media and other appropriate sites are only to be blocked during study hours or after the Wi-Fi has been shut off at lights out.
6. **Cyberbullying.** Students may not use the school's computers or network to harass individuals within or beyond ASMSA's community of learning. This includes but not limited to the use of insulting, sexist, racist, obscene, or suggestive messaging of any kind. Please see the Student Handbook section on Bullying (Code V- L).
7. **Social Media.** Students are encouraged to use social media responsibly so as to not cause embarrassment to themselves or ASMSA. Students are also strongly discouraged from forming "friendship" or interactivity with faculty and staff on private social media networks until they have graduated from ASMSA.
8. **Hardware.**
- a. No ASMSA computer hardware, peripherals, or cables may be moved or removed from their current location without specific authorization by the Network Administrator.
 - b. No student will attempt to service any ASMSA hardware without written authorization from the Network Administrator.
 - c. Students must avoid any activity around their workstation that may result in damage to the computer, printer, software, or information. Eating and/or drinking is not allowed at any of the computer workstations.
 - d. Students may not use hardware or software to establish secondary or ad hoc wireless networks on campus.
9. **Enforcement.** During any alleged abuses of its computer resources, ASMSA may access the electronic files of its users. If the investigation indicates that Computer Use Policy has been violated, the Network Administrator or his/her designee may limit the access of users found in violation. ASMSA may refer flagrant abuses to law enforcement authorities.
- a. The Dean of Academic Affairs or designee will hear all cases of student misuse of ASMSA computers.
 - b. Students may temporarily be denied access pending the Dean's review if there is a reasonable suspicion that the student may use his/her access to cause harm or do damage in the interim.
 - c. A violation of the Computer Use Policy may also constitute a violation of the ASMSA Disciplinary Code. In this scenario there may be consequences issued by both the Dean of Academic Affairs and the Dean of Students.

- d. Violations of the Computer Use Policy may result in the loss or restriction of computer access in addition to the consequences associated with a violation of the ASMSA Disciplinary Code.

H. Grievance Procedure.

1. If a conflict arises between a student or parent and a member of the ASMSA faculty or staff, the student or parent should make every effort to resolve the conflict through direct communication with the staff member.
2. If needed, a student may have their Academic Advisor or Student Success Coordinator act as intermediary. If the conflict is with a member of the Residential Life Staff, the student may have the RLC or the Dean of Students to act as an intermediary.
3. If the parent or student feels that his/her concern(s) is not being addressed adequately or professionally, they may contact the staff member's immediate supervisor. The student or parent may continue up the employee's chain of supervision.
4. Title IX is a federal government policy that protects people in educational settings from sexual harassment, stalking, sexual assault and any other sexual intimidation described in the law. The ASMSA campus has two people designated as their Title IX investigators. The Title IX Coordinator is the Dean of Students, phone number (501) 622-5174, and the Title IX Deputy Coordinator is the Human Resource Manager, phone number (501) 622-5131. Students should feel free to choose either person to report to or if they have a concern or questions. For further details, the ASMSA Title IX policy is on the school's website: <http://asmsa.org/student-life> under the Related items.

- I. **Health.** The institution has taken a number of steps in order to ensure the health of the students. We strongly recommend that the students receive a flu shot given at this institution when available and that parents consult their family physician about receiving the meningitis vaccine. Insurance, doctor and hospital preference must be given to the institution before the student enrolls.

III. ACADEMIC PROGRAM

A. Graduation Requirements. All students must earn a minimum of twenty-four (24) high school credits in order to graduate. All students graduating from ASMSA must meet the Smart Core college-and-career-ready set of courses that is the default curriculum for all Arkansas public high school students, as well as the requirements set forward by ASMSA. Please note that a one-semester concurrent credit course is equal to one year of high school credit. One unit of credit is given for a one-semester concurrent credit course or by a yearlong high school course.

All ASMSA students must:

- complete the Arkansas SMART Core Graduation Requirements in order to maintain eligibility for the Academic Challenge and Governor’s Distinguished Scholarships;
- complete one unit credit in Biology, Chemistry, Physics (not Physical Science) and Computer Programming; and
- complete two units of a Global Language.

The aforementioned courses are not required to be taken at ASMSA. All coursework conducted outside ASMSA must be completed no later than August 1st of the senior year.

Class of 2019 and Beyond

ASMSA Concurrent Core

English (3 courses) Composition I, Composition II, and a selection from the ASMSA concurrent credit Literature offerings.

Math (3 courses) Three concurrent credit courses from the ASMSA Math Department offerings.

Students who earn sufficient scores on the Math Placement Exam will be exempt from lower-level coursework in math; however, they still must complete at least three semesters of Concurrent Credit Mathematics course at ASMSA.

Students who have not completed Algebra II or require additional preparation prior to enrollment in College Algebra must complete one semester of Bridge to College Algebra at ASMSA.

Science (3 courses) Three concurrent credit courses from the ASMSA offerings in Biology, Chemistry, Physics, Earth Science and Computer Science

All ASMSA Concurrent Core courses must be completed at ASMSA.

Open Electives These requirements provide students with the opportunity to choose elective courses across the ASMSA curriculum. In making those selections, students should consider both the breadth and depth of their learning. Some students will choose to sample from a variety of topics and areas. Others will focus their attention on a specific subject.

Additional Requirements and/or Open Electives (as needed based on previous high school coursework)

High School requirements include American Studies, US History, World Studies, World Civilization, Civics, Economics, Global Languages, Arts Appreciation, Health, Physical Education, and/ or Speech. Students must complete the full two-semester American Studies, US History or World Studies course to satisfy the American History or World Civilization state requirements.

Research and Creative Expression Undertaking a research portfolio or other capstone project is the hallmark of the ASMSA experience. Students may choose from three pathways to complete this requirement.

Applied Research Methods Seminar (ARM)
Applied Creative Expression Seminar (ACE)
Fundamentals in Research Methods (FIRM)

The Research and Creative Expression courses must be completed at ASMSA.

Class of 2018

ASMSA Concurrent Core (College Bridge)

English (3 courses) Composition I, Composition II, and a selection from the ASMSA concurrent credit Literature offerings.

Math (3 courses) Three concurrent credit courses from the ASMSA Math Department offerings.

Students who earn sufficient scores on the Math Placement Exam will be exempt from lower-level coursework in math; however, they must complete at least three units of math at ASMSA.

Students who have not completed Algebra II or require additional preparation prior to enrollment in College Algebra must complete one semester of Bridge to College Algebra at ASMSA.

Science (3 courses) Three concurrent credit courses from the ASMSA offerings in Biology, Chemistry, Physics, Earth Science and Computer Science

Students without previous coursework in chemistry should plan to complete at least two semesters in the subject beginning with Bridge to College Chemistry.

All ASMSA Concurrent Core courses must be completed at ASMSA.

Open Electives The College Bridge provides students with the opportunity to choose elective courses across the ASMSA curriculum. In making those selections, students should consider both the breadth and depth of their learning. Some students will choose to sample from a variety of topics and areas. Others will focus their attention on a specific subject.

Additional Requirements and/or Open Electives (as needed based on previous high school coursework)

High School requirements include American Studies, US History, World Studies, World Civilization, Civics, Economics, Global Languages, Arts Appreciation, Health, Physical Education, and/ or Speech. Students must complete the full two-semester American Studies, US History or World Studies course to satisfy the American History or World Civilization state requirements.

Research and Inquiry (4 courses)

Fundamentals in Research Methods I (FIRM), FIRM II, FIRM III, and FIRM IV.

Students must complete a capstone project through the FIRM sequence. Students may choose to pursue a Science Fair, Senior Research Symposium or Portfolio project. The Research and Inquiry courses must be completed at ASMSA.

ASMSA Concurrent Core (Honors in STEM)

English (3 courses) Composition I, Composition II, and a selection from the ASMSA concurrent credit Literature offerings.

Math (3 courses) Three concurrent credit courses from the ASMSA Math Department offerings.

Students are advised complete Calculus I or higher through concurrent credit, though may substitute Statistics for Calculus I.

Students who earn sufficient scores on the Math Placement Exam will be exempt from lower-level coursework in math.

Students who have not completed Algebra II or require additional preparation prior to enrollment in College Algebra must complete one semester of Bridge to College Algebra at ASMSA.

Science (4 courses) Four concurrent credit courses from the ASMSA offerings in Biology, Chemistry (minimum Fundamentals of Chemistry I), Physics (minimum College Physics I), Earth Science and Computer Science.

Students must complete the introductory sequence in Biology, Chemistry, Physics, Math or Computer Science by taking a "Level 2" course in that area.

Students without previous coursework in chemistry are encouraged to complete at least two semesters in the subject beginning with Bridge to College Chemistry.

Students interested in pursuing engineering or physical science degrees at the undergraduate level should take at least two semesters of physics and calculus.

Students interested in pursuing medicine or biological science degrees at the undergraduate level should take at least two semesters of biology including Science of Biology.

All ASMSA Concurrent Core courses must be completed at ASMSA.

STEM Electives Students must take four (4) additional semesters of STEM elective courses; these courses can be taken outside of ASMSA with approval from the Dean of Academic Affairs.

Additional Requirements and/or Open Electives (as needed based on previous high school coursework)

High School requirements include American Studies, US History, World Studies, World Civilization, Civics, Economics, Global Languages, Arts Appreciation, Health, Physical Education, and/ or Speech. Students must complete the full two-semester American Studies, US History or World Studies course to satisfy the American History or World Civilization state requirements.

Research and Inquiry (4 courses)

Fundamentals in Research Methods I (FIRM), FIRM II, FIRM III, and FIRM IV.

Students must complete a capstone project through the FIRM sequence. Students must pursue a Science Fair project. The Research and Inquiry courses must be completed at ASMSA.

ASMSA Concurrent Core (Honors in Arts and Humanities)

Humanities (6 courses) Composition I, Composition II, American Studies I & II **OR** World Studies I & II, and two (2) selections from the ASMSA concurrent credit Literature offerings.

Math (3 courses) Three concurrent credit courses from the ASMSA Math Department offerings.

Students who have not completed Algebra II or require additional preparation prior to enrollment in College Algebra must complete one semester of Bridge to College Algebra at ASMSA.

Science (3 courses) Three concurrent credit courses from the ASMSA offerings in Biology, Chemistry (minimum Chemistry and Society), Physics (minimum Physical Concepts), Earth Science and Computer Science.

All ASMSA Concurrent Core courses must be completed at ASMSA.

Global Languages Students must take a global language course each semester at ASMSA. Students completing a Level III or higher language course may request that two semesters of the language count for one humanities elective.

Humanities Electives Students must take 3 additional semesters of Humanities elective courses; with approval, these courses can be taken outside of ASMSA.

Additional Requirements and/or Open Electives (as needed based on previous high school coursework)

High School requirements include American Studies, US History, World Studies, World Civilization, Civics, Economics, Arts Appreciation, Health, Physical Education, and/ or Speech. Students must complete the full two-semester American Studies, US History or World Studies course to satisfy the American History or World Civilization state requirements.

Research and Inquiry

Fundamentals in Research Methods I (FIRM), FIRM II, FIRM III, and FIRM IV.

Students must complete a capstone project through the FIRM sequence. Students may choose to pursue a Senior Research Symposium or Portfolio project. The Research and Inquiry Courses must be completed at ASMSA.

All courses taken at ASMSA must be passed with a minimum grade of 60 percent. Regardless of academic standing, a student will be academically withdrawn and sent back to his/her home school if he/she receives a grade below 60 percent in any class at the end of any semester at ASMSA.

B. Minimum Core Curriculum of High School Courses Recommended for Preparation for Higher Education. The recommended core of courses is designed to be a standards-based set of rigorous courses for students preparing themselves for success in college. The core curriculum consists of two components. The first component designates the core courses designed for unconditional admission to any public two-year or four-year institution of higher education in Arkansas.

Core Curriculum for Unconditional Admission to Higher Educational Institutions in Arkansas

English	Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama, or debate.
Natural Science	Three units, with laboratories chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.
Mathematics	Four units, including Algebra I and II, Geometry, and an advanced mathematics course. It is strongly recommended that students take a mathematics course during their senior year.
Social Studies	Three units, including one of American History (not to include Contemporary American History), one of World History (not to include World Cultures, World Geography, or Global Studies), at least ½ unit of Civics or American Government (not to include courses in practical arts), and ½ unit of Economics.
Foreign Language	Two units of the same foreign language, (recommended).

C. Course Load. Students should build time into each day for extracurricular activities and recreation; therefore, course selection must be carefully considered. Each student is required to enroll in a minimum of five (5) academic courses each semester. First semester juniors will be allowed to take a maximum of six (6) courses. This must include Composition I, a mathematics course, a science

course and a capstone course. To carry an overload, the student must have the written permission of his/her Student Success Coordinator and the Dean of Academic Affairs. Capstone Courses do not count toward the minimum course load.

D. Grading and Evaluation.

1. There are four grade reporting periods each year (1st quarter, 1st semester, 3rd quarter, and 2nd semester). Grades are recorded as percentage averages.

A	90-100	4 points
B	80-89	3 points
C	70-79	2 points
D	60-69	1 point
F	59 and below	0 points
P	Pass	
I	Incomplete Work	
WP	Withdrawn Passing	Withdrawal from course after the drop/add period *
WF	Withdrawn Failing	

*Note: The first time a student earns a “D” as a semester grade, the result will be recorded as a P on the transcript.

*In extenuating circumstances the Academic Dean may grant permission to drop a class without a WP or WF on the transcript.

2. Quarter grades will be reported to the student and his/her custodial parents/legal guardian. Each course’s syllabus explains how the semester grade is computed for that particular class. The student’s official transcript displays only the semester grade in each class.
3. The parents/legal guardians will be contacted if the teacher or administration believes the student needs additional support.
4. Weighted Grading Policy – For the purposes of college admissions and scholarships, the following grading scale will be used for designated ASMSA courses and AP courses from the home high school.

A	90-100	5 points
B	80-89	4 points
C	70-79	3 points
D	60-69	2 points
F	59 and below	0 points

E. Academic Honesty.

1. Academic honesty and integrity are principles upon which an academic community is based. Students are expected to do their own work and give credit to the originator of the ideas when using the thought or work of others. Students should understand what style of assignment is acceptable to teachers and should be aware of the conditions under which collaboration is allowed.
2. By virtue of being accepted into ASMSA and by having signed the Handbook/Honor Code Acceptance Form, every student agrees to abide by the Honor Code. Examples of Honor Code violations include, but are not limited to, plagiarism in all forms, stealing property belonging to the school or another student, cheating, or failing to present the truth when asked by a staff member. (See Glossary for definitions of plagiarism, academic stealing, and cheating.)
3. A teacher or staff member who suspects a student of academic dishonesty must discuss the situation with the student and the Dean of Academic Affairs. A decision will be made based upon the discussion and the evidence as to whether academic dishonesty has occurred. Disciplinary action for violations of the academic dishonesty policy can be found in (Chapter VII, Section G).

- F. Late Work Policy.** All assignments are expected to be turned in on time. Work turned in late will receive a reduced grade in accordance with the class syllabus or the following table:

# OF CLASS DAYS LATE	GRADE REDUCTION
1	15% of earned grade
2	30% of earned grade
3	50% of earned grade
4 or more	No work accepted

G. Grade Point Average. After the first semester of the junior year and following each subsequent semester, student GPAs will be computed. There will be a weighted GPA as well as an unweighted GPA. The GPA computations include grades from course work for grades nine and ten from the previous high school and all grades received at ASMSA. For un-weighted GPA, grades will be recalculated on a 4.00 scale. Weighted GPA is computed with designated ASMSA classes and AP classes from the students sending school scored on a 5.00 scale. Incomplete grades will not be used in GPA computations. If the work is not completed within the stipulated period of time, the work will receive a score of zero. Cumulative GPA computations are available in Naviance or from the Office of Student Success. Note: ASMSA students are not ranked.

H. Required Tutoring and Study Center Attendance.

At any time during the semester, upon the recommendation of an instructor, a student may be required to attend tutoring and/or participate in peer mentoring sessions during Study Hours in the Study Center. At the end of any nine-week grading period, a student with a grade below a “C” must attend mandatory tutoring and participate in peer mentoring sessions during Study Hours in the Study Center. At the discretion of an instructor, a student on mandatory tutoring may be denied participation in extracurricular activities.

I. Academic Probation and Dismissal.

1. Only ASMSA courses are considered in placing students on academic probation. A student may be placed on academic probation at any nine-week or semester grade reporting period if the following situations occur:
 - a. GPA is less than 2.50 in courses taken at ASMSA for the current grading period.
 - b. A grade below a “C” in any course at the end of the 1st or 3rd grading period.
 - c. The Dean of Academic Affairs determines that it is in the student’s best interest.
2. A student on academic probation cannot be granted privileges and may not participate in any Arkansas Activities Association sanctioned events or club-sponsored competitions.
3. If a student is placed on Academic Probation, the following steps will be taken.
 - a. The Registrar will contact parents to offer a staffing.
 - b. A staffing with student, parents, student success coordinator, residential mentor, and teachers may be held and recommendations for remediation made. Parents may request a phone conference.
 - c. The student and parents will receive a letter summarizing the conference and action taken.
4. The following scenarios at the end of a semester will result in a student’s academic dismissal from ASMSA and returned to their sending school by the Dean of Academic Affairs:
 - a. The student has not maintained a cumulative high school GPA of 3.25 or higher.
 - b. The student has earned two or more “D” or “P” grades in any courses, the exception being courses that are exclusively graded as Pass/Fail.
 - c. The student has earned one or more grades of “F”.
5. A written appeal may be made to the Director, within five (5) calendar days, whose decision shall be final.

J. Schedule Changes – Drop/Add. When dropping or adding a concurrent credit course the changes must follow the guidelines at the University or college granting the credit. For ASMSA courses, a student may request to drop a course and add another course no later than one and one half (1½) weeks after the beginning of a course in the first semester and one (1) week after the beginning of the second semester. The Dean of Academic Affairs will consider the request. If a student enrolls in a full year course, he/she will take the course both semesters and not be permitted to drop at the end of the first semester. The Dean of Academic Affairs has the authority to make final decisions in all class changes.

K. Testing Overload. Any student having three or more scheduled tests on the same day may request rescheduling of one test. The request form is available in the Academic Affairs Office. The student must complete the form and return it to the Academic Affairs Office no later than one class day prior to the scheduled tests. Rescheduling date and time shall be at the discretion of the instructor.

L. Semester Exams. Semester exam schedules are announced before the end of the first and second semesters. Semester exams will not be administered prior to finals week. In the Fall Semester, students must check out and go home no later than 24 hours after their last exam is administered.

In the Spring Semester, students may stay and checkout as scheduled during Graduation Weekend. The Dean of Students must approve exceptions.

M. Universal ACT for Juniors, College Entrance Exams and Advanced Placement. The Office of Student Success coordinates administration of the testing for PSAT, SAT, ACT, Advanced Placement Tests, and state mandated exams on the dates specified each year by the College Entrance Examination Board, ACT and the Arkansas Department of Education.

N. Transcripts.

1. Transcripts sent to colleges or to other organizations to which students apply are accompanied by the ASMSA School Profile, which includes the following information: grading scale, course descriptions, standardized test performance, and other pertinent information which will explain the specialized nature of the school and the courses listed on the transcript.
2. Transcript request forms should be submitted to the Office of Student Success via Naviance. Requests require five (5) workdays to be processed by ASMSA. Transcripts are issued free of charge to the student.

O. Academic Support and College Planning Services.

1. ASMSA employs full-time Student Success Coordinators who assist students with academic/career planning and emotional well-being.
2. The Student Success Coordinators assist students in course selection designed to meet ASMSA and state graduation requirements, as well as college entrance requirements. They provide testing information for the ACT and SAT and administer all AP exams, PSAT, State Standardized Testing and college correspondence exams. The Student Success Coordinators also assist students with the college application process, scholarship applications, and summer programs such as Boys' State, Girls' State, and Governor's School. Letters of recommendation for students applying to any programs are supplied upon request. Student Success Coordinators conduct conferences with students experiencing academic difficulty.
3. The Student Success Coordinators also provide students with social and emotional support. If students and parents are interested or in need of additional support, the Student Success Coordinators will provide off-campus referrals.

P. Education Information. ASMSA adheres to the Family Educational Rights and Privacy Act of 1974. Custodial parents/legal guardians must provide the appropriate legal documentation concerning custody/guardianship for their student attending ASMSA at the beginning of the school year. Any changes should be immediately forwarded to the Dean of Students.

Q. Student Success Program. To assist students in meeting the demands of this special learning environment, ASMSA has developed the following Student Success Program:

1. **Parents/Legal Guardians.** Custodial Parents/Legal Guardians are integral parts of the educational process. They are expected to support ASMSA policies and to assist in carrying out recommendations from staff members regarding student progress. Parental insight and feedback are strongly encouraged and appreciated.
2. **Teachers.** Students and parents are encouraged to call or email teachers any time they have questions. Teachers, likewise, are to contact parents if a student is experiencing difficulty. It is the student's responsibility to ask for assistance before confusion reaches the critical point.
3. **Academic Advisors.** Faculty members serve as Academic Advisors. They meet with students during the year to monitor student progress and grades, deal with academic and personal concerns, assist with adjustment problems, and serve as a liaison with administrative offices. Advisors will meet with advisees approximately once each week. Students and parents or guardians are urged to seek assistance and support of the academic advisor.
4. **Capstone Research Advisors.** Capstone Research Advisors are faculty members serving as mentors to student projects by overseeing the scientific process, supervising laboratory experiments, facilitating the completion of portfolios or other approved projects. Generally, students and advisors are paired according to field of study. Students who elect to pursue projects at off-campus research facilities choose an on-campus advisor to monitor the meeting of deadlines in the scientific process and written document.
5. **Department Chairs.** Teachers, advisors, and students are to notify the department chair when problems within a content area have not been resolved.

6. **Success Coordinators.** Members of the Office of Student Success assist students with their academic and emotional well being.
7. **Residential Mentors.** Residential Mentors live on campus with the students and help facilitate students' social, emotional, and academic growth. RMs work closely with their students' Success Coordinator and parents to develop strategies for the student's success.
8. **Community Leaders.** Each floor will be assigned one or more CLs who are current seniors at ASMSA. CLs work with RMs as a resource for students. CLs are selected and trained for the following academic year.
9. **Administrators.** Students and parents should feel free to contact the appropriate administrator directly at any time.

R. Re-Admission as a Senior. Students are invited to return for their senior year by the following process:

1. Students seeking admission as a senior must file an Intent to Return Form in the Office of Academic Affairs by April 15.
2. The Dean of Academic Affairs will establish a Re-Admission Committee.
3. Custodial Parents/Legal Guardians will be notified by email or letter if their student must appear before the Re-Admission Committee.
4. The Re-Admission Committee will review all Intent to Return Forms and then accept recommendations from faculty and staff for denial of senior admission based on the following criteria:
 - a. Non-compliance with the rules and other grounds of any nature that would be counter-productive to the mission of ASMSA;
 - b. Failure to maintain a minimum 2.50 GPA in ASMSA classes or other academic deficiencies;
 - c. Acts of insubordination, which would be detrimental to the health and safety of any member of the student body and/or of the physical plant.
 - d. Failure to complete work-service in any nine-week grading period.
 - e. Additional factors to be considered will be the ability to handle living away from home with limited supervision; willingness to avail oneself of the opportunities presented for personal/academic growth; acceptance of the common code of courtesy, respect, honesty, and integrity; handling one's emotional/adjustment problems; making good decisions; and sincere commitment to be an ASMSA community member who exemplifies the characteristics of the "exceptional student."
5. The Re-Admission Committee will interview any student recommended for denial of senior admission before a final decision is made. A student missing this interview on the designated date will be considered to have waived his/her right to the review, and any negative evaluations or recommendations as to his/her senior admission to ASMSA shall be sustained. A student may request that the interview be rescheduled due to a verifiable emergency as approved by the Dean of Academic Affairs.
6. The Re-Admission Committee will make a decision concerning the return of each student after the interview. Students and parents will be notified by mail of the committee's decision early in June.
7. Within seven (7) calendar days of receipt of the decision, a formal written appeal may be made to the Director. The Director's decision will be final.
8. Students not recommended for interview by the Re-Admission Committee will automatically be readmitted as seniors.

S. Re-Admission of Juniors.

1. Juniors who must withdraw from ASMSA for medical reasons during the junior year, yet who are in good academic and disciplinary standing at ASMSA at the time of the withdrawal, and who maintain good academic and discipline records at the home school (if they return to the home school in the interim), may apply for re-admission as an entering junior in writing to the Director no later than March 1.
2. Any credits earned at another school during the interim of withdrawal from ASMSA will be subject to the same evaluation as all other transfer credit to ASMSA.
3. Juniors or seniors who are withdrawn for academic reasons, who have withdrawn themselves for reasons other than medical, or who have been dismissed from ASMSA will not be considered for readmission.

T. State Testing. ACT and other state assessment scores will be reported to students' home schools.

U. ASMSA Library Research Center. The LRC is committed to providing information, supporting student development, and encouraging lifelong learning. Students have access to more than 10,000 volumes, including audio-visual materials with additional access to more than 150 academic databases through the Ottenheimer Library at the University of Arkansas at Little Rock.

1. **Location and Hours.** The LRC is located on the 2nd floor of the Student Center. Library hours are posted as follows:

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OPEN	3:00 PM	7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM	11:00 AM
CLOSE	9:00 PM	9:00 PM	9:00 PM	9:00 PM	9:00 PM	5:00 PM	5:00PM

2. **Films/Materials.** Materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of ASMSA students.
3. **Guidelines for Selection and Retention of LRC Material Philosophy.** The mission of the LRC is to provide a collection of materials to implement, enrich, and support the educational program of the school and to meet the individual educational, emotional, and recreational needs of students, faculty, and staff.
4. **Responsibility.** Librarian assumes final responsibility for the selection of materials in consultation with the Dean of Academic Affairs and the Director. Materials are chosen by the Head Librarian alone and in cooperation with faculty, staff, and students.
5. **Criteria for Selection.** Materials shall meet high standards of quality in physical or electronic format, as appropriate; treatment of subject; accuracy and currency of information; arrangement and organization; and literary style. Materials shall represent differing viewpoints of controversial issues so that users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior, and to make intelligent judgments in their everyday lives. Materials will be selected in accordance with the missions and goals of the school.

V. Science Lab Use.

1. The science labs in the Administration Building will be open and will be used only during the academic week during the hours posted by the faculty. During this time, a faculty member must be present to monitor the students' activities and use of the labs.
2. Students may access the science labs after school hours or on the weekends only with the prior permission of their science teacher or FIRM adviser and only for less than 30 minutes. The teacher is required to inform the Residential Life Office before access is needed. These visits are intended to allow a student to drop off a sample or check on a process already underway and not for long, involved lab work. Students should plan their lengthy lab activities for times when faculty supervision is available. Longer night and weekend access is only allowed if a teacher is present.

IV. ATTENDANCE POLICY

- A. General Information.** Students enrolled at ASMSA are expected to attend class and scheduled activities regularly, arrive punctually, and be alert and attentive while class is being conducted. Unless a student has a recognized class absence, he/she should be in attendance. Deviation from these expectations can result in disciplinary action. Attendance will be checked and recorded in each class and required activity. Students missing class for any reason will not be allowed to check out of the building or participate in extra-curricular activities until they have cleared their absence with the teacher of every class they missed and the Dean of Students. An exception is allowed for a student to check out on the last day of the school week in order to go home.
- B. Attendance Program.** Class attendance is vital in the learning process. Student's classroom interactions are a crucial part of academic success.
1. A student who misses any class for any reason three (3) times in a semester will receive a warning letter from the Academic Affairs Secretary. The secretary will send a copy of the letter to the student's custodial parent(s)/ legal guardian.
 2. A student who misses any class for any reason six (6) times in a semester will be placed on an attendance contract by the Dean of Academic Affairs.
 3. A student who misses any class for any reason nine (9) times in a semester may be placed on Academic or Attendance Probation **or** withdrawn from the class. A failing grade may be entered on their transcript.
- C. Class Absences.** A class absence shall be defined as follows:
1. **Personal Illness of a Student.**
 - a. The School Nurse will determine whether a student missing class due to illness or injury qualifies for a class absence. Students missing class for personal illness, who do not check in with the nurse may face disciplinary action.
 - b. **Students are required to come to the Nurse's Office at least 15 minutes before the start of class for illness. This allows time for the nurse to assess the illness before the start of class and determine if a class absence can be given. Going to the Nurse's office does not automatically allow a student to miss class. The nurse must substantiate the seriousness of the illness. Students with minor ailments will be treated and allowed to go to class.**
 - c. If the student is too ill to report to the office, he/she may call the Nurse to come to his/her room.
 - d. Students missing from one or more classes because of illness determined by the Nurse:
 - 1) If a student misses one morning class but attends the rest of the scheduled day classes he/she is still allowed to participate in on-campus extracurricular activities.
 - 2) If the student's check out card is on the 'sick list' clipboard then they are not allowed to leave campus for any reason other than doctors' appointments or parents pick up.
 - 3) A student who misses the last class of the day is not allowed to participate in any extracurricular activities and must remain on their floor for the rest of the evening.
 - 4) If a student misses two or more classes during a school day they are not allowed to participate in any extracurricular activities and must remain on their floors for the remainder of the night. **If the student violates these restrictions, the student may be assigned disciplinary consequences for missing class.**
 - e. Residential Mentors will deliver meals to ill students when needed.
 - f. Students may be extended a temporary leave from school for medical reasons. Under certain circumstances, in order to safeguard the student body as a whole, a student will be required to return home and be allowed to return to ASMSA only when his/her illness/condition has been evaluated by a physician and/or deemed no longer communicable, infective, contagious or dangerous. Examples include, but **are not limited to**, mononucleosis, chicken pox, measles, mumps, certain types of strep, head lice, scabies, influenza, fungal infections, pink eye or acute mental illness, like depression. ASMSA and school nurse will comply with state laws pertaining to the management and mandatory reporting of communicable diseases/conditions. The school nurse will follow evidence-based practice guidelines and recommendations from School Health: Policy and Practice, Arkansas School Health Services Manual, Clinical Guidelines for School Nurses and/or school policies and procedures in the assessment and management of student conditions. In the event a condition poses increased risk of transmission

to other student(s), those students and parents/legal guardians will be notified by the school nurse or designated staff as necessary.

- g. When a student suffers from a chronic illness, which causes absences for nine (9) or more class days, the staff may recommend that he/she be removed from ASMSA and returned to his/her home school.
 - h. In cases of extended or chronic illness or where question of illness may arise, the Dean of Academic Affairs may require verification of an illness by a physician.
 - i. The school Nurse will not issue a class absence after a class has been missed. As the medical expert on staff and the person most acquainted with the student's immediate condition, the school Nurse's decision pursuant to declaring a class absence due to illness or injury shall be final. In cases of extreme emotional distress, the students' Success Coordinator may declare a class absence, at which time the previously stated restrictions apply. In the case of evening classes, it is the responsibility of the student to see a Student Success Coordinator or Residential Life Staff member on duty prior to missing the class due to illness.
2. **Medical / Dental Appointment.** Custodial Parents/legal guardians should schedule medical or dental appointments outside of school hours. When this is not possible, the appointment should be scheduled so that the student will not miss the same class (es) repeatedly. In this circumstance, an Anticipated Absence Form must be completed in advance.
 3. **Death or Serious Illness in the Immediate or Extended Family.**
 4. **Official School Sponsored Activities.** Prior to being excused from any class in order to attend an official school sponsored activity (except field trips), a student must complete an Anticipated Absence Form. These forms are available in the Office of Academic Affairs. The Dean of Academic Affairs or his/her designee will review and approve or disapprove all student requests prior to a student missing any class.
 5. **Field Trips.** Field trip arrangements should be made by the sponsoring staff member. Students who sign up for field trips/events and cannot attend must notify the sponsoring staff member, the Dean of Academic Affairs and the Dean of Students in advance.
 6. **Court Appearances.** The Dean of Academic Affairs may require verification from the court of the appearance.
 7. **Religious Observances.** Requests for excused absence for religious observances must be made by the custodial parents/legal guardian at the start of the school year on the General Permission Form. The Dean of Academic Affairs will make the final decision.
 8. **College Days.** At the discretion of the Dean of Academic Affairs, up to two (2) class days per year may be used for college days. Seniors who receive invitations for mandatory scholarship interviews may be permitted additional class absences at the discretion of the Dean of Academic Affairs if:
 - a. Written documentation is provided to the Dean of Academic Affairs by the institution, including the date/time/location which is mandated by the issuing institution and
 - b. An Anticipated Absence Form is filed as soon as possible following receipt of the invitation.
 9. **Anticipated Absence.** Requests for class absence for any reason not listed above are made by completing an Anticipated Absence Form. These forms are available in the Office of Academic Affairs. The form must be completed and returned to the Academic Affairs Secretary at least three (3) school days before absence. Students participating in activities that lead to absences on many different days may complete a Blanket Anticipated Absence Form for that activity. The Dean of Academic Affairs or his/her designee will review and approve or disapprove requests prior to a student missing any class.

D. Tardiness Policy.

1. A student who arrives less than 15 minutes late to class may receive a tardy. Tardies accumulate over the entire semester and for all classes.
2. A student who receives a total of three (3) tardies in a semester will receive a warning letter from the Registrar. The Registrar will send a copy to the student's custodial parent(s)/legal guardian. If a fifth tardy happens in a semester, the Dean of Academic Affairs shall place the student on an attendance contract.
3. After a student has been placed on an attendance contract, **each** tardy will be treated as a Level 2 violation (Failure to Meet Reasonable Directive – Repeat Offense of Same Directive).

E. Other Absences.

1. Missing class for any reason not covered in the definition of course absences may result in disciplinary action.
2. A student who is more than fifteen minutes late to a class will be counted as missing that class. If this event has not been previously designated as a class absence the student may face disciplinary action.
3. The school will notify the Department of Finance and Administration whenever a student 14 years of age or older is no longer enrolled at ASMSA and the Department of Finance and Administration will suspend the student's learner's permit or driver's license until the student is enrolled in another school.

F. Incomplete Work.

1. With advance notification to the Dean of Academic Affairs and valid documentation (doctor's excuse, etc.), a grade of 'incomplete' may be given to a student when the student is excused for:
 - a. an extended illness during a grading period;
 - b. a family emergency during a grading period that required an extended absence; or
 - c. a short-term illness or family emergency immediately preceding the end of a grading period.
2. All incomplete grades must be removed by the end of the following reporting period. Incomplete grades given for the second semester must be made up within fourteen (14) calendar days after the last day of school. Seniors who finish incomplete work within 14 days after the final semester will be granted a diploma but will not be allowed to walk at graduation. If the work is not completed during the specified time, a zero (0) will be assigned for the missing work, and the teacher must determine the final grade for the reporting period. The responsibility for initiating arrangements for make-up work lies totally with the student. Exceptions to this policy will be made only with the approval of the Dean of Academic Affairs.

G. Make-Up Work Due to Class Absences. A student granted a class absence by the Dean of Academic Affairs or by the Nurse will be permitted to make up major tests and major assignments. The student must make arrangements with the teacher(s) on the first day the student returns to class to complete the work. The time allotted for make-up equals the number of days (not class periods) missed.

H. Suspension Grading Policy. Students suspended from school may, at the discretion of the teacher, be given the opportunity to complete assignments missed. If a major project or paper is due during the time of suspension, the student must still turn the paper in on time in order to get credit (this can be by email, fax, etc.). Students should contact their teachers and schedule a way to complete all work missed during their suspension. Because of the one-time nature of science fair participation, students who miss competing in the ASMSA science fair due to suspension cannot make-up these activities and will receive a zero (0) for the participation and judging grades for science fair, research symposium, and junior academy. If the Director does not recommend a suspended student for dismissal, he/she will be allowed to make up work for any class days deemed excused.

I. Attendance at Assemblies and Special Events.

1. Students shall attend cultural or instructional functions as determined by the Dean of Academic Affairs or by the Dean of Students. Attendance at assemblies, Honors Convocation, and similar events is **mandatory**. Failure to attend an assembly is a Level 2 violation.
2. The First Presbyterian Church graciously allows ASMSA to use their facility. Students will show respect and observe proper etiquette while in the church. Use of electronic devices, talking, sleeping, reading, and littering are inappropriate and will be handled through the ASMSA Disciplinary Code. Backpacks, book bags, cassette players, CD players, headphones, food and beverages are not allowed in the church. Hats will not be worn. Students will not use hymnals, pew cards, pens and pencils, etc., which the church provides for worship services.

J. ASMSA Seniors at Home School Proms and Graduation. Seniors may participate in their home school prom and graduation if these activities do not interfere with the ASMSA academic program. If any academic time will be missed, an Anticipated Absence Form must be completed and approved by the Dean of Academic Affairs no less than two (2) full weeks prior to the home school event.

K. ASMSA Graduation

Seniors in good standing are required to participate in ASMSA graduation unless they receive approval from the Director.

V. STUDENT LIFE

A. The Residential Life Staff.

1. **Dean of Students.** The Dean of Students is responsible for Student Life, including supervising the Residence Life staff and the day to day operations of the Student Center (housing, health center, food services, safety), recreational and wellness programs, and student discipline.
2. **Residential Life Coordinator.** The RLC is responsible for the evening operations of the Student Center and operations during Summer Conferences. The RLC lives on campus and has an office on the first floor of the Student Center.
3. **Community Developer.** The Community Developer assists the RLC with evening and Summer Conference operations of the Student Center. Other responsibilities include but are not limited to: Community Leaders with the Recruitment and Admissions Department, Junior Adventure Week, oversees Student Government Association, develops and implements cultural and recreational activities. The Community Developer lives on campus and has an office on the first floor of the Student Center.
4. **Residential Mentors (RMs).** Residential Mentors and Senior Residential Mentors are college graduates who live on the floors with the students. The RM serves as a mentor, educational and social programmer and disciplinarian and, by word and deed, teaches students responsible behavior. The Senior RM has every 3rd weekend supervision responsibilities and supervision of the Work Service program.
5. **Community Leaders.** CLs are seniors chosen for demonstrated leadership abilities, commitment to ASMSA and overall maturity. They assist the Residential Life Staff and the Admissions Coordinator. Each floor has at least one CL to serve as floor leader, to help plan activities and to serve as liaison between students and RMs. Do not hesitate to contact any CL for help or information.

B. Entering ASMSA.

1. **In-Processing.**
 - a. **Assessments and Documents.** Prior to moving into the Student Center, all students and their custodial parents/legal guardian must provide the following:
 - 1) **Pay All Assessments.** Checks, Cashier's checks or money orders should be made payable to ASMSA and returned along with all forms to the Secretary to the Dean of Students by June 15th. **Any checks returned to ASMSA will be assessed a \$25.00 fee to cover bank charges to the school.**
 - 2). **Forms.** Students will complete and submit the following to the Dean of Students Office:
 - a) Honor Code and Handbook Acceptance Form
 - b) Student Contract
 - c) General Permission Form
 - d) Consent to Search Form
 - e) Transportation and Visitor Form
 - f) Vehicle Registration Form
 - g) Press Release Form (junior year)
 - h) Media Release Form
 - i) Turnitin.com Parental Permission Form
 - j) Family Financial Statement
 - k) Fitness Center Liability Form
 - l) Field Trip Liability Form
 - m) Assessment Waiver Request Form (if applicable)
 - n) Permission to Treat Form
 - o) Report of Medical History
 - p) Physical Exam Form (junior year)
 - q) Authorization to Release Medical Information Form
 - r) HIPAA Waiver Form
 - s) Insurance, Physician & Hospital Form
 - t) Over the Counter / Prescription Medication Form
 - u) Psychological & Special Accommodations Confidential Questionnaire
 - v) Health Care Plans / Diabetic, Asthma, Seizures, Allergies (if applicable)
 - w) Photocopy of all up-to-date Immunization Records

- x) Photocopy of health insurance & prescription cards (front and back)
- 3. **Legal Papers.** Students will provide to the Dean of Students copies of all applicable court papers establishing legal custody or guardianship of the student.
- b. **Obtaining Forms.** Required blank forms will be given to the student at New Student Orientation. Entering juniors should return the completed forms no later than **June 15th**. Rising seniors should return their completed forms no later than **June 15th**.
- c. **Notification.** By mid-July each student will receive a letter from the Dean of Students which will contain the following information:
 - 1) What date and time the student should plan to arrive at ASMSA to move in.
 - 2) The roommate's name and contact information.
 - 3) What forms, documents or assessments the student still owes.
 - 4) Any missing immunization records.

Generally, students who have mailed all forms, documents, and assessments on time will be allowed to report directly to the Student Center to move in. Students who still owe any money or forms will be required to in-process on arrival day.
- 2. **Moving In.**
 - a. **Finish In-Processing.** Students cannot move in until they have completed in-processing.
 - b. **Proceed to the assigned floor and meet the RM and CLs.** Room assignments will be made by the RLC and sent to all students during mid-July.
 - c. **Receive room assignment and check the room condition.** Students and parents are to take the time to look over the Room Condition Report (RCR) and to note any discrepancies before any items are moved into the room, being sure to sign the back and return it to the RM. The RCR is used at the end of the year in establishing room damage charges.
 - d. **Receive room and mailbox keys from student's RM.** Students will receive a room and mailbox key along with the RCR. Costs to replace these are \$10 and \$5 respectively.
 - e. **Move in personal items and arrange room.** All school furniture must remain in its assigned room. Students are held responsible for the condition and whereabouts of the furniture at the end of the year. Refer to (Section C.1.i.) for information on acceptable room décor.

C. Residential Living.

1. Student Rooms.

- a. **Roommate Selection and Choice.** New students are assigned rooms based on information provided on roommate preference survey. Roommates are matched according to similar interests, lifestyles and personal requests. Students may request roommate preferences in writing on the website survey to the RLC. Returning students will make their requests during the previous spring term.
- b. **Room Assignments.**
 - 1) Room selections for the senior year are made during May. The rules for room selection stated below are used to establish precedence for choosing rooms (see C.1.g.)
 - 2) The RLC assigns rooms for entering juniors and will notify them of their tentative room and roommate during the summer. Final assignments will be made by August.
- c. **Students Who Lose a Roommate.** Juniors who are left without roommates will be consolidated with other juniors who have lost roommates. Only in cases where there are odd numbers will a junior be in a room to him/herself, and only until the next opportunity to consolidate.
- d. **Senior Singles Priorities.** Singles are given first priority for medical reasons. The following senior groups have priority for singles if they become available;
 - 1) Community Leaders
 - 2) Student Ambassadors
 - 3) SGA E-Board
- e. **Room Changes.**
 - 1) Students are to move only when the room change is approved by the Residential Life Coordinator.
 - 2) Roommates cannot be changed without first going through the conflict resolution procedures.
 - 3) Rooms will only be assigned using the "Rules for Room Selection" criteria. (see C.1.g.)
 - 4) Students are responsible for obtaining the proper forms and finding a roommate.
If they do not find a roommate, one may be assigned.
- f. **Conflict Resolution Procedures.**
 - 1) Whenever students room together, they are required to have a roommate agreement posted on their door. If a conflict arises, this is the first step students must take to work

out their problems, and it may be rewritten several times before the RLC is willing to separate students.

- 2) **Mediation:** Mediation is available at several levels from informal peer mediation to more formal, staff involved mediation. Students should follow these in order:
 - a) **Peer Mediation:** Students may contact a CL and have them mediate between the conflicting parties.
 - b) **Staff Mediation:** Students or parents may request the presence of a Residential Mentor to mediate roommate conflicts. Students or parents may also request the RLC mediate a roommate conflict, but only after a Residential Mentor has tried to solve the problem.
 - 3) Only as a last resort will roommates be separated due to conflict. Both roommates may be required to vacate the room, if possible.
- g. **Rules for Room Selection.**
- 1) The RLC will use a point system to establish the order of merit for room selections. Lower scores rank above higher scores in the order of merit; in other words, a student with four (4) points gets first choice over a student with five (5) points. **Weighted GPA's will not be considered in the selection process.** Points are calculated according to the following factors:
 - a) One (1) point is assigned for each demerit accrued during the current academic year.
 - b) One (1) point is assigned for each unsatisfactory work-service report accrued during the current academic year.
 - c) Points are assigned for the student's cumulative **based on the 1st, 2nd, & 3rd nine weeks** on the following scale:

3.500 – 4.000	= 1 point
3.000 – 3.499	= 2 points
2.500 – 2.999	= 3 points
2.000 – 2.499	= 4 points
Less than 2.000	= 5 points
 - d) A student who wishes to move to a different floor from the floor where he/she currently lives will receive one (1) point.
 - 2) In case of a tie for establishing the order of merit, the following criteria will be used in sequence to break the tie:
 - a) The third nine weeks grading period.
 - b) Coin toss.
- h. **Keys.**
- All keys are the property of ASMSA and are assigned to a specific student for their use. The assigned key is authorized only to that student and is not to be lent out.**
- 1) **Students should lock their room door every time the room is not occupied.** They are to keep their keys with them at all times. If the key is lost, the students must inform their RM or the staff member on duty in the Residential Life Office immediately. Students are responsible for paying the \$10 cost for the replacement room key. The student will pay the Receptionist in the Academic Building and the receipt will be brought to the RLC.
 - 2) Loss of mail box key is a \$5 replacement cost. The student will pay the Receptionist in the Academic Building and the receipt will be brought to the Dean of Students' Secretary.
 - 3) Students are expressly forbidden to possess or use any ASMSA key not assigned to them and use of an unauthorized key could result in a Level 4 violation.
 - 4) Students may not possess or use any ASMSA master key for any reason. (Level 4 violation.)
- i. **Room Cleanliness, Decoration and Arrangement.**
- 1) Students are required to keep their rooms clean. RMs will provide guidelines for cleanliness. All food items, even unopened food items, must be kept in a refrigerator or a sealed plastic container.
 - 2) RMs conduct weekly inspections using a standard checklist to ensure that basic cleanliness and safety standards are being met.
 - 3) RMs will be in and out of student rooms on a regular basis as they check on the students' continued well-being. If, at any time, a room is not clean, the RM will explain what needs to be done and give the student an adequate amount of time in which to clean it. The School Nurse may make a health inspection in any room at any time.
 - 4) Students whose rooms do not meet minimum standards for cleanliness may have their sign-out privileges suspended until their rooms are cleaned.

- 5) Breaches of ASMSA policy noted during official inspections or routine room visits will be dealt with under the Disciplinary Code.
- 6) Make your room comfortable, but realize that the Residential Life Staff will determine, much as your parents do at home, the appropriate decoration of rooms, doors, and hallways. **The more private the area, the more freedom you have to decorate.** The Dean of Students will determine what can be displayed publicly.
- 7) Students may **NOT** display these items any place in the Student Center, even in their rooms:
 - a) Any poster, picture, or text that entices or promotes the use of tobacco, alcohol, illegal or inappropriate drugs, sexual activity or violence.
 - b) Any poster or picture of nude or partially nude people or in which people have on transparent clothing.
 - c) Any documentation of violations of law or of the ASMSA Disciplinary Code.
 - d) Any vulgarity, obscenity, and profanity.
 - e) Any material of a racist or sexist nature.
 - f) Negative political/social sentiment/opinion.
- 8) Students may not decorate their rooms in a way that will damage or deface ASMSA property or breach fire code. Arrangement of furniture must meet safety and maintenance requirements. Bed frames may not be placed on other furniture, and no furniture may be taken apart unless approved in writing by the Dean of Students. All ASMSA furniture must remain in the room. Lounge furnishings may not be moved from the lounges.
- 9) For fire, safety, and maintenance reasons furniture must be positioned in such a way that:
 - a) It does not block heating and cooling units.
 - b) The door opens completely and without interference.
 - c) A direct path is open from the doorway to the window.
 - d) Clear visibility of the entire room is available from the door.
- 10) Holiday Lighting Displays:
 - a) All holiday lighting displays should be sanctioned by the ASMSA Maintenance staff.
 - b) All holiday lights installed must be inspected by a competent employee (not students).
 - c) The use of extension cords is not allowed.
 - d) Modification of electrical devices is not allowed.
 - e) All electrical devices must be used in a manner consistent with the manufacturer's intentions.
 - f) No live Christmas trees should be used inside any structure.
 - g) Electrical and lighting display devices should carry a UL rating designating their applicable indoor use in Assembly, Educational, and Residential occupancies.
 - h) Residential Life Staff may remove or direct students to remove any displays that do not meet these standards.
 - i) Lights must be one continuous strand; strands may not be linked or tied together.
 - j) Lights may not be hung within one foot of a sprinkler head.
 - k) Holiday or decorative lighting is not to be suspended across ceiling.
- j. **Room Maintenance and Damage.**
 - 1) Students are to report all maintenance concerns to their RM first or in the event of their absence, to the staff member on duty in the Residential Life Office.
 - 2) Students are responsible for the condition of their rooms, and will be required to pay for damage to ASMSA property. **Malicious damage will have disciplinary sanctions as well.** Both roommates will jointly share responsibility for room damage unless individual responsibility can be established.
 - 3) The following measures are mandatory:
 - a) Cleaning up spills immediately.
 - b) Not using nails. Pictures, posters, etc. may be hung **using blue painters tape or 3M Command products.**
 - c) Cleaning the room well, especially the bath and sink areas, the window blinds, and sills.
- k. **Security and Energy Conservation.** When leaving their room, students are expected to:
 - 1) Turn off the water.
 - 2) Close the refrigerator door.
 - 3) Put all valuables away.
 - 4) Turn off computers and music.
 - 5) Turn off the lights.

6) Lock the door.

l. **Appliances.**

- 1) Refrigerators no larger than 4.5 cubic feet are allowed.
- 2) Appliances considered fire hazards are **not allowed** in students' rooms or study rooms. These include, but are not limited to:
 - a) coffee makers with exposed heating elements. (Keurig or similar machines are allowed)
 - b) halogen lamps
 - c) hot plates or hot pots
 - d) microwave ovens
 - e) popcorn poppers
 - f) portable grills
 - g) space heaters
 - h) toasters or toaster ovens
 - i.) irons
 - j.) candle warmers/scent warmers (Scentsy)
- 3) Staff will confiscate unapproved items. Parents may get them in the Residential Life Office.
- 4) Students are limited to one (1) 8-place power strip per student. Staff members have authority to direct students to disconnect and/or remove any electrical equipment or appliances that may present a fire hazard. The Facilities Manager may grant exceptions in writing.

m. **Audio Systems and Musical Instruments.**

- 1) Audio systems designed for home use are allowed in student rooms. Systems are not to be played loudly enough to be heard outside a student's room. Use of headphones is encouraged. Repeated offenses will result in the loss of audio system privileges.
- 2) Musical instruments may be played in students' rooms as long as they cannot be heard outside the room. Any instrument loud enough to be heard outside the room may be played only in designated practice rooms. A student must sign-in/out through Security for use of practice rooms.

n. **TVs, Media Players, and Video Games.**

- 1) Televisions 40", and other media/streaming devices are allowed in student rooms.
- 2) All students have access to TV viewing in the floor lounges or in the Student Union. The students and RMs must establish guidelines for lounge use on each floor.
- 3) Use of TVs and media players must comply with ASMSA established quiet hours and be mutually agreed upon by the students and RM.
- 4) Students may not use computer equipment to watch movies during study hours unless the students have the appropriate privileges.
- 5) Students are not allowed to have unrated, NC17, and/or X-rated movies on campus. Staff members may confiscate unrated, NC17, and/or X-rated videos and materials.
- 6) No R- rated movies may be viewed in common areas unless approved by the Dean of Students.
- 7) Students may bring video game equipment, but may not play these during quiet hours or during required study hours. Students are prohibited from having any video games rated for mature or adult players on campus. Staff members may confiscate "M" or "A" rated games.
- 8) **Students are not permitted to play games during the academic day or study hours.**

o. **Personal Computers.**

- 1) ASMSA offers individualized wireless Internet access in student rooms.
- 2) Recreational use of personal computers should not interfere with academics. If nonacademic use of a computer is deemed to be interfering with an ASMSA student's success, such use may be restricted.

p. **Personal Property Insurance.** ASMSA does not insure personal property against theft, loss, or damage of any kind, either on or off campus. Parents should make certain that all valuables are adequately insured.

q. **Mobile Phones.**

- 1) The use of mobile phones by students in the Administration Building is a revocable privilege. All student mobile phones must be on silent in the Administration Building. Additionally, all students must abide by each instructor's specific mobile phone policies in that instructor's classroom.

- 2) Students are required to give their mobile phone number to the Residential Life Office in order to facilitate the staff's ability to contact the student in the event of an emergency. Students must inform the Residential Life Office if the number changes.
 - 3) Mobile phones can be used only in case of an emergency during evening study hours or after lights out.
 - 4) ASMSA is not liable or responsible for loss, theft or damage of any mobile phones.
 - 5) Possession of a mobile phone (on or off), or any unapproved electronic device will not be tolerated in any State or National testing situations including but not limited to PSAT, ACT, SAT, and AP as well as State Exams. Failure to adhere to this policy is a Level 3 violation.
- r. **Health and Safety**
- 1) Open flames, pets (*except fish, limited to 10 gallon aquarium*), archery equipment, martial arts equipment, and weapons are not allowed at ASMSA, in any ASMSA vehicles or vehicles used by ASMSA, or at any ASMSA-sponsored activities without prior approval from the Security Office and the Dean of Students. Such objects will not be kept in student rooms for any reason; they will be stored in the Residential Life Office.
 - 2) It is imperative that students **never** tamper with elevator, fire, safety, or security equipment.
2. **Community Responsibilities.**
- a. **Housekeeping.**
 - 1) Students are responsible for the cleanliness of their Student Center floors and lounges. Each week between On-Floor Curfew and Lights Out, all students will clean the lounge and hallway. The Residential Mentor assigned to that floor will supervise. Each night between On-Floor Curfew and Lights Out, students will be assigned on a rotating basis to pick up all trash in their hallways and lounges and do other housekeeping tasks as assigned by their Residential Mentor.
 - 2) Housekeeping services are not provided for student rooms. Students may not hire outside housekeeping services.
 - b. **Lounges and Public Areas.**
 - 1) Each Student Center floor has a lounge equipped with furniture, TV and DVD player.
 - 2) Students are expected to keep the lounge clean and take care of all furniture and equipment. Furniture or equipment that becomes damaged may not be repaired or replaced. The RM on each floor will assign students to clean the lounge.
 - 3) Students are expected to pay for damage they cause.
 - c. **Recycling.**
Recycling bins for aluminum cans, plastic bottles, and white paper are located in the academic buildings. A corrugated cardboard recycling area is located outside the Student Center.
 - d. **Laundry Facilities.**
 - 1) Laundry facilities (2 washers & 2 dryers) are available on each floor of the Residential Life Building.
 - 2) ASMSA is not responsible for lost or stolen clothing.
 - 3) Clothes are not allowed to be dyed in school equipment.
 - 4) Washers and dryers may not be in use after lights out.
 - 5) Clothes must be removed before lights out.
 - e. **Community Clean-up**
 - 1) Each Residential Mentor will lead his/her floor in cleaning the ASMSA Community (such as the common areas, which includes 1st, 2nd, and 3rd floor and the fitness center) during the course of the year.
 - 2) Community Clean-up strengthens the community ties of those involved in the cleanup. When our community is clean it has a lasting impact and attracts support and resources.
3. **After School, Evenings, and Weekends.**
- a. **Courtesy.** Noise should be within reasonable levels at all times. Music and noise should not be audible outside the student's room.
 - b. **Curfews (See also Breach of Curfew in the Glossary).**
 - 1) Each student is required to observe the following chart:

DAYS OF THE WEEK	ON CAMPUS	IN STUDY HOURS	ON FLOOR	IN ROOM / LIGHTS OUT
Sunday through Thursday	6:30 p.m. - 7:00 a.m.	7:00 p.m. - 9:00 p.m.	10:30 p.m. - 6:00 a.m.	12:00 a.m. - 6:00 a.m.
Friday and Saturday...	11:00 p.m. - 7:00 a.m.	NA	11:30 p.m. - 6:00 a.m.	1:00 a.m. - 6:00 a.m.

- c. **Quiet Hours.** Quiet hours in the Student Center are:

DAYS OF THE WEEK	QUIET HOURS
Sunday through Thursday	7:00 p.m.-9:00 p.m. and 10:30 p.m. - 7:30 a.m.
Friday and Saturday.	11:30 p.m. - 9:00 a.m
Final Exam Week	Will be posted

- d. **Required Study Hours (Sunday through Thursday, 7:00 p.m. to 9:00 p.m.).**

- 1) ASMSA requires students to study from 7:00 p.m. to 9:00 p.m. Sunday through Thursday.
- 2) Students may normally study in their rooms, floor lounges, the library, or study rooms.
- 3) Students may miss study time only with prior approval from the Dean of Academic Affairs. This includes school activities such as athletics, choir, or band activities. The Dean of Students may approve absence from study time for other recurring activities such as evening worship services.
- 4) Missing study hours without permission from the Dean of Academic Affairs counts as an unexcused absence (See Chapter IV, Section E.)

- e. **Outside Employment.**

Because of the academic rigors of ASMSA, students are not allowed outside employment.

4. **On-Campus Services.**

a. **Food Services.**

- 1) A private food services contractor provides meals in the ASMSA dining room, *The Dolphin Bay Café*, at no cost to the student. Guests are welcome to dine in the cafeteria. A fee will be charged for each guest meal.
- 2) Cafeteria hours will be posted at the beginning of school.
- 3) Students are expected to conduct themselves appropriately in the dining room and to bus their own dishes and utensils (See Glossary, Failing to Follow Cafeteria Protocol). Shirts and shoes are required.
- 4) No food, drink or utensils of any kind are allowed to be taken out of the cafeteria.
- 5) Students on medically approved special diets should notify the Dean of Students prior to the beginning of school or at any time during the year; confirmation from a doctor and/or parent may be needed.

b. **Medical Care: See Chapter VI, Health Services/Medical**

c. **Elevators.**

- 1) Students may **not** use elevators in the Administration Building between 7:00 a.m. and 4:00 p.m. Monday through Friday unless they have an elevator pass signed and dated by the School Nurse or are transporting a large, heavy load. (Violations are a Level 1 offense).
- 2) The Elevator Pass must be in possession of the student whenever using the elevator.
- 3) Maximum load for all elevators is eight (8) persons. When students use shopping carts, flat carts, or dollies to transport belongings or equipment, each cart, etc. takes the place of one person. (First violation is a Level 1).
- 4) Elevators will not be used to evacuate the building or may not be used for 10 minutes after the all clear is given.
- 5) If students abuse or damage elevators, the Dean of Students may suspend elevator use.

d. **Vending Machines.** Snack and beverage machines are on the first floor of the Student Center and Administration Building.

e. **Lost and Found.** Lost and Found is located in the Residential Life Office.

f. **Photocopiers and Fax Machines.**

- 1) Students may only make personal copies in the library if they pay the appropriate cost.
- 2) Students may only use other copy machines when performing work service.
- 3) No member of the ASMSA community may photocopy copyrighted material without appropriate permission from the copyright holder.
- 4) Students may send faxes in the Office of the Dean of Students. Faxes for students should be sent through the Office of the Dean of Students (fax number is 501-622-5405).

5. **Off-Campus Services.**

- a. **Money and Banking.** Students should not keep large sums of cash with them or in their rooms. First Security Bank has provided an ATM in the Student Center. A nominal fee is charged for withdrawals from other bank accounts. ASMSA is not responsible for monitoring a student's financial practices or for theft of a student's money, checks, credit cards, etc.

b. **Postal Services.**

- 1) A postal box for each student is located in the Student Center first floor. The nearest Post Office is on Central Avenue. Packages must be mailed from there.
- 2) Work service students will distribute mail each school day. Student mailboxes are located on the first floor of the Student Center and can be accessed at any time between the hours of 6:00 a.m. and curfew. Mail should be addressed as follows:

(Student's Name)
153 Alumni Lane
Hot Springs, AR 71901

(Faculty/Staff Name)
200 Whittington Ave.
Hot Springs, AR 71901

- 3) Students are provided a mailbox key on move-in day. If the key is lost, the student must inform the secretary to the Dean of Students for a replacement. **The cost to replace a lost mailbox key is \$5.**
- 4) Students are required to sign for their packages in the Dean of Student's office.
- 5) **During the summer, only first and second-class mail can be forwarded.** Students must notify the Registrar's Office of forwarding addresses, if different from their home address.

c. **Food Delivery.**

- 1) Students are not allowed to order or receive food deliveries during the academic day, during study hours, or after the Residential Life Office has closed for the day.
- 2) Students may receive food deliveries only in the Student Center Lobby. Student must be present in the Residential Life Office when their food is delivered. If a student cannot be located when his/her food arrives, it is a Level 1 violation.

6. **Recreation.**

- a. **Indoor Recreation.** Games or activities traditionally played outdoors or in gymnasiums are not to be played indoors. Examples of prohibited activities/games include, but are not limited to, roller-blading, skateboarding, football, dribbling, Frisbee, hacky-sack, dart boards, etc. Use of water guns or water toys of any kind, including water balloons, is not permitted indoors on any part of campus.

- b. **Facilities -** Hours of operation are posted at each facility.

- 1) **Student Union** includes a game room that has 2 pool tables, a foosball table, ping pong table, air hockey table, and two separate TV rooms.
- 2) **Home Theater Room** includes a big screen TV with surround sound, DVD/VCR player, and theater style seating. It must be reserved and a full-time employee must be present for the event. No food or drinks are allowed in the room.
- 3) **Fitness Center** is a one room facility that includes various weight and cardiovascular fitness equipment to help the student achieve health, fitness and stress relief.
Hours of operation are: Monday – Thursday 10:00 a.m. - 7:00 p.m.; Friday 10:00 a.m. - 10:30 p.m.; Saturday 12:00 p.m. – 10:30 p.m. and Sunday 12:00 p.m. - 7:00 p.m. Early morning requests must be approved by the Dean of Students.

- 4) **Outdoor Areas.**

- c. **Sports.**

- 1) **Varsity (AAA).** The Arkansas Activities Association has ruled that students at ASMSA are eligible to compete in interscholastic athletics only with the Hot Springs School District or ASMSA. **No ASMSA student may play on an Hot Springs High School team when ASMSA fields a team in the same sport.** Students may not participate in athletic activities for schools outside the Hot Springs School District. Intramural type activities with other schools are allowed. Students must have a minimum GPA of 2.25 in order to participate in interscholastic athletics.
- 2) **Intramurals.** Intramural sports may be offered. These include basketball, billiards, chess, flag football, golf, Frisbee golf, soccer, table tennis, tennis, and volleyball. Other events may be added as student interest indicates.

- d. **Bicycles.**

- 1) Students may bring a bicycle to ASMSA. All bicycles must be registered at the Security Office by serial number and stored in the designated area. Bicycles are not allowed anywhere else on campus.
- 2) When stored, a bicycle must be chained and locked to the bicycle rack. Students must bring their own chain and lock. Exceptions must be approved by the Dean of Students.
- 3) **Students must wear a safety helmet when riding their bicycles.**

- 4) ASMSA is not responsible for any theft, loss, or damage to students' bicycles.
- e. **Field Trips.** Students in good standing are generally allowed to participate in either educational or recreational field trips. All such field trips will be supervised by ASMSA faculty and /or staff and will require a parental permission form.
- f. **Student Organizations.**
- 1) **Student Government Association (SGA)** SGA provides leadership to ensure compliance with ASMSA's philosophy and to be a liaison between faculty, administration, and the student body. SGA works directly with the Dean of Students and the Community Developer.
 - 2) **Clubs.**
 - a) **Forming Clubs.** Students may form and join lawful groups consistent with the philosophy, rules, and regulations of ASMSA. Students are responsible to conduct the activities of the organization in a manner compatible with the school curriculum. The Community Developer, the Dean of Students, the Dean of Academic Affairs, and a faculty/staff advisor must approve each club. All organizations register before September 30. Registration forms are available in the Community Developer's Office.
 - b) **Running for Office.** Students wishing to run for Student Government offices must file an Intent to Run Form. The Dean of Students will approve candidates based on the criteria indicated on the form.
 - c) **Posters and Notices.** Student organizations may post posters, notices, etc. on bulletin boards or other designated areas with approval of the organization's sponsor. The designated areas are the only areas on campus where posters, notices, etc., may be posted. All posters, notices, etc. must be removed within two calendar days after the end of the event.
- g. **Student Publications.** There are several publications at ASMSA. Publications vary from year to year, but may include the yearbook, the Muse literary magazine, and a school newspaper. Students interested in contributing to these publications may notify the advisor. Student publications are part of the academic curriculum and not a public forum. Only advertisements for school activities are to be posted on campus. Designated areas are available for this purpose.
- h. **Fundraising.** Fundraising projects may be conducted by registered student organizations and must be approved by the Dean of Students, Dean of Academic Affairs, and Director of Finance two weeks in advance of the starting date of the fundraiser. Applications are available in the Secretary's office of the Dean of Students. Projects should not compete with fundraising projects by area school or community organizations. The monies produced by the fundraising activity must be deposited in the Student Activity Account for accountability purposes.
- i. **Special Events and Calendar.** The Community Developer works with students to develop special events and a school activity calendar. This includes on-site and off-site events of interest and benefit to students. SLAAMT (Schools of Louisiana, Alabama, Arkansas, Mississippi, and Texas) is a multi-tournament competition among mathematics and science schools from this region.
7. **Visitation Policy.**
- a. **Transportation/Visitor Form.**
 - 1) The Transportation/Visitor Form is used to indicate which persons have the standing permission of the custodial parent/legal guardian to visit or transport an ASMSA student.
 - 2) Parents may make additions in writing (including by fax or email) at any time. Permanent additions must always be made in writing.
 - 3) Additions for a one-time visit or trip may be made over the phone, or by e-mail or by fax and will only be valid for that day.
 - 4) Parents may make deletions in writing or by phone, fax, or e-mail.
 - 5) All changes must be made through the Residential Life Office.
 - 6) Only changes made by the custodial parent or legal guardian will be accepted.
 - b. **Visitation Hours.** Regular visitation hours are

DAY OF THE WEEK	VISITATION HOURS
Monday through Thursday	3:30 pm - 6:30 pm
Friday	1:00 pm - 11:00 pm
Saturday	10:00 am - 11:00 pm
Sunday	10:00 am - 6:30 pm

- c. **Who May Visit.** All visitors must show ID in the Residential Life Office to receive a visitor slip and then sign in through Security to receive a visitor's badge. The Visitor Badge must be worn visibly at all times while the visitor is on campus.
- 1) Custodial parents/legal guardians may visit their student at any time. The following conditions apply:
 - a) Parents/legal guardians are not permitted in the Student Center unless accompanied by the student.
 - b) Opposite gender parents/legal guardians may visit their student's room, but must notify the Residential Life Office of their presence.
 - c) Visits to classes or to academic activities should be arranged through the Dean of Academic Affairs.
 - 2) Other family members may visit outside regular visitation hours if accompanied by the custodial parent/legal guardian. If not accompanied by the custodial parent/legal guardian, the visitor may come only during regular visitation hours and if he/she appears on the Transportation/Visitor Form.
 - 3) Off-campus visitors other than family members may not visit a student unless the visitor is listed on the Transportation/Visitor Form. The visitor must first sign in at the Residential Life Office, then report to the Security Office. The visitor must show a picture ID for verification on the Transportation/Visitor Form before staff contacts the student. Students hosting visitors must remain with their guest at all times while on campus.
 - 4) ASMSA students who have withdrawn from ASMSA for disciplinary reasons, violation of a behavioral contract, or violation of a re-admission contract, or who were expelled, may not return to visit ASMSA.
 - 5) ASMSA alumni may visit the campus during regular visitation hours. Alumni must sign in and out at the Security Office to obtain an Alumni ID Badge but do not require escort by a student in non-residential areas. Alumni under the age of 21 years with a vehicle must surrender their car keys to the Residential Life Office upon sign in. Keys will be returned upon departure from ASMSA. Alumni who wish to visit during the academic day must arrange this through the Dean of Academic Affairs.
 - 6) Students may not visit the Student Center rooms or floors of students of the opposite gender. Co-ed visitation in the Student Center is allowed only in Common Areas.
- d. **Overnight Guests.** Overnight guests are allowed only under the following conditions:
- 1) Overnight stays are limited to Friday and Saturday nights. All requests for overnight stays must be made three (3) calendar days in advance and approved by the RLC.
 - 2) The guest must be a friend or sibling between the ages of 12 and 20 and of the same gender as the student.
 - 3) The student's roommate and the roommate's custodial parent must agree in writing.
 - 4) The student's custodial parent and the guest's custodial parent must give written permission on the guest form.
 - 5) **Guests with vehicles must surrender their car keys to the Residential Life Office. The keys will be returned upon the guest's departure from ASMSA.**
 - 6) Students are responsible for the actions of their guests, including damage to personal or ASMSA property.
 - 7) Overnight guests are not allowed during final exam week.
 - 8) The Dean of Students has authority to limit or refuse overnight stays.
 - 9) The guest must be accompanied by his/her host while on campus, no exceptions.

D. Transportation.

1. **Other Than Personal Vehicles.** ASMSA has limited transportation assets. It may not be possible to transport students everywhere they or their parents' request, but the Residential Life Staff does attempt to meet students' needs as much as possible.
 - a. **General Rules.**
 - 1) Students are responsible for making their own transportation arrangements and should check with their RM and the Residential Life Office to see what transportation is available and what trips have already been scheduled.
 - 2) Students may sign up for scheduled trips in the Residential Life Office.

- 3) If a student changes his/her mind about going on a trip for which he/she signed up, the student is required to remove him/her self from the list **AT LEAST 30 MINUTES BEFORE** the trip departs ASMSA. Failure to do so will be a (Level 1 violation).
- 4) An ASMSA employee will supervise every trip using ASMSA transportation assets. Students are responsible for keeping that employee informed of their whereabouts at all times during the trip.
- 5) Students must remain together in groups of no less than two (2) (groups of not less than four (4) after dark) upon arrival at the destination.
- 6) Students are responsible for finding out from the employee what time the trip will depart to return to ASMSA and for being on time for the return trip. ASMSA employees are not responsible for tracking down students who miss a return trip. The ASMSA employee has authority to leave a student behind in order to keep transportation on schedule. If left behind, the student is responsible for telephoning the Residential Life Office or the Security Office (**501-622-5153**) to arrange for transportation and is expected to pay for any costs incurred.
- 7) Students who delay departure for any trip or who miss a return trip will receive a Level 1 violation of the Disciplinary Code for Failing to Follow a Reasonable Directive. Any student who misses the departure or return and is left by himself/herself will receive a Level 2 violation for Insubordination.

b. School Vehicles.

- 1) ASMSA vehicles must be driven by an ASMSA employee.
- 2) One van with a designated RM driver is on stand-by for medical emergencies at all times, which takes priority over all other uses.
- 3) The following priorities apply for use of the vehicles:
 Priority 1: Medical emergencies
 Priority 2: Scheduled trips
 Priority 3: Unscheduled trips (requires at least four (4) students for a trip)

c. Public Transportation.

- 1) **Intracity Transit (IT) Bus.** The IT bus makes regular stops in front of ASMSA. The fee is \$1.25 per one-way trip. Students may pay to take the IT bus to several areas of Hot Springs, including Hot Springs Mall. An IT bus schedule is posted in the Residential Life Office.
- 2) **Taxi.** Students may not use taxis for travel outside of the Hot Springs city limits.
- 3) Students are responsible for adhering to all curfew times. Delays in public transportation are not an excuse for failing to sign in on time.
- 4) <http://www.cityhs.net/166/Bus-Schedule-Route-Map-Prices>.

2. Student Vehicles.

a. Registration and Parking.

- 1) Students are prohibited from bringing a vehicle to Hot Springs without registering it through the Residential Life Office.
- 2) **Students must register their vehicles with the Residential Life Office within twenty-four hours of bringing the vehicle to campus.** The Residential Life Office will accept registration forms between 7:00 a.m. and 3:00 p.m. Monday through Friday. Any vehicle not registered on campus may be towed at the owner's expense.
- 3) In order to register a vehicle, the student must complete a Vehicle Registration Form, provide a copy of the vehicle registration and insurance card, and a photocopy of his/her driver's license, and pay a \$5 vehicle registration fee.
- 4) Upon registering a vehicle, the student will receive an ASMSA parking sticker, which must be displayed in the rear windshield, lower right-hand corner, and a parking place assignment from the Residential Life Office. Any vehicle on campus not displaying this sticker may be towed at the owner's expense.
- 5) Students may park their vehicles on campus only in their own assigned parking places. Students may park in the Student Center driveway only to load and unload their cars.
- 6) Any student vehicle parked on campus any place other than its assigned parking place or any student vehicle parked anywhere on campus without being properly registered in the security office is subject to a fine of \$10 per calendar day until it is moved. Security personnel will write parking citations.

b. Vehicle Use.

- 1) Each time a student returns to campus he/she is required to park in his/her assigned parking place and to turn in his/her car keys to the Residential Life Office.
- 2) Students may use their vehicles only for travel to and from home on the weekends. The only exception is for students who have earned Vehicle Use Privileges approved by the Dean of Students and by their custodial parents/legal guardian. Rules on Vehicle Use Privileges are available in the Residential Life Office or on the website.
- 3) In lieu of going home for the weekend, students may request permission from the Dean of Students to drive to the home of another ASMSA student. The student must show written permission from his/her custodial parent/legal guardian and the custodial parent/legal guardian of the student to whose home he/she is traveling.
- 4) Seniors without privileges, but not on probation will be allowed to use their vehicles on Saturday and Sunday in Garland County from 10:00 a.m. to 6:30 p.m. **This does not include Fridays.**
- 5) During the last nine (9) weeks of their senior year, those Seniors without privileges but in good academic standing and with less than thirty (30) demerits will be given one (1) day of driving privileges.
- 6) ASMSA students may not ride with or transport any person without written permission from their custodial parent/legal guardian.
- 7) Students may ride with or transport other ASMSA students only if the students are listed on each other's Transportation/Visitor Form.

c. Use of Vehicles for FIRM or Capstone Experiences. Students may apply to drive or ride as a passenger to a designated location for purposes of engaging in research related to their FIRM or Capstone project. The following rules apply.

- 1) Normal grade point, disciplinary, and work service criteria do not apply.
- 2) Students are deemed "checked out" to their parents while using this policy.
- 3) The research must be conducted under direction of a science fair mentor approved by the Dean of Academic Affairs.
- 4) The location for the research must be UAMS, UALR, NCTR, Henderson State University, or Ouachita Baptist University. All other locations must be approved on a case-by-case basis by the Dean of Academic Affairs.
- 5) Students are required to travel directly to the research location and directly back to ASMSA. The only other stops allowed are rest/fueling stops and meals.
- 6) For safety purposes, students are required to use the following routes. Requests for exceptions must be submitted to the Dean of Students with a justification. (Parents specify on the application forms which route they want their students to use.)
 - a) UAMS: US 70+I-30+I-430+I-630.
 - b) UALR: US 70+I-30+University Drive.
 - c) NCTR: US 70+I-30+I-530.
 - d) HSU or OBU: US 270+I-30 or Highway 7.
 - e) Students requesting different locations must submit their own proposed routes.
- 7) All students traveling in the same vehicle must appear on each other's Transportation/Visitor Forms. Phone-in additions will not be accepted for this purpose.
- 8) Students must submit their requests for this vehicle use on the prescribed application form. Requests or applications for this vehicle use submitted in any other way (phone, e-mail, etc.) will not be accepted. Application forms may be submitted by fax as long as items 1, 2, and 3 on the form are completed and the form bears the parent's signature and date. The application form includes the following information:
 - a) The proposed itinerary.
 - 1) The itinerary must indicate departure and arrival times and allow time for students to obey all speed limits during the travel.
 - 2) The itinerary must indicate the student's meal plans. Students are responsible for their own meals.
 - 3) Students are required to be back at ASMSA by study hours (7:00 p.m.)
 - b) The name of the research mentor and a contact phone number at the research location.
 - c) The custodial parent/legal guardian's signature approving the request and waiving liability to ASMSA.

- d) The signature of the student's ASMSA FIRM advisor verifying the need for the research session.
- e) The signature of the Dean of Academic Affairs granting permission for the research.
- 9) The application form bearing all required signatures and information must be submitted to the Dean of Students no later than the class day prior to the date of the research.
- 10) Approval authority rests with the Dean of Students.
- 11) All safety requirements of law and ASMSA policy apply.
- 12) Any violation of this policy will result in action under the ASMSA Disciplinary Code.
- d. **Restrictions on Vehicle Use.** ASMSA students are not normally allowed to use vehicles or to drive themselves:
 - 1) For travel to and from medical appointments unless approved in writing by the Dean of Students.
 - 2) For travel on any day when those students were ill or received a medical absence from any required academic activity.
 - 3) For any absence from evening study hours.
 - 4) To drive home when suspended, unless with parents permission.
 - 5) At any time when the Dean of Students or the Director cancels student vehicle use for safety reasons.
- e. **Vehicle Use Privileges.** ASMSA students whose grades, conduct and work-service are in good standing may apply for limited vehicle use privileges. This policy sets forth the criteria, vehicle use privileges, application procedure, rules, and suspension/revocation of privileges for students using these privileges. Privileges may be granted each nine weeks based on the student's record from the previous nine weeks grading period (i.e., at the beginning of each nine weeks grading period the student may apply for privileges based upon his/her performance during the previous nine weeks grading period.) The student meeting the criteria must reapply each nine weeks for vehicle use privileges. The Dean of Students has the authority to approve or disapprove any application for vehicle use privileges. This policy does not affect students driving home for the weekend. For purposes of this policy, driving and riding as a passenger are the same and are used herein interchangeably or are collectively referred to herein as "use of a vehicle" or "vehicle use." A week begins on Saturday and ends on Friday. ASMSA reserves the right to amend or repeal this policy at any time.
- f. **Vehicle Use Privilege Outline.**
 - Senior Vehicle Use Privileges**
 - 1) Student must have vehicle use privileges in order to drive or ride with another student during the following times:
 - Saturday**, 6:30 p.m. – 11:00 p.m.
 - Sunday**, 6:30 p.m. - 9:30 p.m.
 - Monday-Thursday**, after academic day – 9:30 p.m.
 - Friday**, after academic day – 11:00 p.m.
 - 2) Student may drive or ride with another student, provided that they are on each other's Transportation/Visitor Form.
 - 3) On days with study hours, student must inform the RLO before 6:30 p.m. the day she/he plans to use this privilege.
 - 4) Seniors in good standing and not on probation may use their vehicles on Saturdays and Sundays from 10:00 a.m. – 6:30 p.m. This does not count against their vehicle use privileges.
 - Junior Vehicle Use Privileges**
 - 1) Juniors are ineligible for vehicle use privileges until 2nd semester.
 - 2) Student must have vehicle use privileges in order to drive or ride with another student during the following times:
 - Saturday**, 10:00 a.m -11:00 p.m.
 - Sunday**, 10:00 a.m. - 9:30 p.m.
 - Monday-Thursday**, after academic day – 9:30 p.m.
 - Friday**, after academic day – 11:00 p.m.
 - 3) Juniors must use a privilege each day that they check out, **including weekends.**

- 4) Student may drive or ride with another student, provided that they are on each other's Transportation/Visitor Form.
- 5) On days with study hours, student must inform the RLO before 6:30 p.m. the day she/he plans to use this privilege.

1) **Criteria to Apply.**

- a) Minimum Grade Point Average. A student must have a minimum 3.25 weighted GPA for the previous nine weeks grading period at ASMSA, not the student's cumulative GPA.
- b) Disciplinary Record.
 - 1) No disciplinary infractions in Level 2 or above for the current or preceding nine weeks grading period.
 - 2) No disciplinary infractions in Level 3 during the student's current or preceding three consecutive nine weeks grading periods.
 - 3) No disciplinary infractions in Level 4 or above during the student's entire time at ASMSA.
- c) Work Service. Satisfactory completion of work service for the previous nine weeks grading period.
- d) Juniors are ineligible for these privileges for their first semester and are not allowed to drive themselves or ride with a senior, except to go home on weekends.

2) **Privileges.**

- a) A student who is granted vehicle use privileges by the Dean of Students shall enjoy the following use of a vehicle per week:
 - 1) If the student's weighted GPA for the previous nine weeks is 3.25-3.49 with no grade below a D, and no more than one D, the student merits one (1) day of vehicle use.
 - 2) If the student's weighted GPA for the previous nine weeks is 3.5-3.74 with no grade below a C, the student merits two (2) days of vehicle use.
 - 3) If the student's weighted GPA for the previous nine weeks is 3.75-3.99 with no grade below a C, the student merits three (3) days of vehicle use.
 - 4) If the student is a senior with a weighted GPA for the previous nine weeks of 4.0 or higher with no grade below a C, the student merits four (4) days vehicle use.
- b) A student meeting the Criteria to Apply may apply for a special permit to drive to and from scheduled off-campus activities (sporting, dance, etc.) in which he/she is a participant. The Dean of Students shall have the discretion in granting this privilege and may set such time limits and additional rules/restrictions as are appropriate.

3) **Application Procedure.**

- a) Students apply each new nine-week grading period using the ASMSA Application for Vehicle Use Privileges Form.
- b) A copy of the grades will be given to the Dean of Students by the Registrar.
- c) The Residence Life Coordinator will check the student's work service record.
- d) The Dean of Students will check the applicant's disciplinary record.
- e) The applicant's custodial parent/legal guardian must sign the application indicating permission and listing any restrictions the custodial parent/legal guardian wishes placed on the student's vehicle use privilege.
- f) Authority to grant this privilege rests with the Dean of Students.

4) **Rules.**

The following rules shall apply at all times with regard to vehicle use privileges. Any violation of the rules will result in disciplinary action for the level of the violation or as otherwise indicated.

- a) Vehicle use is limited to within Garland County. Other than going home for the weekend, students may not leave Garland County in their vehicle. (Level 2: Being in an Off Limits or Unassigned Area).
- b) Students may sign out individually if authorized by their parent (Level 1: Failure to Follow a Reasonable Directive).
- c) Students must indicate their destination(s) when they sign out (Level 1: Failure to Meet a Reasonable Directive).
- d) Unless under a special permit, students may drive within the limits of their vehicle use privilege from the time that classes are out until 6:30 p.m. on weekdays, 2:00 p.m.

through 9:30 p.m. on Fridays, 1:00 p.m. through 11:00 p.m. on Saturdays, and 10:00 a.m. through 6:30 p.m. on Sundays. **Seniors in good standing without privileges can only use vehicles on Saturdays and Sundays from 10:00 a.m. to 6:30 p.m.**

(Chapter V, Section D. Transportation, 2.b.4.) Students may not check out on driving privileges earlier than 2:00 p.m. on any class day. Class meetings, mandatory tutoring, etc. take precedence over vehicle use privileges (Level 1: Failure to follow a reasonable directive, with a minimum four-week suspension of privileges).

- e) All students signing out to drive must have vehicle use privileges, regardless of whether driving or riding as a passenger (Level 1: Failure to Meet a Reasonable Directive).
 - f) Students must designate when signing out who will drive and who will ride, and may not change drivers without signing back in (Level 1: Failure to Meet a Reasonable Directive).
 - g) Students may not sign out in a group larger than State Law allows.
 - h) All students who sign out to drive together must sign back in together (Level 1: Failure to Meet a Reasonable Directive).
 - i) A student will not exercise his/her vehicle use privilege with any person who is not listed on his/her Transportation/Visitor Form. However, parents may authorize by telephone additions for specific trips.
 - j) Juniors are ineligible for these privileges for their first semester and are not allowed to drive themselves or ride with a senior, except to go home on weekends.
 - k) Each student driving or riding in a vehicle must wear his/her own seatbelt. Failure to do so may result in loss of privileges.
 - l) Upon signing out for vehicle use privileges, the student will receive his/her car keys from the Residence Life Office. Only the designated driver in the group signing out will be given his/her car keys.
 - m) Students may drive only their own car (Level 2: Insubordination).
 - n) Students may not pick up any person who did not sign out with them (Level 3: Behavior Potentially Endangering to Self or Others).
 - o) Immediately upon return to campus and signing in, the student will turn in his/her car keys. Possession of car keys anywhere other than in the Residence Life Office, the student's car, or en route between the Residence Life Office and the student's car is a violation of this policy (Level 1: Failure to Meet a Reasonable Directive).
 - p) Students must park their vehicles on the ASMSA campus in their individually assigned parking places (Level 1: Parking in an Unapproved Area).
 - q) ASMSA is not responsible for providing a meal for any student who misses mealtimes due to use of this privilege.
 - r) The Dean of Students may suspend all vehicle use in case of inclement weather.
- 5) **Suspension/Revocation.**
- a) Suspension means temporary loss of the student's vehicle use privileges.
 - 1) Grounds for suspending vehicle use privileges include, but are not limited to the following:
 - a) The student is under investigation for a disciplinary infraction in Level 3 or higher.
 - b) A violation of a rule that specifically provides for the suspension of vehicle use privileges.
 - 2) Suspended privileges are reinstated automatically when the reason for suspension has passed.
 - b) Revocation means long-term loss of vehicle use privileges. Revocation may be for the remainder of a nine-week grading period and/or subsequent grading periods, or it may be permanent. Revoked privileges are not reinstated automatically. The student must reapply in the subsequent nine weeks grading period that the student meets the criteria.
 - 1) Grounds for revoking vehicle use privileges for the remainder of the nine weeks grading period include, but are not limited to the following:
 - a) Commission of a disciplinary infraction rising to Level 2 or higher.
 - b) The custodial parent/legal guardian has requested revocation of vehicle use privileges.
 - 2) Grounds for permanent revocation of vehicle use privileges include, but are not limited to, the following:
 - a) Any violation of the ASMSA Honor Code involving FIRM or related assignments.
 - b) Commission of a disciplinary infraction rising to Level 3 or higher.

- 3) The custodial parent/legal guardian may request revocation of privileges for any duration at any time.

E. Going Off Campus.

1. **Living on Campus.** Students are required to live on campus in the Student Center and to spend the night on campus other than when signed out for a weekend, break or holiday or in verifiable cases of illness or emergency. Custodial parent/legal guardian may request exceptions for *bona fide* emergencies from the Dean of Students.
2. **Required Presence on Campus.** Students are required to be on campus for the following:
 - a. **The academic day as defined by the daily schedule.**
 - b. Labs.
 - c. Assemblies.
 - d. Mandatory tutoring.
 - e. Required study time.
 - f. Curfews.
 - g. Other activities required by the administration.
 - h. Whenever sign out privileges have been revoked under the Disciplinary Code.
 - i. Whenever requested by the student's custodial parent/legal guardian or mandated by the Director, the Dean of Academic Affairs, or the Dean of Students.
3. **Safety Off Campus.**
 - a. Students are responsible for knowing what areas are off limits. Students may not frequent any business or establishment whose primary goal is to promote adult behavior such as drinking, smoking, gambling, body art, or sexual behavior. Students may not frequent any area business deemed to be unsafe.
 - b. **Students who sign out and leave campus are required to stay in groups of no fewer than two (2) during daylight hours and no fewer than four (4) after dark.** (see 5.d. for exception.) Students can sign out by themselves during daylight hours for the immediate downtown area from Fat Jack's to Spencer's Corner.
 - c. Unless signed out with a parent, students should contact the Residential Life Office every four (4) hours.
 - d. On Saturday all students who sign out before 4:30 p.m. must physically return to campus and sign back in between 4:30 p.m. and 6:30 p.m. They may then sign back out until on-campus curfew time.
 - e. Students may not leave their ASMSA friends to hang out with non-ASMSA persons they do not really know.
 - f. Students should stay in areas that are well lit and have "people traffic."
 - g. Students must stay away from illegal activities or persons whom they know or suspect to be involved in questionable activities (ASMSA students or non-ASMSA persons.) Failure to do so could result in suspension or dismissal from ASMSA, or arrest and possible prosecution.
4. **Out During Inclement Weather Conditions.**
 - a. Tornado or Thunderstorm Advisories: No student is allowed to sign out when there is a tornado or thunderstorm watch or warning in Garland County or any other surrounding county.
 - b. Flood Advisories: No student is allowed to sign out if there is a flood or flash-flood warning in Garland County. Vehicle privileges may not be used if there is a flood or flash-flood warning in Garland County or any surrounding county.
 - c. Winter Weather Advisories: No student is allowed to sign out if there is a winter weather watch or warning (excluding freeze or frost warnings) in Garland County. Vehicle use privileges may not be used if there are winter weather advisories in any county surrounding Garland County.
 - d. When it is raining or cold, but there is no weather advisory in effect, students may sign out as long as they are properly attired. If there is any question, the Residential Life Staff member on duty will determine what attire is appropriate.
 - e. Residential Life staff members on duty will make the final decision as to whether the weather is safe for students to sign out. This includes the use of driving privileges.
5. **Sign-Out Privileges.**
 - a. When not required to be on campus, students are normally free to sign out and leave campus.
 - b. When students sign out to leave campus, they must sign out in the Residential Life office on their Green Sign-Out Card.

- c. To leave campus, students are required to sign out and to stay together off campus in groups of **no fewer than two (2) during daylight hours and no fewer than four (4) after dark.**
 - d. **Central Avenue.** Students can check out individually to walk Central Avenue from Fat Jacks Restaurant, Bath House Row to Spencer's Corner; (Subway, Picante's (Mexican), Steinhaus Keller (German), Brickhouse Grill (Burgers) during **daylight hours.** All other approved areas of Hot Springs require traveling in pairs, and in groups of four (4), after sunset.
 - e. At the time students sign out, they must indicate where they will be going, who their companion(s) will be, their mode of transportation, and when they expect to return.
 - f. Students are expected to telephone the Residential Life Office (**501-622-5213**) every four (4) hours while they are out.
 - g. Students are not allowed to sign out to leave campus before 7:00 a.m. Exceptions are allowed for religious services, approved field trips, and organized club activities. Other exceptions are approved on a case-by-case basis by the Dean of Students.
 - h. Students must return and sign in by 6:30 p.m. Sunday through Thursday, and 11:00 p.m. Friday and Saturday.
 - i. When a student signs out to use a mode of transportation other than public transportation or walking, it is the student's responsibility to obtain staff approval.
 - j. Any student who is going off campus with a non-ASMSA person during the business/school week may not ride in a motorized vehicle unless the driver is 21 years of age and on the student's transportation sheet signed by his/her custodial parent/legal guardian. The exceptions to this are a sibling or permission given by one of the Deans at the written request of a custodial parent/legal guardian.
 - k. Students must sign in immediately upon returning to campus. A student may not sign out or in for another student.
- 6. Signing Out to the Parents' Care.**
- a. For certain occasions, students are deemed to be checked out to their parents' care. During these times, ASMSA bears no responsibility for the student or his/her actions. When a student is checked out to his/her parents' care, he/she signs out in the Residential Life Office on a Blue Sign-Out Card and turns in their student ID for the weekend and/or overnight and on a Green/White Card during the week.
 - b. Occasions when students are deemed checked out to their parents include the following:
 - 1) Anytime the student leaves for the weekend, whether with his/her own parents, their designee, another student, or by himself/herself.
 - 2) Whenever a student signs out for a break or holiday.
 - 3) Whenever the Student Center closes.
 - 4) Whenever a student leaves for a college day.
 - 5) Whenever a student is traveling outside of Hot Springs for FIRM research.
 - 6) Whenever a student goes home for any reason.
 - 7) Whenever a student leaves campus on suspension.
 - 8) Whenever the student's parents sign him/her out.
 - c. Students who sign out for the weekend must check out either:
 - 1) on Friday no later than 7:00 p.m. or
 - 2) on Saturday between 10:00 a.m. and 12:00 noon.
 - d. Custodial parent/legal guardians who wish their child to sign out after 7:00 p.m. on Friday may personally sign their child out and transport him/her from campus, including on weekends of special activities, such as Prom. Special activities may have additional sign-out requirements.
 - e. Students must obtain permission from the Dean of Students in order to return on Saturday for any reason.
 - f. A student who has been ill and excused from any class on Friday will not be allowed to drive himself/herself home for the weekend. A parent or a person on the student's transportation/visitor form must transport the student.
 - g. A student who has been ill and excused from any class on Friday will not be allowed to ride with a classmate until the end of his/her own school day.
 - h. Parents should call the Residential Life Office to check on their student when he/she does not come home.

7. Returning From the Weekend.

- a. Students who sign out for the weekend may return to campus no earlier than 10:00 a.m. on Sunday, and must return to campus no later than 6:30 p.m. on Sunday.
- b. A student may return to campus by 10:30 p.m. on Sunday **or at 7:30 a.m. on Monday** under the following circumstances:
 - 1) The student is being transported by his/her custodial parent/legal guardian and the parents have notified the RLO of the late arrival and
 - 2) The custodial parent/legal guardian have obtained permission from the Dean of Academic Affairs for the student to miss study hours.
- c. Students who do not have approval to miss study hours will be given an unexcused absence (See Chapter IV, Section C.)
- d. Emergencies will be considered on a case-by-case basis. Regardless of circumstances, the parent(s) and student must make a good-faith effort to contact the RLO (**501-622-5213**) to notify staff that the student will be late.

F. Closing the Student Center.

1. **Breaks and Holidays.** Breaks and holidays similar to other public schools are observed at ASMSA. Thanksgiving, Winter Break, and Spring Break are published on the school calendar. ASMSA has other times the halls are closed and students go home during the school year:
 - a. **Closed Weekend.** The Student Center is closed and students are required to go home. The building closes Thursday or Friday at 7:00 p.m. and re-opens that Sunday (or later day) at 10:00 a.m. These weekends generally coincide with national holidays.
2. **Open Weekends.**
 - a. **Required Open Weekend.** School is open/in session and students are required to be on campus.
 - b. **Emergency Required Weekend.** The Dean of Students or the Director may declare an emergency open weekend due to inclement weather and require all students to remain on campus at ASMSA. Faculty and staff will assist with telephoning or e-mailing parents to inform them of the decision. Students may travel home in these conditions only if their parents pick them up or send permission via fax or in writing for the student to drive.
3. **Securing the Campus.**
 - a. During breaks, holidays, and closed weekends, all doors to ASMSA are secured. All RMs are off duty and students are not permitted in the Student Center.
 - b. Scientific research will not be conducted during breaks and holidays without prior arrangements with the Dean of Academic Affairs. An accompanying faculty advisor must supervise students who wish to conduct such research. The Security and Maintenance Offices are staffed 24 hours per day, every day of the year, including holidays but will not give students access to any part of ASMSA facilities without authorization from the Dean of Students, the Dean of Academic Affairs, or the Director.

G. Privileges and Rewards.

1. **Student Center Privileges.** Students who have satisfactory grades, disciplinary record, and work service completion may apply for privileges. Such privileges generally include being allowed to sign out one to three evenings per week during study hours. Students are responsible for their schoolwork. Being on privileges is not an excuse for not doing schoolwork or for not turning work in on time. Although authority to grant privileges rests with the Dean of Students, the Dean of Academic Affairs has authority to restrict privileges for any student if it appears that use or abuse of these privileges is interfering with that student's schoolwork. Students must receive permission from their parents in order to apply for privileges. The student meeting the criteria must re-apply each nine weeks for student privileges. Information and applications are available in the Residential Life Office and on the ASMSA Website. Juniors are ineligible for these privileges during their first semester.

The application procedure, eligibility criteria, privileges available, and rules for maintaining privileges are as follows:

- 1) **Criteria to Apply.**
 - a) Academic
 - 1) The student's previous nine-weeks grade point average must be at least 3.25.
 - 2) The student must have no grade below C for the previous nine-weeks grade report.

- 3) Students on academic probation must obtain a written waiver from the Dean of Academic Affairs.
- b) **Disciplinary Record**
 - 1) The student must not have a disciplinary infraction of:
 - a. Level 2 for the previous nine weeks.
 - b. Level 3 for the previous three nine weeks.
 - c. Level 4.
 - 2) The student must not be on attendance probation.
- c) **Work service**
 - 1) The student must have received a work service evaluation of Satisfactory for the previous nine weeks.
- 2) **Application Procedure for Study Hour Privileges.**

Students apply each nine week grading period using the ASMSA Application for Privileges Form.
- 3) **Stages**

Study Hour Privileges are awarded in stages based primarily on the student's weighted grade point average. The Dean of Students will adjust the student's stage each nine weeks based on his/her previous nine weeks grade point average. The stages are as follows:

 - a) **Stage 1** (3.25-3.4999 GPA) Student may leave campus one evening (Sunday through Thursday) per week.
 - b) **Stage 2** (3.50-3.7499 GPA)
 - 1) The student may leave two evenings (Sunday through Thursday) per week or
 - 2) The student may "goof off" in his/her room with the door closed during study hours any 2 nights.
 - 3) The student may use the Student Union, Fitness Center and Laundry facilities during study hours any night.
 - c) **Stage 3** (3.75-4.00 GPA)
 - 1) The student may leave campus three evenings (Sunday through Thursday) per week or
 - 2) The student may "goof off" in his/her room with the door closed during study hours any 3 nights.
 - 3) The student may use the Student Union, Fitness Center and Laundry facilities during study hours any night.
 - d) **Other.**
 - 1) Students who would like to attend Sunday or Wednesday evening activities and are not on academic probation may request permission from the Dean of Academic Affairs.
 - 2) Students may not watch TV or play video games in floor lounges.
- 4) **Rules.**
 - a) The student is responsible for informing the RLO beforehand when he/she will be using his/her privileges.
 - b) A student on privileges may sign out at any time after the end of the academic day unless otherwise restricted.
 - c) All students on privileges must be back on campus and must sign in at the Residential Life Office no later than 9:30pm.
 - d) Privileges may not be used to cover a student who signs in late.
 - e) A student on privileges who abuses or violates privileges may lose them and receive a Level 1 violation of the Disciplinary Code for Failure to Follow a Reasonable Directive.
 - f) A student on privileges who receives a Level 3 or 4 violation of the Disciplinary Code will lose all privileges for the remainder of that nine-weeks grading period and will be ineligible for privileges.
 - g) A student who is on privileges who is placed on academic or attendance probation will lose all privileges until the probation is lifted.
 - h) A student who signs out to go off campus under this program must abide by all other rules pertaining to sign out privileges.
 - i) Loss of privileges under these guidelines does not limit the authority of the Dean of Students to issue disciplinary action against a student for the same violation of the Disciplinary Code.

- j) The Dean of Students has authority to reduce or cancel privileges if it is deemed to be in the best interest of the student(s).
2. **Vehicle Use Privileges. (see Student Vehicles, Section D. 2. e.)**
 3. **Becoming a Community Leader.**
 - a. By the third quarter, juniors may apply to serve as CLs.
 - b. Eligibility requirements to apply are:
 - 1) ASMSA **unweighted** 3.0 GPA. (1st, 2nd, and 3rd quarters)
 - 2) No student with more than four Level 1 and one Level 2 violations of the Disciplinary Code, or one Level 3, 4, or 5 violation, can be selected as a Community Leader.
 - 3) Satisfactory completion of work service.
 - c. Applications are available from the Community Developer or Admissions Coordinator in late winter.
 4. **Remaining a Community Leader**
 - d. Students selected to serve as CLs must arrive a day before the first group of juniors are expected to arrive.
 - e. Students who fall below the disciplinary and work service requirements will be removed from their posts as CLs.
 - f. CLs must maintain an ASMSA **unweighted** GPA of at least a 3.0 at the end of each quarter, otherwise be placed on Community Leader probation.
 - g. CLs on Community Leader probation will be suspended from their CL post and assigned another work service until the next quarter, at which time grades will be evaluated. If CL has at least an **unweighted** 3.0 GPA, probation will be removed; if GPA stays the same or lowers, the CL will be permanently removed from his/her CL Position.
 - h. Students on academic probation from the Office of Academic Affairs will be suspended from their CL post and assigned another work service.
 5. **Becoming a Student Ambassador**
 - a. 3rd. Quarter (early February Information Session for juniors to apply)
 - b. Eligibility requirements to apply are:
 - 1) ASMSA **unweighted** 3.0 GPA; Good discipline/Honor Code standing (Level III, IV, or V violations are not allowed.
 - 2) Satisfactory completion of work service and good attendance for school/county activities.
 - 3) Strong leadership and people skills.

What does an Ambassador do?

 - a. Work with the Office of Institutional Advancement two (2) hours each week through the Work Service Program.
 - b. Assist in fundraising:
 - 1) Annual Campaign
 - 2) Special Events
 - 3) Telethons
 - 4) Banquets
 - c. Visit with and provide tours for influential supporters of ASMSA
 - d. Speak at public events
 - e. Work with campus outreach program
 6. **Running for Student Government Office.**
 - a. Elections for Student SGA Executive Board occur in late spring.
 - b. Eligibility requirements to run for and hold office are
 - 1) ASMSA 3.00 GPA.
 - 2) No more than four Level 1 and one Level 2 violations of the Disciplinary Code, no Level 3, 4, or 5 violations, and no violations of the ASMSA Honor Code.
 - 3) Satisfactory completion of work service.
 - c. Students who fall below the eligibility requirements while in office will be removed from office.
 7. **Citizenship Awards.**
 - a. Students who complete one year at ASMSA with no disciplinary infractions will receive a certificate of recognition from the Dean of Students.
 - b. Students who complete both years at ASMSA with no disciplinary infractions will receive a certificate and a cord to be worn at graduation. Several outstanding graduating seniors selected by a committee of faculty and staff will also receive a monetary award.

H. Exiting ASMSA.

1. Ways to Leave.

- a. **Graduation.** This is the preferred method for all students!
- b. **Withdrawal.** Students are permitted to withdraw from ASMSA to return to their home school or enroll in another school.
 - 1) **Types of Withdrawal.**
 - a) **Academic** - for students who are required to leave for failure to meet academic expectations or who fail to meet the graduation requirements.
 - b) **Voluntary** - for students who feel their academic needs, personal needs, and interests would best be met in another learning environment.
 - c) **Disciplinary** - for a student who chooses withdrawal rather than dismissal proceedings
 - d) **Dismissal.** Procedures for dismissal are explained in Chapter VII.
 - e) **Summer Break.** This applies to rising seniors who plan to return to ASMSA their senior year.

- 2) **Procedure for Voluntary Withdrawal.** Students considering elective withdrawal from ASMSA must first consult their Student Success Coordinator to discuss their circumstances, concerns and overall academic and collegiate goals. The Student Success Coordinator will facilitate a conversation with parents regarding the student's circumstances and evaluate whether continued enrollment at ASMSA is academically, socially and emotionally beneficial. If the Student Success Coordinator and parents or guardians believe the student should remain at ASMSA, the Dean of Academics will host a staffing of relevant academic and residential stakeholders to assist the student in developing a success plan for moving forward. Should all parties conclude enrollment at ASMSA is no longer productive, the Student Success Coordinator will initiate the withdrawal procedure, including a signed parental consent in order to withdraw. Once the withdrawal procedures have been completed, students are required to leave the ASMSA campus by 7 p.m. on the effective date of the withdrawal. A grace period of no longer than five class days may be offered in which students will have the opportunity to re-enroll.

2. **Out-Processing.** All students must complete a Facilities Clearance Form (FCF) when exiting ASMSA. ASMSA reserves the right to withhold the student's transcript if the student does not clear the facility properly. The FCF must be signed by the following persons:

- a. Librarian – to indicate that all materials have been returned, fines paid and all textbooks have been returned
- b. Mathematics Department Chair – to indicate that calculator has been returned
- c. RM – to indicate that the mailbox key has been returned, the room is cleaned satisfactorily, the room key is turned in, and to complete the RCR
- d. Fiscal Manager – to indicate all bills have been paid
- e. Registrar – to leave a forwarding address
- f. The I.D. badge has been returned to the Security Office in the Student Center
- g. Nurse – to pick-up any prescription medication
- h. Network Dept. – to indicate that any equipment that was issued to student was returned

3. Moving Out.

- a. **Turn in all textbooks.** On class days, weekends and after hours, textbooks should be taken to the Library. The Library Staff will compare what was issued to the student with what is returned and notify the Fiscal Office of missing or damaged books.
- b. **Return all library materials to the library.** The student must pay any library fees or fines.
- c. **Schedule a time to check out of the room with the RM.** If the RM is not available, the student may schedule a time with the RLC.
- d. **Review the RCR with the RM checking the student out.** Note any discrepancies and discuss any changes. The changes on the RCR will usually reflect damage to ASMSA property. The student may be billed for any damages that occur to the room during his/her occupancy.
- e. **Turn in the room and mailbox keys** to the RM.
- f. **Check out with the RLO and turn ID badge into the Security Office when leaving campus.**

VI. HEALTH SERVICES / MEDICAL

A. Medical Care

- 1) **Purpose.** The Nurse's Office is located on the first floor of the Student Center. It is staffed from 8:00 a.m. – 4:30 p.m. Monday through Friday, by a registered nurse who offers treatment and coordinates appointments with local doctors upon the student or parent's request. The nurse can also coordinate trips to get prescriptions filled at local pharmacies as needed by students after doctor visits. The student and his/her family are financially responsible for costs incurred by these appointments and for all financial obligations incurred by the student in physical and mental health-related situations.
- 2) **Required Information for Medical Chart of Each Student:**
 - a) **The ASMSA Health Information/Medical Treatment Form.** This form is very important because it authorizes a doctor or hospital to provide treatment for both non-emergency and emergency situations when the parent or legal guardian is unable to be with the student.
 - b) **Record of Up-to-Date Immunizations.**
- 3) **Record of a Recent Physical Exam.** A physical exam administered by the student's family physician must be on file within the year of admission. Students participating in sports must have a current (within the last year) physical on file.
- 4) **What to Do When Ill.** Students should report to the Nurse's Office in the event that they become ill during the school day. (see attendance policy).

If a student misses ONE morning class but attends the rest of the scheduled day classes he/she is still allowed to participate in ON-CAMPUS extracurricular activities. If the student's check-out card is on the 'sick list' clipboard then they are NOT allowed to leave campus for any reason other than doctors' appointments or parents pick up. A student who misses the last class of the day is NOT allowed to participate in any extracurricular activities and MUST REMAIN on their floor for the rest of the evening. If a student misses TWO or more classes during a school day they are NOT allowed to participate in any extracurricular activities and MUST REMAIN on their floors for the remainder of the night. **If a student becomes ill after 3:30 p.m. on weekdays or during the weekend, he/she should report to the Residential Life Staff member on duty.** The Nurse performs first aid services and health care counseling; however, he/she is NOT prepared to act as a student's physician in the event of serious illness or emergencies.
- 5) **Medical Appointments.**
 - a) **Scheduling.** The Nurse will assist parents in scheduling medical appointments in the Hot Springs area as needed. Parents may request a specific physician in the Hot Springs area. Parents may schedule appointments with physicians of their choice out of town. Before a student is taken to the doctor an attempt will be made to reach their custodial parent or legal guardian. If requested doctor is unable to see the student, the nurse will attempt to contact the custodial parent/legal guardian. If she is unable to reach the custodial parent/legal guardian, she will refer the student to another in-town physician / or walk-in clinic. Student is responsible for calling parents when returning from the doctor's visit to inform them of the results of the visit; however the custodial parent/legal guardian may call the nurse at any time during office hours concerning the doctor's visit.
 - 1) **Student's should have a local physician on file at ASMSA and parents should have completed any necessary paperwork and initial visits before move-in day.**
 - 2) **Parents are responsible for making doctor's visit co-pay and prescription co-pay arrangements with their child before ASMSA is in session (i.e. cash, check, charge/credit card, health card, prescription card or debit card).**
 - 3) **Parents are responsible for all medical costs and will assume all financial obligations incurred by the student's health related situations. ASMSA assumes no responsibility for student medical expenses. Parents are encouraged to provide medical insurance for their child. Routine doctor and dental visits and surgical procedures should be scheduled when students are at home for the holidays or breaks to prevent disruption of academic courses. ASMSA will not be responsible for providing transportation outside the Hot Springs area. In case of financial hardship, parents may seek state assistance for medical care/insurance for their child. Two resources are the Children's Health Insurance Program or CHIP at 1-**

877-KIDSNOW or www.coveringkids.org and the Department of Health and Human Services at www.insurekidsnow.gov.

- b) **Emergency Room.** An ASMSA official will contact the custodial parent/legal guardian of any student taken to the emergency room as quickly as possible. In the event that a student is transported to the Emergency Room at one of the local resident hospitals, the on-duty Senior Staff member will call the student's custodial parent/legal guardian to require a parent/guardian, family member, or representative to meet the student at the Emergency Room if needed. Once the parent, family member or representative arrives at the Emergency Room the RM is required to return to campus in order to be ready to transport additional students/residents as needed.
 - c) **Transportation.** Students are not allowed to drive themselves to or from medical appointments unless they obtain approval in writing from the Dean of Students. Staff members will drive students to medical appointments in Hot Springs. Parents are responsible for arranging transportation outside Hot Springs.
 - d) **Doctor's Release/Excuse.** **If a student misses three or more days of school due to illness, a physician's release will be required to check back into the building. The student will not be allowed to check in without his/her doctor's release.** This requirement is to protect the other students from contracting an illness and to ensure that the time away from school is covered as an "excused medical illness." If the student returns to school without the required documentation, the custodial parent/legal guardian will be notified and the custodial parent/legal guardian will need to make arrangements for the student to stay off campus until the doctor's release is obtained. You may fax doctor's releases to Dean of Students at 501-622-5405 or the Nurse's Office at 501-622-5462.
- 6) **Medication.**
- Parents must notify the school nurse in writing of their student's prescription and over the counter medications. Parents must regularly update this information. Failure to notify the school of a change to the approved medications a student may possess could result in disciplinary action. IMPORTANT: PRESCRIPTION MEDICATIONS FOR ATTENTION ISSUES, PSYCHOTROPIC MEDICATIONS (FOR DEPRESSION, ANXIETY, BIPOLAR DISORDER, ETC.) AND PAIN KILLERS MUST BY LAW BE UNDER LOCK AND KEY AND ONLY ADMINISTERED BY THE NURSE OR TRAINED MEDICATION STAFF.**
- a) **All prescription medication must be on record in the Nurse's Office.** Most prescription medication will be kept in the Nurse's Office. Students may obtain medication from the Nurse on an as-needed basis. When the Nurse is off campus, designated staff may access the Nurse's office for the purpose of administering medication to students. The Nurse will maintain a log of all medication and dosage given to students. Prescription medications are not to be transferred between students. Improper use of prescription or non-prescription drugs is a (Level 5 violation.)
 - b) All medications must be in an original **blister pack or blister card** labeled by the pharmacy or the manufacturer with drug name, dosage, frequency of administration, date of issue, and prescribing physician.
 - c) In accordance with state law, students will not be allowed to self-medicate narcotics/controlled prescription drugs. However, with **prior** approval from the ASMSA nurse and the written permission of the parents, certain prescription medications (such as acne or birth control medications) and some over-the-counter medications may be kept in the student's possession and room for the student to self-administer unsupervised.
 - d) Allergy shots are not administered on campus but will be coordinated at a local clinic if students cannot have this done while they are at home.
 - e) Insulin/Diabetic logs are due on Mondays, for the previous week. Students should deliver their log to the nurse during office hours. Failure to turn in their log will result in the nurse pulling their card on Monday afternoon, and the student will not be allowed to check out until the log is in. Students whose card has been pulled will also be reported to the Dean of Students.
- 7) **Mental Health Evaluation.** In the event a student commits an assault/battery against a member of the ASMSA community, or attempts physical harm to him/herself, or threatens or attempts suicide, or by agreement of the Dean of Academic Affairs and the Dean of Students with concurrence of the

Director, then ASMSA shall have the right to require the student to submit to a formal mental health evaluation by a licensed mental health professional, acceptable to ASMSA, to be conducted at the expense of the parent. Until the evaluation is completed and the student is complying with the recommendations of the mental health professional, he/she will not be allowed to return to the ASMSA campus. If such occurs, the student will not be allowed to drive himself/herself home without the written consent of the parent. Unless the situation also carries a disciplinary sanction of suspension, the student's absence will be excused as a medical absence. Prior to returning to the ASMSA campus, arrangements must be made for the student to comply strictly with the recommendations of the mental health professional

- 8) **Medical Recommendation for Dismissal.** In the event of suicide attempts/mental incapacity, by agreement of the Dean of Academic Affairs and the Dean of Students with concurrence of the Director, ASMSA shall have the right to require the student to leave the ASMSA campus with a recommendation for dismissal.

9) **New State Required Immunizations.**

Students will not be allowed to check in on campus without proof of their Immunization Records. Students must be up-to-date (or working on getting up-to-date) by October 1st. to meet state requirements for public and private schools.

1. **4 DTP, DTaP, DT, Td or Tdap.** One dose must have been *on or after* the 4th birthday.
2. **Tdap Booster** - Must also have one between age 11 and 12th grade.
3. **3 POLIO Doses** - one dose must have been on or after the 4th birthday.
4. **2 MMR** - Dose 1 after 1st birthday and dose 2 at least 28 days from the first dose.
5. **HEPATITIS B** - 2 or 3 doses (depending on dose schedule).
6. **Varicella (chicken pox) vaccine** - two doses **or** written history of disease from *physician, APN or PA only!*
7. **Meningococcal (MCV4)** –
At age 16, regardless of grade:
If had one dose, get 2nd dose.
If no previous dose and age 16 by 9/1, get the dose.
No 2nd dose required.
8. **Recommended Immunizations:** The Department of Health strongly recommends the following vaccines as well: **Seasonal Flu Vaccine**

10). **Hygiene**

Students are expected to maintain good hygienic practices while attending ASMSA. ASMSA good hygienic practices recommendations include daily bathing or showering, daily teeth brushing, keeping clothing and bedding clean and laundered. ASMSA requires students to have roommates and good hygiene practices promote a healthy environment and improved community living.

In the event that a student has hygiene supply needs (shampoo, toothpaste, toothbrush, etc.) they can visit the Nurse's Office to see if samples are available. If students have clothing needs, "The Closet" on ASMSA campus is open weekly and is available for all students. If you have additional clothing needs or donations, you can see the school nurse.

VII. DISCIPLINARY CODE

A. General Information.

1. The ASMSA Disciplinary Code follows the guidelines established by Act 968 of 1995 by the Arkansas Legislature. It contains guidelines for behavior, examples of inappropriate conduct, and courses of action that school officials use to discipline students who behave in inappropriate/disruptive ways.
2. This handbook does not exclude or limit the administration's authority to make rules for governing operations of the school or usurp the authority of other staff members to make such rules as are necessary for their respective areas of responsibility. School officials will determine what constitutes a violation of school policy as outlined by the ASMSA Handbook.
3. The Dean of Academic Affairs normally handles all incidents of academic dishonesty, misuse of school-owned computer equipment, and violations of the Disciplinary Code during organized academic activities, such as classes, labs, academic field trips, etc. The Dean of Students normally handles all other violations, including those related to personal computers. Disciplinary action may be taken for any behavior deemed disruptive to the educational process.
4. Student misconduct may result in restriction, probation, suspension, or dismissal. Act 888 requires certain violations be reported to law enforcement agencies.
5. The school reserves the right to pursue disciplinary action or legal action for student behavior while under the jurisdiction of ASMSA, on or off campus, which is subversive to good order and discipline in the school, even though the behavior is not specified in the following written rules. A student who continues to misbehave will be recommended for dismissal. Parents are expected to support and cooperate with school efforts.
6. Parents of students who have repeated violations may consider returning the student to his/her home school before dismissal is recommended. A student dismissed from ASMSA may be subject to not being re-admitted to his/her home school. **Students who have been dismissed from ASMSA or who withdrew under a recommendation for dismissal will not be readmitted and may not visit ASMSA under any circumstances.**

B. Privacy, Search and Seizure.

1. **Introduction.** When there is reasonable suspicion that a violation of school policy or criminal law is occurring or has occurred, a search of a student's person or property (including vehicles, book bags, purse, personal computer, cell phones, Student Center room, etc.) may be authorized by the Dean of Students or his/her designee. The following guidelines are intended to protect the rights of students.
2. **Types of Searches.**
 - a) **Room Searches.** The use of a passkey by ASMSA personnel for normal non-emergency conditions such as bed checks (student accountability at curfews), maintenance, and room inspections, or in cases involving the immediate safety of occupants is not considered to be a search. In cases involving an authorized search of the student's room, two adult witnesses will be present, and the student(s) will be present, if possible. Those conducting the search will first knock on the door of the room and identify themselves. If not immediately admitted, they may use a passkey to gain entry. The staff member entering the room will announce the purpose of the visit and indicate that proper authorization to conduct a room search has been obtained.
 - b) **Searches by Dogs.** ASMSA has access to a registered canine unit with dogs specially trained to locate illegal drugs. Periodic, unannounced visits by the drug dog and its handler may be made. If a drug dog indicates the possible presence of drugs in a room, vehicle, etc., this is considered reasonable suspicion to conduct a search of that area. All rooms, vehicles, etc. so indicated by a drug dog will be searched without exception. All areas of the campus may be searched. Students will be held responsible for any prohibited items found in their rooms, cars, or belongings at school. If prohibited items are found, the violator(s) will be disciplined according to the ASMSA Disciplinary Code and may be prosecuted under local, state, or federal laws.
 - c) **Personal Searches.** An adult witness shall be present when a personal search is conducted. A school official of the same sex shall do a pat down of a student's person.
 - d) **Backpacks, Book bags, and Other Personal Items.** Students' backpacks, book bags, purses, briefcases, etc. and any bags, parcels or packages are subject to search by ASMSA.
 - e) **Metal Detectors.** Students are subject to a sweep search by metal detector.

- f) **Alcohol and Drug Testing.**
 - 1) Students are subject to testing for drug or alcohol use.
 - 2) Students who are suspected of drug use will be tested by a third party of the school's choosing. Results of this test will determine further action on the part of the school. Being in the presence of suspected drug or alcohol use will be reason enough for the school to require testing of that student.
 - 3) Students who participate in interscholastic athletics or competitions through Hot Springs High School are subject to the Hot Springs School District's random drug testing.
- g) **Contraband and Confiscated Items.**
 - 1) **Contraband.** When contraband is found, the item(s) are confiscated and will be turned over to a law enforcement officer, to the Dean of Students, or to the Dean of Academic Affairs. A report will be filed with the appropriate school official within 24 hours.
 - 2) **Confiscated Items.** If a student's personal property must be confiscated, a written receipt (Confiscated Items form) for returnable items is given to the student. A report will be filed with the appropriate school official within 24 hours.
- h) **Law Enforcement and Parental Notification.**
 - 1) Law enforcement officials wishing to contact students at ASMSA for any reason should be directed to the Dean of Students during the school week and to the Security Officer on duty on weekends. The Security Officer will contact the Residential Life Supervisor-on-Call upon law enforcement arrival.
 - 2) When law enforcement officers present duly authorized warrants which justify a search, they will be allowed to search a student's room. An ASMSA official should escort the officer(s).
 - 3) ASMSA will notify the student's custodial parent/legal guardian whenever any ASMSA official makes a report to any law enforcement agency concerning student misconduct; grants law enforcement personnel other than the school's Academic or Student Deans acting in the normal course and scope of his or her assigned duties access to a student; or knows that a student has been taken into custody by law enforcement personnel during the school day or while under school supervision. The Dean of Students will normally make notification.

C. Disciplinary Violations (Levels). Violations marked with * are defined in the Glossary in back of this handbook. Violations marked with § are defined in the Manual Policies after the Glossary.

- 1. **Level 1 Violations.** Level 1 violations tend to be matters of decorum, courtesy and community living disruptive to academic or residential life. Level 1 Violations include, but are not limited to:
 - 1-1 Blatant Profanity (Not Directed to Another Person)
 - 1-2 Breach of Curfew (Stays on Floor)*
 - 1-3 Disrespect to an ASMSA Employee
 - 1-4 Disruptive Behavior* (i.e. Accidental Fire Alarm)
 - 1-5 Failure to Complete Assigned Work Service as Per Contract
 - 1-6 Failure to Follow Cafeteria Protocol*
 - 1-7 Failure to Follow Dress Code§
 - 1-8 Failure to Meet Room Inspection Standards
 - 1-9 Failure to Meet Obligation or Reasonable Directive in a Cooperative Timely Manner
 - 1-10 Failure to Sign In/Sign Out on Time*
 - 1-11 Inappropriate Display of Affection
 - 1-12 Non-Observance of Lights Out
 - 1-13 Non-Observance of Quiet Hours
 - 1-14 Parking One's Car in an Unapproved Area
 - 1-15 Use or Possession of Electrical Appliances for Cooking or Heating in Non-Designated Areas
 - 1-16 Unauthorized Use of Elevators
 - 1-17 Unauthorized Use of School Furniture*
 - 1-18 Violation of Evening Study Hours
 - 1-19 Violation of the Cellular Telephone or other Electronic Device Rules
 - 1-20 Displaying or listening to a personal music player during class without permission of the instructor
 - 1-21 Damage to the Reputation of the School
 - 1-22 Tardy (Late by less than 15 minutes)

- 1-23 Unexcused Absence (Tardy more than 15 minutes)
2. **Level 2 Violations.** Level 2 violations are more serious. They include, but are not limited to:
- 2-1 Failure to Meet Obligation or Reasonable Directive (Repeat Offense of Same Directive)
 - 2-2 Breach of Curfew (Off Floor but in Building)*
 - 2-3 Disorderly Conduct*
 - 2-4 Failure to Attend an Assembly
 - 2-5 Other Disparaging Remarks (Written, Verbal or Online)
 - 2-6 Improper Sign-In / Sign-Out
 - 2-7 Inappropriate Use of Electronic or Telecommunication Equipment (Personal or School)
 - 2-8 Insubordination*
 - 2-9 Membership in an Unapproved Organization on Campus
 - 2-10 Misuse of ASMSA Property
 - 2-11 Possession of Pornographic Materials*
 - 2-12 Profanity or Obscene Gestures Directed to Another Person
 - 2-13 Violation of the ASMSA Honor Code (First Violation)
 - 2-14 Walkouts and/or Boycotts*
 - 2-15 Failure to follow approved fire or emergency drill procedure (First Violation)
 - 2-16 Damage to the Reputation of the School (Second or Subsequent Violation)
 - 2-17 Unexcused Absence (Tardy more than 15 minutes) (Repeat Offense)
3. **Level 3 Violations.** Level 3 violations are yet more serious and may involve outside authorities. Therefore, they must be reported to the administrator or his/her designee, who may notify the proper authorities. Level 3 violations carry a suspension of three (3) to five (5) class days. The administration and authorities will determine the proper way to handle the infraction(s). Level 3 violations include but are not limited to:
- 3-1 Behavior Potentially Endangering to Self or Others*
 - 3-2 Breach of Curfew (Leaving Building or Campus)*
 - 3-3 Breach of Suspension
 - 3-4 Burning of Substances (Possible Fine)
 - 3-5 Disorderly Conduct resulting in injury or extensive damage to property *
 - 3-6 Falsifying Information (Verbal, Written, Electronic)*
 - 3-7 Forgery*
 - 3-8 Gambling*
 - 3-9 Harmful Prank
 - 3-10 Inappropriate Use of Electronic or Telecommunication Equipment (Personal or School)
 - 3-11 Membership in a Gang or Secret Society§
 - 3-12 Off-Campus Without ASMSA Authorization
 - 3-13 Opposite Gender Visitation on Student Floor or in Student Room
 - 3-14 Possession or Use of Laser Pointer
 - 3-15 Possession or Use of Tobacco Products or Nicotine Delivery System (E-cigarettes)*
 - 3-16 Unauthorized Use of Vehicles
 - 3-17 Violation of the ASMSA Honor Code in Academics, including academic dishonesty, academic stealing and may include plagiarism. (Second Violation)
 - 3-18 Failure to follow approved fire drill procedure (Second or Subsequent Violation)
 - 3-19 Being in an Off-Limits or Unassigned Area
 - 3-20 Harassment*/Bullying/Hate Speech*
4. **Level 4 Violations.** Level 4 violations are very serious infractions of school rules and may involve outside authorities. These infractions involve a threat to the ASMSA community. All Level 4 violations carry the sanction of a five (5) to nine (9) class day suspension. ASMSA staff will confiscate any contraband. Level 4 Violations include, but are not limited to:
- 4-1 Breaking and Entering*
 - 4-2 Hazing§
 - 4-3 Indecent Exposure*
 - 4-4 Possession of Empty Alcoholic Beverage Cans or Bottles
 - 4-5 Possession or Use of Fireworks
 - 4-6 Receiving Stolen Property

- 4-7 Sexual Harassment*
 - 4-8 Sexual Intimacy with Another Person*
 - 4-9 Tampering with Fire, Safety, or Security Equipment, plus fine*
 - 4-10 Tampering with the Elevator
 - 4-11 Theft*
 - 4-12 Unauthorized Possession and/or Use of School Keys*
 - 4-13 Vandalism*
 - 4-14 Being in the presence of alcohol, other illegal/inappropriate substances, prescription drugs or drug paraphernalia.
5. **Level 5 Violations.** Level 5 violations are the most severe infractions and may involve outside authorities. These infractions involve a threat to the ASMSA community. All Level 5 violations carry the sanction of a ten (10)-class day suspension and recommendation for dismissal. ASMSA staff will confiscate any contraband. Level 5 Violations include, but are not limited to:
- 5-1 Arson*
 - 5-2 Assault (Threat with Intent to Harm or recklessly engaging in conduct which creates a substantial risk of death or serious physical injury)*
 - 5-3 Battery (Purposefully causing physical injury to another person)*
 - 5-4 Bomb Threats§
 - 5-5 Conviction of a Felony
 - 5-6 Conviction of a Misdemeanor
 - 5-7 Facilitating the Presence of Unauthorized Persons in the Student Center
 - 5-8 Possession and/or Use of Weapons, Dangerous Instruments, or Contraband*§
 - 5-9 Selling/Distribution/Use of or Intent to Sell/Distribute Alcohol, (Cans, Bottles, Flasks), Other Illegal/Inappropriate Chemical Substance, Prescription Drugs or Drug Paraphernalia
 - 5-10 Terroristic Threatening*
 - 5-11 Vandalizing Fire, Safety, or Security Equipment
 - 5-12 Possession of Drug Paraphernalia*
 - 5-13 Possession, Use of, or Being Under the Influence of Intoxicating Substances*

D. Disciplinary Action.

1. Notification of Disciplinary Action.

- a. Students will receive written notification of any disciplinary action (normally an incident report.)
- b. The student will have the opportunity to respond to the incident report either orally or in writing.
- c. The student is required to sign the incident report when presented by a staff member. Signing the report does not indicate that the student agrees with the report or is admitting to the incident, only that the student has read the report.
- d. A copy of any report for which the student has received demerits will be sent to the custodial parent/legal guardian.

2. Assignment of Demerits and Disciplinary Action.

- a. Demerits will be assigned to the student according to the ASMSA Disciplinary Action Table. The number of demerits on the student's disciplinary record determines the disciplinary action taken. The Dean of Students or his/her designee assigns demerits and administers disciplinary action. The Dean of Students may also assign work service or other restrictions as punishment.
- b. Accumulation of demerits results in suspension from ASMSA as follows:
 - 1) Suspension for 3-5 class days for 30 demerits accumulated through repeated Level 1 and Level 2 violations or for a first Level 3 violation.
 - 2) Suspension for 5- 9 class days for an accumulated 75 demerits or a first Level 4 violation, or any combination of Level 1, 2, and 3 violations.
- c. Accumulation of one hundred (100) demerits or commission of an eleventh Level 1 violation, a fifth Level 2 violation, a third Level 3 violation, a second Level 4 violation, or any Level 5 violation results in suspension from ASMSA for ten (10) class days and a recommendation for dismissal from ASMSA.
- d. Demerits will not be carried over from one academic year to the next.

- 3. **Removal of Demerits.** Students may remove up to ten (10) demerits per year from their disciplinary record by performing extra work service or volunteering with non-profits in the community. Demerits are removed at the rate of one (1) demerit for every two (2) hours of work

service performed beyond the regularly required two hours per week. Students must first request permission from the Dean of Students. The extra service must be performed within 30 calendar days of the assignment of the demerits. Students may not use required study time to perform extra service. **Required academic activities and work service always take precedence over extra service.** The following exceptions apply:

- a) Students may not perform extra service in lieu of restriction or suspension.
 - b) A student suspended may not remove demerits until the suspension is complete.
4. **Re-admission as a Senior.** A junior with 50 or more demerits or who has committed any Level 3, 4, or 5 violation, or any violation of the ASMSA Honor Code on his/her record, will automatically be referred to the Re-Admission Committee for consideration to return for the senior year.

5. **Disciplinary Action Table.**

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
1ST VIOLATION	1 demerit 1 calendar day restriction	10 demerits 5 calendar days restriction	30 demerits 3 to 5 class days suspension	75 demerits 5 to 9 class days suspension	10 class days Suspension Dismissal proceedings begin
2ND VIOLATION	2 demerits 2 calendar days restriction	10 demerits discipline according to demerit count	45 demerits 5 to 10 class days suspension	10 class days suspension Dismissal proceedings begin	
3RD VIOLATION	3 demerits 3 calendar days restriction	20 demerits discipline according to demerit count	10 class days suspension Dismissal proceedings begin		
4TH VIOLATION	4 demerits 4 calendar days restriction	30 demerits discipline according to demerit count			
5TH VIOLATION	5 demerits 5 calendar days restriction	10 class days suspension Dismissal proceedings begin			
6TH VIOLATION	5 demerits 6 calendar days restriction				
7TH VIOLATION	5 demerits 10 calendar days restriction				
8TH VIOLATION	10 demerits 10 calendar days restriction				
9TH VIOLATION	15 demerits discipline according to demerit count				
10TH VIOLATION	20 demerits discipline according to demerit count				
11TH VIOLATION	10 class days suspension Dismissal proceedings begin				

E. Suspension and Dismissal.

1. **Suspension.** Suspension is defined as dismissing a student from school for any time period not exceeding ten (10) class days. During suspension the student is not permitted to be present on the ASMSA campus or participate in any ASMSA sponsored activities. The student may not visit ASMSA on non-class days occurring between the beginning and end of the suspension period. **The student may not return to ASMSA until 4:00 p.m. on the last class day of the suspension.** See Chapter IV, Section H (Suspension Grading Policy) concerning make up work during suspension. Authority to suspend a student normally rests with the Dean of Students. In the event of the Dean's absence, authority to suspend rests with the Dean of Academic Affairs or his/her designee. The procedure for suspending a student is as follows:
 - a. The Dean shall advise the student of the alleged misconduct and the basis for the accusation.
 - b. The student will be allowed to explain his/her side of the issue to the Dean.

- c. Within a reasonable period of time (normally twenty-four hours) of completing the investigation, the Dean shall decide whether to suspend the student. If the decision is made to suspend, the suspension will begin within twenty-four hours of the decision.
 - d. The Dean will give written notification of the suspension to the student and his/her custodial parent/legal guardian. The notification will state the reason for the suspension and the beginning and ending dates and times of the suspension.
 - e. Upon notification, the custodial parent/legal guardian shall arrange to transport the student home at the time designated by the Dean (normally within 24 hours.)
 - f. The student and custodial parent/legal guardian may appeal to the Director to have the suspension reduced or stopped. The Director's decision is final.
2. **Dismissal.** Dismissal is defined as dismissing a student permanently from ASMSA. **Students who have been dismissed from ASMSA will not be readmitted.** Authority to dismiss a student rests with the Director. The Dean shall recommend a student for dismissal upon the student's first Level 5 violation or upon accumulation of 100 demerits. The procedure for dismissal is as follows:
- a. **Process for Dismissal.**
 - 1) The Dean shall advise the student of the alleged misconduct and the basis for the accusation.
 - 2) The student will be allowed to explain his/her side of the issue to the Dean.
 - 3) Within a reasonable period of time (normally twenty-four hours) of completing the investigation, the Dean shall decide whether to recommend the student for dismissal. If the decision is made to recommend the student for dismissal, the student will be suspended for ten (10) class days beginning within twenty-four (24) hours of the decision.
 - 4) The Dean will give written notification of the suspension to the student and his/her custodial parent/legal guardian. The notification will state the reason for the suspension and the beginning and ending dates and times of the suspension.
 - 5) Upon notification, the custodial parent/legal guardian shall arrange to transport the student home at the time designated by the Dean (normally within 24 hours.)
 - b. **Dismissal Hearing**
 - 1) No earlier than the 6th class day and no later than the 10th class day of the suspension, the Disciplinary Review Committee (DRC) will convene a hearing to review the Dean's recommendation for dismissal. The purpose of the hearing is for the DRC to make a recommendation to the Director. The DRC consists of three members, one from the faculty, one from student life and one other ASMSA employee that is appointed for a one year term by the Director. Once the DRC is directed to convene on the 6th day, the decision for withdrawal, if enforced, will be at the discretion of the school. If the student withdraws from the school by the 5th school day, they will be allowed to list it as personal reasons.
 - 2) The Director or his/her designee will notify the student and his/her custodial parent/legal guardian of the date, time, and place for the hearing.
 - 3) The student may request, in writing, an earlier hearing. Such request must be addressed to the Director.
 - 4) At the hearing, the student may represent himself/herself, or he/she may bring a representative to speak on his/her behalf. The student's custodial parents/legal guardian may accompany him/her to the hearing or another person of their choice, but a limit of one support person. The Chair must be notified five (5) business days in advance of the hearing if a party will be accompanied by a support person. The Chair may disallow the attendance of any support person if he/she is also a witness or if, in the discretion of the chair, such person's presence would be disruptive or obstructive to the hearing or otherwise warrant removal. All support persons must agree to keep any and all information presented in the hearing confidential in order to attend. Absent accommodation for disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this policy. School officials may seek advice from the University Of Arkansas System Office Of General Counsel on questions of law and procedure at any time during the process.
 - 5) If the student cannot attend the hearing, it may be held in absentia. The hearing may take place by conference call.
 - 6) The DRC shall, at the close of the hearing, make a recommendation to the Director, regarding dismissal of the student from ASMSA. If the recommendation is other than

dismissal, the DRC shall specify its recommended disposition of the matter. The DRC shall also inform the student of its recommendation at this time. (See Student Policy Code: V-N)

- 7) In making its recommendation, the DRC shall consider due process; evidence presented at the hearing and precedent from prior DRC hearings on substantially similar matters shall be considered.
- 8) No later than the tenth class day of the suspension, the Director shall issue a decision.
- 9) The decision by the Director to dismiss the student is final.
- 10) In the event that the Director decides to dismiss the student, the student will be released to his/her home school.
- 11) The student has the option to withdraw from ASMSA up until 4:00 p.m. on the day of the dismissal hearing or at the end of the hearing, whichever is later. However, the student does not have the option to withdraw in lieu of a dismissal proceeding involving the following violations:
 - 5-1 Arson
 - 5-2 Assault (Threat with Intent to Harm or recklessly engaging in conduct which creates a substantial risk of death or serious physical injury)
 - 5-3 Battery (Purposefully causing physical injury to another person)
 - 5-4 Bomb Threats
 - 5-8 Possession and/or Use of Weapons, Dangerous Instruments, or Contraband
 - 5-10 Terroristic Threatening

F. Academic Dishonesty. Incidents of academic dishonesty will be investigated in accordance with Chapter III. Section E. If the student is deemed guilty, the following disciplinary actions will be taken:

1. **1st. Offense.**
 - a. The student will receive a grade of zero (0) on any document containing false information (e.g., lab reports, homework assignments, etc.)
 - b. His/her custodial parents/legal guardian will be notified of the Honor Code violation.
 - c. The student will receive a Level 2 violation.
2. **2nd. Offense.**
 - a. The student will receive a grade of zero (0) on any document containing false information.
 - b. His/her custodial parents/legal guardian will be notified of the Honor Code violation.
 - c. The student will be placed on academic probation and Honor Code probation.
 - d. The student will be ineligible for the privilege system for the remainder of the semester (for a *minimum* of nine weeks).
 - e. The student will receive a Level 3 violation.
3. **3rd. Offense.**
 - a. The student will receive a grade of zero (0) on any document containing false information.
 - b. His/her custodial parents/legal guardian will be notified of the Honor Code and academic probation violations.
 - c. The student will be withdrawn from ASMSA by the Dean of Academic Affairs.
4. **ANY Offense Involving FIRM, Capstone Experiences and Related Assignments.**
 - a. The student will receive a grade of zero (0) on the work itself and any work that depends upon that work (e.g., if the student falsifies data for science fair, this would also result in a zero (0) for the discussion, conclusion, implications, backboard, and abstract.) **It is important to note that this may affect a student's grade to the point that he/she will be withdrawn academically from ASMSA.**
 - b. His/her custodial parents/legal guardian will be notified of the Honor Code violation.
 - c. The student will be placed on academic probation and Honor Code probation.
 - d. The student will not be allowed to sign out for 30 calendar days.
 - e. The student will receive a minimum of one (1) Level 2 violation.
5. The Dean of Academic Affairs shall decide on all cases of academic dishonesty, including the decision to withdraw a student academically. The student may appeal the Dean's decision in writing to the Director within five (5) calendar days.

G. Discipline for Students with Disabilities. See appropriate public education guidelines (FAPE – Free Access to a Public Education). However, a student's right to a free public education resides at the home school. A person will be designated as a grievance officer for Section 504 of the Rehabilitation Act of 1973. The 504 Coordinator can be reached at (501) 622-5176.

VIII. Emergency Procedures

A. Fire Alarms

1. **Rally Points.** As people exit the building, they should go to one of two Rally Points whichever is closest. The two points are
 - Rally Point 1 Parking lot of the Administration Building.
 - Rally Point 2 Student parking lot behind the Student Center up the hill.
2. **Class Day Evacuation Procedures.** Classes in session in the Administration Building will go to Rally Point 1. Teachers will
 - a. Keep their students together
 - 1) While exiting the building and
 - 2) After arriving at the Rally Point until the “All Clear” is given.
 - 3) Line their students up single file,
 - 4) Check roll, and
 - 5) Report the total number of students present.
 - b. Students in the Administration Building who are **NOT** in class will go to Rally Point 1 and report to the Dean of Academic Affairs secretary.
 - c. Residential Life Staff will go from room to room and evacuate students according to predetermined emergency exit routes. Fire exit routes are posted on each floor.
 - d. Persons at Rally Point 2 will do the following:
 - 1) Students will line up single file as far from the buildings as possible.
 - 2) Students will count off out loud, starting with 1.
 - 3) The Counter will supervise to make sure the count is done accurately.
 - 4) The other adults present will follow up to conduct a second count.
 - 5) Students and adults will send any late-arriving students to the end of the line opposite from where the counting started.
3. **Nighttime and Weekend Evacuations (5:00 p.m. until 7:30 a.m.)** Evacuations at night will occur in the same manner as daytime evacuations, with the following differences:
 - a. **Rally Point 1 will not be used. (Administration Building Parking Lot)**
 - b. All floors will evacuate to Rally Point 2
 - c. Students will group together by floor and line up in single file. RMs will account for their students.
4. **A minimum of one fire drill per semester will be held.**

B. Tornado and Severe Weather Procedures.

Security is equipped with weather alert radios. If severe weather conditions occur

1. Security will monitor the radio and call the Hot Springs Police Department for additional information.
2. If a tornado warning is in effect, an alarm will sound.
3. Staff will go from room to room and direct all students to the basement of Faculty Hall.
4. Faculty will lead their students from classrooms and labs to the basement of the Administration Building.
5. Students will sit on the floor in designated locations and assume “storm position” (head down and tucked between knees).
6. Students will remain on first floor until the “All Clear” signal is given by Security.
7. Staff and Security will continue to monitor conditions until no longer necessary.
3. One tornado drill will be conducted per semester.

C. Crisis Action Plan Protocol. Armed or Dangerous Intruder In The Building.

In the event an armed or dangerous person is found to be on campus the following protocol must be followed.

Procedure:

- A. Any employee seeing an armed intruder in the building or that hostages have been taken should immediately lock himself/herself in the closest room. Call Security at (501) 622-5152 or (501) 622-5153.

Clearly say, **“This is a lock down, effective immediately.” Repeat.**

- B. Immediately after informing the community of the lockdown, the same staff member or anyone nearby must call 911. Be prepared to stay on the phone with the 911 operator and clearly explain the emergency and location.
- C. All members of the ASMSA community, upon hearing **“This is a lockdown,”** must immediately move any students they see into the closest room and lock the door.

Turn off the lights, move away from windows and remain quiet.

- D. Employees and Students may receive notification by text over their cell phones declaring an emergency, including an armed intruder.
- E. Employees should move students away from doors and windows. **Cover windows with provided fabric.**
- F. Do not open the door until you are told to do so by the authorities via the intercom. If it is a lockdown drill, the all clear will come from Security. If it is not a drill, **you must wait until the all clear is given by the police.**
- G. No one is to leave his/her room or evacuate the building until told to do so by the Hot Springs Police Department.

IX. Glossary

A. Abbreviations.

CD	Community Developer
CL	Community Leader
FCF	Facilities Clearance Form
RCR	Room Condition Report
RLC	Residential Life Coordinator
RLO	Residential Life Office
RM	Residential Mentor
SC	Student Center

B. Terms.

ACADEMIC DISHONESTY- allowing another student to look on or copy his/her work, whether verbally, written, or electronically, shall be deemed to be cheating. This includes possession of a "cheat sheet," looking on or copying another student's work, using any unauthorized device to acquire correct responses, or otherwise gaining an unfair advantage over other students.

ACADEMIC STEALING (Form of Academic Dishonesty) - behavior that violates the integrity of an assignment, such as but not limited to, knowingly submitting another's work as one's own; copying from another person's paper; or changing material on a graded assignment/test, then requesting a regrading.

ALL PARTIES – for disciplinary infractions of Levels 1-2, Student, custodial parent(s)/legal guardian(s), Dean of Students, Dean of Academic Affairs, RM, Academic Advisor, Student Success Coordinator; Levels 3 and 4 also include the Director and Security.

ARSON (Level 5) - the intentional starting of a fire which may risk the lives or safety of any individuals, or which threaten or cause damage to personal property.

ASSAULT (THREAT WITH INTENT TO HARM) (Level 5) - Threat with intent to harm or recklessly engaging in conduct which creates a substantial risk of death or serious physical injury.

BATTERY (Level 5) - Purposefully causing physical injury to another person.

BEHAVIOR POTENTIALLY ENDANGERING TO SELF OR OTHERS (Level 3) – Examples include, but are not limited to, leaving outside doors propped open, sitting on window sills, or engaging in any behavior/activity that may endanger the welfare of that student or others while under the jurisdiction of ASMSA.

BEING IN AN UNASSIGNED OR OFF LIMITS-AREA (Level 2) - presence in an unauthorized area without permission and/or escort of ASMSA school authorities. Examples include, but are not limited to, the closed Residence Life Building, the Administration Building after hours, or Pine Street and Pine Street basement.

BREACH OF CURFEW (LEAVING BUILDING OR CAMPUS) (Level 3) - leaving the **Student Center** without proper authorization between the hours of 7:00 p.m. Sunday through Thursday and 6:00 a.m. the following morning, or between the hours of 10:30 p.m. on Friday or Saturday and 6:00 a.m. the following morning.

BREACH OF CURFEW (OFF FLOOR BUT IN BUILDING) (Level 2) - leaving one's own assigned floor of residence in the **Student Center** without proper authorization between the hours of 10:30 p.m. Sunday through Thursday and 6:00 a.m. the following morning, or between the hours of 11:30 p.m. on Friday or Saturday and 6:00 a.m. the following morning.

BREACH OF CURFEW (STAYS ON FLOOR) (Level 1) - leaving one's own assigned room in the **Student Center** without proper authorization between the hours of 10:30 p.m. Sunday through Thursday and 6:00 a.m. the following morning, or between the hours of 1:00 a.m. and 6:00 a.m. on Saturday and Sunday morning. For curfew purposes, "one's own room" includes the bathroom, but not the suitemate's room.

BREAKING AND ENTERING (Level 4) - unauthorized entry or gained access to locked portions of the ASMSA campus.

BURNING OF SUBSTANCES (Level 3) - causing an open flame, which is a potential fire hazard. Examples include, but are not limited to, candles and incense.

CALENDAR DAY- any day as denoted on the calendar, including workdays and class days.

CHAIN LETTERS- any messages which ask the user to forward to other users and has the potential to cause a growing number of e-mail messages to flood or SPAM the network, which wastes technical resources (disk space and bandwidth). Some chain letters are a violation of state and federal law. Examples include Ponzi Schemes*, which violate (Title 18, US Code, Section 1341-1346). The postal lottery statute (Title 18, US Code, Section 1302) considers chain letters a form of gambling, and sending them through the mail or delivering them in person or by computer is illegal. For more information refer to: <http://asmsa.me/VdPXJI>

CHEATING (Form of Academic Dishonesty) - consulting an exam, homework or a project at an unauthorized time and/or in an unauthorized place and/or in an unauthorized manner (see academic dishonesty).

CLASS DAY- any day on which regularly scheduled classes are held at ASMSA.

COMMON AREAS- common areas are those where male and female students interact, such as the 1st, 2nd, and 3rd floors of the **Student Center**, the **Student Center** lobby, the skywalk, the Student Union, the Chapel and stairwells, etc. These areas are off-limits after the in-room/lights-out curfew.

DISORDERLY CONDUCT (Level 3) - engagement in behavior that substantially disrupts or is likely to disrupt any school function, activity, or program. Such behavior includes, but is not limited to, fighting, and disrupting a lawful assembly of persons.

DISRUPTIVE BEHAVIOR (Level 1) - acting in a way that prevents or interferes with any school function, activity or program. Examples include, but are not limited to, horseplay and roughhousing.

FAILING TO SIGN IN ON TIME (First offense Level 1) - failure to sign in at the Residential Life Office by an on-campus curfew time, even if the student is physically present on ASMSA property.

FAILURE TO FOLLOW CAFETERIA PROTOCOL (Level 1) - inappropriate behavior in the cafeteria, including (but not limited to) removal of food, drink, dishes, utensils and/or flatware from the cafeteria, leaving dishes, utensils or food in the dining room (not bussing one's own dishes or utensils), failing to clean a food/drink spill, or throwing food, trash, utensils, or other items.

FALSIFYING INFORMATION (Level 3) - not providing factual information. Examples include, but are not limited to, lying, falsifying telephone numbers or addresses, signing in for another student, falsifying information electronically or over the telephone, or attempting to alter records kept by the school.

FAMILY MEMBER – for visitation purposes, “Family member” is defined as any sibling, including step and half-siblings, any non-custodial parents, any grandparent (whether natural or through marriage), any aunt or uncle, and any first cousin, whether natural or by marriage.

FORGERY (Level 3) - examples include, but are not limited to, misrepresenting another person's name on a school information form, a note from a parent to a teacher, or a note from a teacher to a parent.

GAMBLING (Level 3) - participating in any activity where the stakes are money or any other object(s) of value.

GANGS - see Board of Trustees Student Policy Code: V - D.

HACKING - gaining or attempting to gain unauthorized access to a computer system.

HARASSMENT (Level 3) –a continued course of conduct (e.g., words, online posts, digital messages, gestures, actions, etc.) directed at a specific person, which tends to annoy, alarm, or abuse that person.

HATE SPEECH (Level 2) – offensive language, including but not limited to that motivated by racial, religious, or ethnic animosity.

HAZING (Level 4) – defined by ASMSA Board Policy V-K in the back of this handbook.

INAPPROPRIATE DISPLAY OF AFFECTION (Level 1) - inappropriate demonstration of affection towards another person, regardless of gender, while on campus or at school activities. ASMSA reserves the right to define what is inappropriate.

INAPPROPRIATE USE OF ELECTRONIC OR TELECOMMUNICATION EQUIPMENT (Level 2) - inappropriate use of equipment which for the transmission of data or voice communication including, but not limited to, personal computers with modems, telephones, and facsimile machines. This applies both to the ASMSA network and to students' computers in their rooms.

INDECENT EXPOSURE (Level 4) - exposing oneself while under the jurisdiction of ASMSA.

INSUBORDINATION (Level 2) - defying reasonable directions or commands given by an adult member of the ASMSA community. Includes Failure to Attend an Assembly and may include Tardiness to Class and Unexcused Absence from Class.

PLAGIARISM (Form of Academic Dishonesty) - using another's ideas, words, or written work without giving appropriate credit by parenthetically citing the source from which it came and/or without acknowledging direct quotations from other thinkers. In general, using more than three consecutive words from a source requires that the student place the words within quotation marks ("...") and provide the appropriate citation. Summaries and paraphrases (wherein the language and sentence structures of the original work have been significantly modified) also require parenthetical citations.

PORNOGRAPHIC MATERIAL – any picture, poster, or other graphic depicting nude or partially nude people, or in which people have on transparent clothing, or in which people are engaged in sexual acts. Ultimately it shall be left to the discretion of the Dean of Students to determine whether an item is considered pornographic.

POSSESSION – possessing or storing an item on one's person or in an area under one's control, regardless of whether the item is the personal property of the individual(s) controlling the area and regardless of personal knowledge of the presence of the item. Examples of controlled areas include, but are not limited to, **Student Center** room, clothing, backpack, book bag, purse, personal computer, vehicle, etc.

- a. **UNAUTHORIZED POSSESSION AND/OR USE OF SCHOOL KEYS (Level 4)** - regardless of duration of possession, the intent of possession and/or the manner of possession except for the prompt and timely return of found keys to ASMSA authorities.
- b. **POSSESSION AND/OR USE OF TOBACCO PRODUCTS (Level 3)** - using and/or possessing tobacco products or any nicotine delivery system (e-cigarettes), while on school property, including school buses, or at any school activities regardless of duration of possession, the intent of possession and/or the manner of possession save for the prompt and timely return of found products to ASMSA authorities. Examples include, but are not limited to, smoking, chewing, dipping, cigarette wrappers, cigarette boxes, matches, and lighters.
- c. **POSSESSION AND/OR USE OF WEAPONS, DANGEROUS INSTRUMENTS, OR CONTRABAND (Level 5)** - regardless of duration of possession, the intent of possession and/or the manner of possession except for the prompt and timely return of a found device to ASMSA authorities or for the sanctioned use of device under the direct supervision of an ASMSA in a controlled academic or extracurricular setting such as in science labs or art classes. Examples include, but are not limited to, handling or transporting a knife, utility tool with a cutting edge and/or stabbing point, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun or any other object that can in any way be considered a weapon or dangerous instrument while on school property or at any school-sponsored event. Plastic knives may be used for food preparation.
- d. **POSSESSION OF DRUG PARAPHERNALIA (Level 5)** - possessing any article or equipment designed for drug use. Examples include, but are not limited to, manufactured or homemade "bong", "roach" clip, syringe, rolling papers, and pipe.
- e. **POSSESSION, USE OF OR BEING UNDER THE INFLUENCE OF INTOXICATING SUBSTANCES (Level 5)** - such as alcohol, other drugs, prescription drugs, over the counter medications, or other substances which, when introduced into a body, cause a disturbance of mental or physical capacities (Arkansas Criminal Code at Ark. Code Ann. & 5-2207) not prohibiting the possession of or normal contemplated use of household products such as glues, aerosols, etc., while under jurisdiction of ASMSA.

- f. POSSESSION, USE OF, OR BEING UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES OR ILLEGAL/INAPPROPRIATE CHEMICAL SUBSTANCES (Level 5) –** Using and or possessing any unlawful, controlled, or inappropriate alcoholic beverage or chemical substance while on school property, including school vehicles, or at any school activities, regardless of duration of possession, intent of possession, or manner of possession. Examples include, but are not limited to: marijuana, opiates, depressants, amphetamines, and other illegal or controlled drugs, and beverages that are fermented or contain fermented beverages that are intended for consumption as an alcoholic beverage. This is not intended to prohibit the lawful and appropriate possession and use of prescription drugs as long as such drugs are possessed and used in accordance with the prescribing physician’s instructions and ASMSA policies.

SEXUAL HARASSMENT (Level 4) - any continued, unwelcome verbal or physical conduct (e.g., comments, jokes, gestures, etc.) of a sexual nature that has the effect of substantially interfering with a victim’s education program or activity, or creating an intimidating, offensive, or hostile environment.

SEXUAL INTIMACY WITH ANOTHER PERSON (Level 4) – sexual intimacy with another person including, but not limited to, petting, disrobing, intercourse, or oral sex.

SPAMMING - flooding the Internet with many copies of the same message in an attempt to force the message on people who otherwise would not choose to receive it.

TAMPERING WITH FIRE, SAFETY, OR SECURITY EQUIPMENT (Level 4) - tampering with equipment including, but not limited to, alarms, cameras, exit signs, magnetic locks, fire hoses, and fire extinguishers.

TERRORISTIC THREATENING (Level 5) – threatening to cause death, serious injury, or substantial property damage with the intent to scare or intensely frighten another person.

THEFT (Level 4) - knowingly taking the property of another with the intent to deprive the owner.

UNAUTHORIZED USE OF SCHOOL FURNITURE (Level 1) - removing or moving furnishings without causing damage. Examples include, but are not limited to, lounge, common area or room furniture.

VANDALISM (Level 4) - willful or malicious destruction or defacement of property.

WALKOUTS AND BOYCOTTS (Level 2) - the organized refusal of two or more students to attend class or other mandatory school functions.

WORK DAY- any day, including weekends, on which an ASMSA staff member is required to work, counted individually per staff member.

WEAPON - The following weapons are specifically defined:

1. **Gun** means any firearm (see Board of Trustees Student Policy V-G).
2. **Knife** means any device which is commonly recognized as a knife, having a cutting edge and/or stabbing point, regardless of the duration of possession, the intent of possession and the manner of possession, save for the prompt and timely return of found knife to ASMSA authorities. It includes, but is not limited to, a pocketknife, utility knife sword or spear in a cane, throwing star, switchblade, and butterfly knife.
3. **Club** means any instrument that is specially designed, made, or adapted for the purpose of inflicting serious physical injury or death by striking. It includes, but is not limited to, a blackjack, billie, and sap. (Arkansas Law 5-73-120)
4. **Any item** whose primary use may be to cause physical injury or harm, or which in a given case was employed to cause physical injury or harm, may be considered a weapon even though it does not fit the other categories listed above.

ASMSA STUDENT POLICIES FROM OPERATIONS MANUAL

V-A	Student	Admissions
V-B	Student	Educational Records
V-C	Student	Students with Disabilities Act
V-D	Student	Prohibition of Gangs and Secret Societies
V-E	Student	Extra-curricular Activities
V-F	Student	Dress Code
V-G	Student	Firearms
V-I	Student	Bomb Threats
V-K	Student	Hazing
V-L	Student	Bullying
V-M	Student	Mental Health
V-N	Student	Disciplinary Review

ADMISSIONS

Each prospective student is screened by ASMSA's admissions professionals, employees, and other volunteers as requested. The application process includes the following:

1. Screening of applicants
2. Interview of semifinalists
3. Final Selection

Admissions Criteria Are As Follows:

1. Resident of the State of Arkansas.
2. Current tenth grader or an eleventh grader willing to repeat the eleventh grade at ASMSA, and meet all graduation requirements as specified by ASMSA. The applicant must have a minimum of ten (10) Carnegie units of study upon completion of the tenth (10) grade. This must include Algebra 1 and Geometry. ASMSA reserves the right to extend admission to freshman applicants for their sophomore year and beyond who possess profound academic ability in personal maturity on a case-by-case basis.
3. Indications of high motivation and academic achievement that warrant more challenging and diversified curriculum in their junior or senior years.
4. Noted for intellectual curiosity, analytical thinking, and imagination.
5. Submission of standardized achievement/assessment test scores, with preference to exams taken during the year of application. At least one of these must be either the ACT or SAT. The writing portion of the exam is not required. Other test scores may include the following: ACT Aspire, PSAT, or any other standardized score(s) available.
 - a. A minimum 19 Composite ACT score or SAT equivalent.
 - b. A minimum 19 ACT subscore in reading, English and mathematics or SAT equivalent.
6. A minimum unweighted GPA requirement of 3.25 in core academic courses.
7. Clear evidence of strong aptitude and interest in mathematics, science, humanities, or art.
8. Written essays and other biographic information.
9. Three (3) letters of recommendation; one (1) from a high school English teacher, one (1) from a mathematics teacher, and one (1) from a science teacher who have knowledge of the applicant's academic ability, capacity for growth, and personal integrity.
10. Personal interview.

Adopted: June 3, 1998

Revised: July 19, 2017

Legal Refs: ACA 6-42-201

Arkansas School for Mathematics, Sciences, and the Arts

Hot Springs, Arkansas

Code: V – B

Student

Educational Records

EDUCATIONAL RECORDS

Arkansas School for Mathematics, Sciences, and the Arts adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974. Parents or legal guardians of each student under the age of eighteen (18) will be permitted to see, inspect, reproduce, and challenge the accuracy of educational records that relate personally to their child or ward. The challenge procedure includes a full and fair opportunity to present evidence at a hearing. Students eighteen (18) years of age and over have the same right. Educational records' shall consist of any record directly related to a student who is or was actually admitted to the school.

ASMSA will not disclose personally identifiable record information to non-privileged parties without advance written authorization from the parent or guardian or the student, if over eighteen (18) years of age, for each release of record information. The school will allow access to a student's records without student or parental consent to persons who have a legitimate educational or governmental interest as defined by the Privacy Act. The school may also disclose statistical non-personal data from student records. Such disclosures shall not include any reference that would make the reader reasonably certain of the identity of the student.

Adopted: June 3, 1998

Revised:

Legal Refs: Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1221

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

The Individuals with Disabilities Education Act of 1990 (IDEA) amended PL 94-142 serves as the basis for most special education regulations. IDEA guarantees a free, appropriate public education that includes an Individualized Education Plan (IEP) for each student with a disability who meets eligibility requirements.

In accordance with requirements of Title VI, Section 601, Civil Rights Acts of 1964; Title IX Section 901, Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Educational Equity Guidelines for Arkansas School Districts as required by Standard XV of accreditation standards for Arkansas School, ASMSA assures that no person in the School shall, on the basis of race, color, national origin, religion, age, gender, or disability be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity of the Arkansas School for Mathematics, Sciences, and the Arts.

The Coordinator will seek, under the terms of the Rehabilitation Act known as 504, by examining the records of current and in-coming students, such conditions that might be substantially debilitating and convene a 504 Committee to review each case.

The 504 Committee will consist of the Dean of Academic Affairs, the Dean of Students, the three Student Success Coordinators, the school nurse and an instructor.

After hearing a case and determining that a substantially debilitating condition does exist, the committee will establish an IEP, which outlines reasonable accommodation that can/will be made for the student. The committee will expand to include the student, instructors that can/will be made for the student. The committee will expand to include the students, instructors and a residential life mentor who will then review the IEP with the student, parents, and all faculty/staff involved with the IEP. The student and parents will be informed of their right to appeal the determination and/or accommodations before a 504 hearing with an independent hearing officer. The hearing, if requested, will be set in a timely manner.

The Coordinator will train faculty and staff during annual fall staff development about 504, stressing their obligation to report conditions that might fall under the law in a timely manner. The Coordinator will inform students and parents of their 504 rights during student orientation and solicit requests for services, if appropriate and documented.

Adopted: June 3, 1998

Revised:

Legal Refs: IDEA, 20 U.S.C. 1400

Cross Refs: II-B Educational Equity Complaint Resolution Procedure

PROHIBITION OF GANGS AND SECRET SOCIETIES

Arkansas School for Mathematics, Sciences, and the Arts Board of Visitors adopts all the provisions of Arkansas Code Annotated 6-18-601 through Arkansas Code Annotated 6-18-607, Fraternities, Sororities, etc., and Arkansas Code Annotated 6-5-201 through 6-5-204, hazing; and defines and places the consequences of “gang membership” as being the same as described in these statutes.

The ASMSA Board of Visitors issues this policy to prohibit behavior and membership in non-school sponsored organizations at ASMSA while individual(s) are at school, traveling to and from school, or while attending school-sponsored events.

When there is a question as to whether the behavior of any student is associated with membership in gangs or any such prohibited organization, the determination shall be made by the Dean of Students subject to appeal to the Director. After such steps, further appeal may be made to the ASMSA Board of Visitors.

Prohibited activities include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence.
3. Extorting or soliciting money or service and/or requesting any person to pay for protection, insurance, or payment of dues.
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person.
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang.
6. Using any communication, verbal or non-verbal, (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang.
7. Engaging in any activity intended to promote or further the interests of any gang activity including distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to ‘represent’, or acting like a member of a gang.
8. Engaging in hazing activities by one student, acting alone or with others, on or off the property of ASMSA including:
 - a. Any willful act directed at any student that subjects the student to social ostracism, ignominy, shame, or disgrace with fellow students.
 - b. Playing abuse tricks or disgrace with fellow students.
 - c. Any willful act directed against any student for the purpose of humbling the pride, stifling the ambition, impairing the courage, or discouraging the student from remaining at ASMSA, or causing the attacked student to leave ASMSA rather than to submit to such acts.
9. Any act by one (1) student, acting alone or with others, on or off the property of ASMSA which violates local, state, or federal laws or ASMSA Board policies when such act or activity is taken to further the interests of the gang and/or any gang member.

In accordance with Arkansas Code Annotated 6-5-203 and Arkansas Code Annotated 6-18-605, the consequences of gang membership or gang-related behavior shall be suspension and/or expulsion from ASMSA. Such membership or behavior will be reported to appropriate authorities for possible criminal and/or civil prosecution.

Adopted: June 3, 1998

Revised:

Legal Refs: Arkansas Code Annotated 6-6-203 and Arkansas Code Annotated 6-18-605

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities are part and parcel of the educational life of ASMSA and as such fall under the same policies as all other activities at ASMSA.

The administration shall insure that ASMSA is in compliance with all regulations pertaining to extra-curricular activities.

Adopted: June 3, 1998

Revised:

Legal Refs:

DRESS CODE

Every student will be assured of their individual and protected right to dress and groom according to personal preference, so long as the students' dress and grooming are not disruptive to the educational process, do not constitute a threat to the safety and health of self or others, and are not in violation of an applicable law, statute, or ordinance. No student dress, which has the potential to disrupt the educational process, (as outlined below) can be permitted.

Any action taken to enforce the dress code will be done to promote mutual respect between students and staff. Enforcement of dress code should never interrupt a student's academic day, and should always be handled with the utmost tact and respect for the student. In turn, students should be mindful of the dress code and act respectfully when approached about a dress code violation. Individual breaches of the dress code are not disciplinary violations; however, repeated incidents constitute a failure to follow reasonable instructions.

ACADEMIC STANDARDS

The academic standard is intended to be more formal than the residential standard in order to create a more professional setting. The academic standard of dress will be followed at all times in academic facilities, at academic functions, admissions events, and any time students represent the school.

1. The student's midriff, back, lower chest and upper thigh must be covered at all times.
2. As a general rule, no shorts, skirts, or dresses should be shorter than the length of the student's thumb when their arms are at rest.
3. No undergarments may be visible at any time. This includes underwear, boxer shorts, and bras (excluding the strap).
4. Transparent or semi-transparent leggings and other bottoms may be worn with dresses, tunics, and oversized shirts, as long as the leg is covered by the article of clothing on the top to the length of the student's thumb when arms are at rest.
5. No loungewear of any form will be permitted. This includes pajama pants.
6. Shoes must be worn at all times. House shoes and flip flops (backless, open-toed shoes that lack hard soles) are not permitted.
7. No article of clothing that obscures the student's face will be permitted (unless required by religion).
8. Lab dress code, as outlined by the lab supervisor, must be followed in all science labs in order to ensure student safety.

RESIDENTIAL STANDARDS

The residential standard is intended to be more relaxed than the academic standard in order to create a more comfortable setting. The residential dress code applies to areas of campus that do not host academic events (class, meeting, assemblies, etc.). Hall areas will allow more relaxed dress, but the residential dress code must be followed in all common areas of the Student Life Center.

9. The student's lower chest and upper thigh must be covered at all times.
10. As a general rule, no shorts, skirts, or dresses should be shorter than the length of the student's thumb when their arms are at rest.

11. No undergarments may be visible at any time. This includes underwear, boxer shorts, and bras (excluding the strap).
12. Pajamas and loungewear, including house shoes, flip-flops, or socks may be worn, as long as the student's leg is appropriately covered.
13. Feet must be covered at all times outside of the student's room. Shoes must be worn at all times in common areas.

Adopted: June 3, 1998

Revised: April 6, 2016

Legal Refs:

Arkansas School for Mathematics, Sciences, and the Arts Hot Springs, Arkansas	Code: V – G Student Firearms
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FIREARMS

The possession of, the threat of use, the use of and/or the discharge of fire arms and/or ammunition is strictly forbidden, whether such are in automobiles, on campus, in buildings or on the person of an individual or individual, including any and all activities carried out by or sponsored by ASMSA, including but not limited to field trips and off-campus curricular and extra-curricular events, with students who break this policy being subject to dismissal and employees being subject to immediate dismissal, with all such violations being immediately reported to the police and remedy being sought under all pertinent laws.

The administration is charged with developing a standard operating procedure (SOP) for securing firearms and/or ammunition found in any seizure of such and with expeditiously handing those objects over to the appropriate police authority.

Adopted: June 3, 1998

Revision:

Legal Refs:

Arkansas School for Mathematics, Sciences, and the Arts Hot Springs, Arkansas	Code: <u>V – I</u> Student Bomb Threats
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BOMB THREATS

Threatening the use of a bomb or explosives of any kind shall be for students, grounds for expulsion and for employees’ grounds for immediate dismissal, with all bomb threats being reported to police and with action being sought under all pertinent laws.

The administration shall develop and implement standard operating procedures (SOP’s) to deal with the safe evacuation and security of students, employees and visitors in case of bomb threats as well as the security of property of ASMSA and the State of Arkansas.

HAZING

Hazing is hereby defined as any or all of the following:

1. Any willful act or practice by a student directed against another student which, with or without intent:
 - a. is likely to cause bodily harm or danger, physical punishment, or disturbing pain.
 - b. is likely to:
 1. compromise the dignity of a student.
 2. cause embarrassment or shame to a student.
 3. cause a student to be the object of malicious amusement or ridicule.
 4. cause psychological harm or emotional strain.
 - c. will interfere with the student's academic efforts.

2. Any requirement by a student which compels a student to participate in any activity which is illegal, which is known by the compelling person to be contrary to a student's moral or religious beliefs, or which is contrary to the rules and regulations of ASMSA.

3. The following practices are specifically forbidden:
 - a. Paddling
 - b. Physical exercise
 - c. Scavenger hunts, quests, treasure hunts
 - d. Road trips
 - e. Creation of excessive fatigue
 - f. Branding, bodily mutilation
 - g. Physical or psychological shocks
 - h. Wearing apparel, which is uncomfortable to the individual or which is conspicuous and not normally in good taste.
 - i. Engaging in public stunts or buffoonery
 - j. Morally degrading or humiliating games or activities
 - k. Giving a food or drink which is distasteful or designed to provoke nausea
 - l. Any form of verbal harassment
 - m. Any action created subjecting an individual to a condition in which the person might tend to lose self-respect, suffer injury to a personal dignity, or is required to compromise personal values.

4. Threatening in any manner or form for the purposes of coercing individuals into secrecy in regard to breaches of the ASMSA Hazing Code.

Individual's participant in hazing activities will be subject to ASMSA disciplinary code.

Adopted: June 3, 1998

Revised:

Legal Refs: Acts 1983, No. 75,2; A.S.A. 1947, 80-5002

BULLYING

I. ANTI-BULLYING POSITION:

- A. ASMSA is committed to providing a safe and caring learning environment, which fosters respect for others and for each of its students.
- B. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidation and threats.
- C. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. ASMSA will not tolerate bullying or any behavior that is considered to be intimidating, harassing, or causing fear or hurt to another person.
- D. Bullying is prohibited anywhere on school property, on buses, at any school sponsored activity or in any school setting. Also, bullying is prohibited when students are on their way to and from school and they are not under the direct supervision of a parent or guardian.

II. DEFINING CONDUCT THAT CONSTITUTES BULLYING:

- A. For the purposes of this policy, bullying is defined as any written or verbal expression or physical act or gesture, or a pattern thereof, that is intended to cause distress, fear, slander or harm upon one or more students.
- B. A student will be found in violation of this policy if his/her conduct has been found to have the effect of humiliation or embarrassment on a student and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.
- C. Bullying can also be defined as an electronic act that results in the substantial disruption of the school or educational environment. A student will be found in violation of this policy if the electronic act is directed specifically at students or school personnel and is maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose, whether or not the act itself originated on school property or on school equipment.

III. DEFINING CONDUCT BY EXAMPLES OF BULLYING BEHAVIOR THAT IS PROHIBITED:

- A. Physical Behavior:
Intentionally endangering the welfare of others. Such behaviors include but are not limited to the following: Hitting, kicking, punching, pushing, shoving, spitting on, poking, blocking, tripping, unwanted touching, rude gestures, taking or damaging something which belongs to someone else, forcing others to hand over food, money, or anything which belongs to them, making someone do something they don't want to do.
- B. Verbal Behavior:
Such behaviors include but are not limited to the following: Name calling, teasing, bossing, threatening, making fun of someone because of their appearance, physical characteristics, or cultural background, making fun of someone's actions, circulating inappropriate notes and/or drawings, sending inappropriate emails.
- C. Cyberbullying Behavior:
Cyberbullying includes any electronic act of harassment. Such behaviors include but are not limited to the following: Any communication such as sending inappropriate emails or text messages, or an image transmitted by means of any electronic device, including but not limited to a telephone, or other wireless communication device or computer.

D. Indirect Behavior:

Such behaviors include but are not limited to the following: Excluding others from activities or a social group, spreading rumors about others, encouraging other people to violate this anti-bullying policy, using other people to threaten, intimidate, humiliate.

IV. REPORTING BULLYING BEHAVIOR:

- A. All school employees who witness, or have reliable information that a student has been a victim of bullying, as defined by the district, shall report the incident to the Dean of Academic Affairs, in addition to the Dean of Students.
- B. Any adult or student who has knowledge of any instance of bullying is encouraged to report this information to school officials without fear of consequences.
- C. Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully should notify a Student Success Coordinator, teacher, residential mentor, or one of the deans.
- D. Students, parents, or teachers who report a bullying incident will not be subject to retaliation or reprisal in any form.
- E. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student who is suspected of bullying shall be subject to disciplinary action.

V. PREVENTIVE COURSE OF ACTION:

A. Written notices:

Notices of what constitutes bullying, that bullying is prohibited, and the consequences of engaging in bullying shall be posted in appropriate public areas at ASMSA.

- B. Employees and students are encouraged to take advantage of opportunities to participate in programs and other activities to develop the knowledge and skills to prevent and respond to acts covered by this policy. The district will assist with programs and educational materials as is feasible.

VI. CONSEQUENCES:

- A. The penalties for violation of this policy include a warning and parent notification as a minimum and dismissal from school as a maximum.
- B. Prior to final action, school officials will take into account the age of the offending student, the level of seriousness of the behavior, and whether or not the offending student has developed a habit of engaging in bullying behavior.

[Legal Reference: Act 681 of 2003 and Arkansas Code Annotated: 6-18-1005]

In addition to anti-bullying information contained in this policy, Act 1437 of 2005 (Arkansas Code Annotated 6-18-514) specifies that the following information shall be made available to students, parents, and school employees:

Bullying while in school, on school property, in school vehicles, at school sponsored activities, or at school-sanctioned events will constitute violation of this policy.

MENTAL HEALTH

The following letter is used to inform parents/legal guardians of the required mental health review when a student has made verbal statements, texts, emails or any other notification of a threat to harm themselves or others. Physical signs of dangerous or damaging treatment/signs are also reason for a review.

Dear _____,

In light of recent events the school is requiring a mental health review for your son/daughter. This review is for the welfare of son/daughter and the community. This review must be done by a licensed professional mental health psychiatrist. The student will need to leave campus until the completion of the review. The review must be received by the Dean of Students or designee before the student can return to campus and attend academic classes. The review should be sent by fax or postal mail on physician's letterhead with the printed name and phone contact of the professional completing the review. The following areas of concern need to be addressed specifically.

1. Is the student of danger to themselves?
2. Is the student of danger to others?
3. Is the best environment for this student a residential setting away from home?
4. Is the student under undue stress from the rigors of the ASMSA environment?

The review is considered a medical leave of absence and the student will be excused from classes. It is expected that the school will receive within five (5) calendar days an update of student's progress. Work will need to be completed by the end of the semester. The student's teachers will be contacted so homework assignments can be emailed or mailed by U.S. Postal Service. The Dean of Academics can be contacted by email or phone for further information concerning academics, this contact information is available on the school's web page.

Any special physical needs are to be communicated to the school nurse. This can be done directly or through the Dean of Students. The school nurse's contact information is available on the school's web page.

It is the goal of ASMSA to have the best interest of the student and the community addressed. Being in a residential setting creates demands on time and energy for students, staff and faculty. In order to maintain a level of security and safety a certain standard needs to be met in all health areas.

Dean of Students
ASMSA

**Arkansas School for Mathematics, Sciences, and the Arts
Hot Springs, Arkansas**

**Code: V – N
Student
Discipline Review**



**Arkansas School for Mathematics, Sciences and the Arts
Campus of the University of Arkansas System**

Student Name: _____

Hearing Date: _____

Upon following the processes and procedures outlined in the ASMSA Handbook, the members of the Disciplinary Review Committee make the following recommendation to the Director.

_____ The Disciplinary Review Committee recommends dismissal of the student.

_____ The Disciplinary Review Committee recommends the student remains enrolled at ASMSA following completion of his or his suspension.

_____ The Disciplinary Review Committee recommends the student remains enrolled at ASMSA and makes the following recommendation for reduction of the previous sanction levied.

Notes:

DRC Member

DRC Member

DRC Member