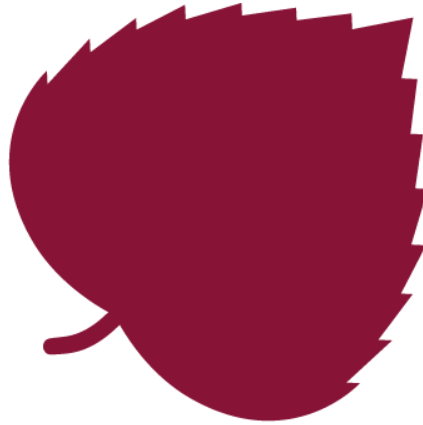


Aspen Ridge Public School 7-12



ASPEN RIDGE PUBLIC SCHOOL

Parent and Student Handbook 2024 - 2025

Aspen Ridge Public School 3821 N Clark St, Fresno, CA 93726 559-374-0080

Aspen Valley Prep 4221 N Hughes Ave, Fresno, CA 93705 559-225-7737

Aspen Meadow Public School 1400 E Saginaw Way, Fresno, CA 93704 559-369-2456

www.aspenps.org

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GENERAL INFORMATION

Aspen Ridge Public School 3821 N Clark St, Fresno, Ca 93726

Board of Directors

President	John Grice	john.grice@aspenps.org
Vice-President	Carlos Huerta	carlos.huerta@aspenps.org
Secretary	Alicia Varela	alicia.varela@aspenps.org
Treasurer	Rene Dayton	rene.dayton@aspenps.org
Board Member	Mark Snee	mark.snee@aspenps.org

School Staff

Executive Director	Shelly Lether	shelly.lether@aspenps.org
Chief Business Officer	Terri Martin	terri.martin@aspenps.org
Chief Operations Officer	Matt Flores	matt.flores@aspenps.org
Chief Academic Officer	Nicole Rivera	nicole.rivera@aspenps.org
Chief of Student Services	Sarah Crantz	sarah.crantz@aspenps.org
IT Director	Michael Lee	michael.lee@aspenps.org
Principal	Riley Fox	riley.fox@aspenps.org
Vice Principal	Abel Ruiz	abel.ruiz@aspenps.org
Office Manager	Buffy Hooks	buffy.hooks@aspenps.org

Non-discriminatory Policy: *Aspen Public Schools does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, citizenship, immigration status, religion, religious affiliation, sexual orientation, pregnancy status, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code. We value every person.*

Aspen Public Schools Mission Statement

*Our **Mission**: Transforming the community by developing exceptional leaders.*

GENERAL POLICIES AND PROCEDURES

ATTENDANCE

Call to clear absences within 72 hours

Absences

Classroom-Based Attendance Policy

It is the intent of the Governing Board (“Board”) of Aspen Public Schools (“APS” or the “Charter School”) to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school, and behavior problems.

Definitions

- **“Tardy”:** Aspen Public Schools starts at 8:00 am for Aspen Valley and Aspen Meadow and 8:30 am for Aspen Ridge. Students shall be classified as tardy if the student arrives after that time.
- **“Unexcused Absence”:** A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.

- *“Truant”*: A student shall be classified as truant if the student is absent from school without a valid excuse for three (3) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days shall again be deemed a truant. Such students shall be reported to the Site Director or designee.
- *“Habitual Truant”*: A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on five (5) occasions in one school year or any combination thereof.
- *“Chronic Truant”*: A student shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year from the date of enrollment to the current date.
- *“School Attendance Review Team (“SART”)*: The SART panel may be composed of the Site Director, Registrar, Chief Operating Officer, a designated teacher, and any applicable staff needed. The SART panel will discuss the absence problem with the student’s parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and the student’s family, and establish a plan to resolve the attendance issue.
 1. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
 2. The parent/guardian shall be required to sign a contract formalizing the agreement by the parent/guardian to improve the child’s attendance or face additional administrative action. The contract will identify the corrective actions required in the future and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
 - a. Parent/guardian to attend school with the child for one-day
 - b. Student retention
 - c. After-school or Lunch detention program
 - d. Required school counseling
 - e. Loss of field trip privileges
 - f. Loss of school store privileges
 - g. Loss of school event privileges

- h. Required remediation plan as set by the SART
 - i. Notification to the County District Attorney
- 3. The SART panel may discuss other school placement options.
- 4. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

Excused Absences for Classroom-Based Attendance

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as required by law or permitted under this Attendance Policy.

A student's absence shall be excused for the following reasons:

- 1. Personal illness, including an absence for the benefit of the pupil's mental or behavioral health
- 2. Quarantine under the direction of a county or city health officer.
- 3. Medical, Dental, Optometric, or Chiropractic appointments:
 - a. Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
- 4. Attendance at funeral services for a member of the student's immediate family:
 - a. Excused absence in this instance shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as parent or guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any other relative living in the student's household.
- 5. Participation in religious instruction or exercises as follows:
 - a. The student shall be excused for this purpose on no more than four (4) school days per month.
- 6. For the purposes of jury duty in the manner provided for by law.

7. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excusal).
8. To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
9. For the purpose of serving as a member of a precinct board for an election pursuant to Election Code section 12302.
10. Attendance at the student's naturalization ceremony to become a United States citizen.
11. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
12. Authorized at the discretion of the Site Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
13. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
14. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
15. For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people.
16. For the purpose of a middle or high school pupil engaging in a civic or political event as indicated below, provided that the pupil notifies the school ahead of the absence. A "civic or political event"

includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

- a. A middle school or high school pupil who is absent pursuant to this provision is required to be excused for only one school day-long absence per school year.
- b. A middle school or high school pupil who is absent pursuant to this provision may be permitted additional excused absences at the discretion of a school administrator.

17. For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student's parent or guardian and approval by the Site Director or designee pursuant to uniform standards:

- a. Appearance in court.
- b. Observance of a holiday or ceremony of the pupil's religion.
- c. Attendance at religious retreats.
- d. Attendance at an employment conference.
- e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

A student absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within an equal number of days of being absent. Work due at the end of the semester must be submitted within two days of the end of the term. The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence.

Please see full attendance policy under "Appendix A"

ARRIVAL AND DISMISSAL

The morning bell rings at 8:25 a.m. for Aspen Ridge Public School students to start walking into class.

Instruction will begin promptly at 8:30 a.m. Supervision is provided only during the school day starting at 7:45 a.m. Students arriving at 7:45 will be directed to the cafeteria, where they will stay until 8:00 when the rest of campus is open. Breakfast is served from 8:00 a.m. until the morning bell rings. Lunch will be served during the students' break.

Please schedule an appointment to meet with your child's teacher if you need to speak with them.

Please do not approach teachers without an appointment. Teachers are not available for walk-in

appointments. If you have an urgent issue, report to the office and the receptionist will contact the teacher.

ARRIVAL AND PICK-UP PROCEDURES

Parking lot

Parents/guardians are not permitted to park in the spaces that are marked as **Staff Parking**. If a visitor parks in a staff parking stall, campus security will be called. Parking for parents/guardians is intended for parents who have a need to visit the office or come onto campus.

Please do not block the flow of traffic in the school parking lot at any time. In addition, do not block the entrances to the parking lots in order to drop off or pick up your child. **This applies even during rainy weather.** The handicapped parking spots are off-limits **at all times** unless you display the special parking placard in your windshield or license plate.

The rules to use the parking lot are as follows:

1. **The speed limit is 5 mph on campus.**
2. If you intend to park and enter the campus, you must park in a visitor's parking space. If no spaces are available, you must exit the parking lot and try again or use a different area to deliver/pick-up your students. *You may **not** stop in the parking lot to unload/load your students. Please use the loading zone only.*
3. Licenced student drivers will be able to access the public parking lot. This is first come first served. It is recommended that students follow basic safety procedures such as locking doors, removing valuables, etc. ARPS is not responsible or liable for any stolen or damaged property.

Morning Drop-Off

1. Drop-off: Monday-Friday at 7:45AM to 8:25AM
2. Have student(s) and backpacks ready when entering the loading zone.
3. Please pull all the way forward in the loading zone and drop off students before you enter the parking lot. Move forward when the vehicle in front of you moves forward. **(Please do not double park.)**
4. Do **NOT** park or leave your car unattended in the loading zone.
5. Security will be monitoring the loading zone and parking lot. Please follow instructions issued by security.

Afternoon Pick-Up

1. Pick-up: Monday – Thursday at 3:50 PM to 4:05 PM, Fridays at 1:10 PM to 1:25 PM
2. Drive into the loading zone.
3. Move forward as cars move forward in front of you.
4. You may not leave your vehicle unattended in the loading zone.
5. Parents and students cross the street only at designated crossing zones.
6. Eligible 11th/12th grade students may leave campus at their designated time after checking out with the School Resource Officer(s).

Your help in providing for the safety of Aspen Public School students is appreciated.

Please reference the parking lot map found at the back of this handbook

BICYCLES AT SCHOOL

Riding a bicycle at school is a privilege students may retain by observing the following safety regulations:

1. Bicycles should be locked individually while parked at school.
2. Bicycles should never be ridden on the school grounds. It is a violation of the City of Fresno Municipal Code.
3. Bicycle helmets must be worn while riding a bike (17 years old and younger).
4. Be an alert bicycle rider at all times and observe traffic regulations.
5. Riding bicycles in the front parking lot and hallways is prohibited for safety. If bicycles are ridden in this way, they will be picked up and kept in the office for return to parents only. Privileges may be lost if this is a constant problem.
6. Occasionally bicycles are vandalized or stolen. Bicycles, skateboards, and scooters are brought to school at the owner's risk. Police reports may be taken for vandalism and theft.
7. Skateboards, scooters, and bicycles may not be stored inside the school campus and need to be appropriately locked in designated areas.

Rollerblades, scooters, and skateboards may not be ridden on campus. This is also a violation of the Fresno Municipal Code.

DISMISSAL PROCEDURES

Dismissal times on **Monday-Thursday**: 3:55PM

Dismissal times on **Friday**: 1:00PM

BREAKFAST AND LUNCH PROGRAMS

ALL students will receive an income form. It is very important to ensure adequate federal funding that all forms are **filled out and returned by the first day of school**. Breakfast and lunch are provided at no cost to all students.

Lunch

School meals will be provided by Revolution Foods. You can look at their website at revolutionfoods.com. We know that being nourished with food is important to a child's attitude and attentiveness in class. A hungry child has difficulty learning or concentrating. If your child refuses to eat his school lunch please

send a lunch from home. Food deliveries are to be held at families' own risk. School staff will not monitor food deliveries.

Breakfast

Breakfast is served on a daily basis beginning after the first learning period.

MENTORS

All Aspen Ridge students are assigned a mentor each year of their enrollment. The student will work with a mentor for the entirety of their school experience at Aspen Ridge. Throughout the year, the mentor will meet with the students 1x monthly and will be the lead connection between the student, family, and school. Parents are welcomed to utilize their students' mentor as the first point of contact for academic questions or concerns.

CLASS CELEBRATIONS

There are a limited number of classroom celebrations planned throughout the year through the classroom teacher.

Birthday celebrations: In order to maintain a healthy food commitment, we will **not** be celebrating birthdays with food in classrooms.

Also, to avoid hurt feelings of uninvited students, individual invitations to private parties at home should be either mailed or distributed *after* school hours *off campus*. No parties may begin or end on the school campus, including limousines, or private vehicles transporting students to or from campus.

SENDING GIFTS TO STUDENTS AT SCHOOL

We have a genuine concern for the protection of the educational environment of our classrooms, and because of the disruption that this can cause please do not have balloons, flowers, or other gifts delivered to individual students while at school.

COMPLAINTS PROCEDURE

All complaints should be made through Aspen Public School's **general complaint policy, Title IX Policy, or uniform complaint procedure**. Paperwork and information is available in the school office and on the school website. Every effort should be made to resolve a complaint at the earliest possible stage.

Please follow the below complaint procedure if a concern arises:

- Whenever possible, the complainant should request an appointment with the person(s) involved in order to resolve concerns.
- If you feel that the situation has not been resolved, or for a general complaint, please contact the Aspen office to obtain a complaint form. An administrator will investigate the complaint and follow up with you.
- After a meeting with the site director or designee, if you still feel that the situation has not been resolved you may request to appear before the Aspen Board of Directors. Please try to resolve any complaints with the school site administration first.

Fresno Unified School District does not respond to complaints against ARPS. They are a separate school district and will refer you back to our complaint procedures. The “General Complaint” form must be completed if filing a formal complaint. You may pick up a form at the school office or at the school’s website.

How to access the General Complaint form on the school website:

1. Go to: (ARPS website) ridge.aspenps.org, or aspenps.org
2. Click on the “Parents” tab at the top of the homepage
3. Click on “Forms”
4. Click on “General Complaint Form”

Fill out the form and submit it to the school office.

DONATIONS

Donations may be made to Aspen Public Schools, Incorporated, a non-profit organization. A tax ID is available upon donation. Contact the school office for details. There is also a “Donate” button located on the school website.

DRESS CODE

All students must follow the Aspen Public Schools Dress Code **every day, without exception**. Aspen is focused on academics, social and emotional skills and leadership; therefore, students are expected to follow the required dress code.

I. GOALS OF A STUDENT DRESS CODE

A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as biology (eye or body protection), or P.E. (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear, discipline or discrimination.
- Prevent students from wearing attire with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence, or the use of alcohol or drugs, or gang affiliation.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

I. DRESS CODE POLICY

The primary responsibility for a student's attire resides with the student and parents or guardians. Aspen Ridge Public School is responsible for seeing that students' attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

- **Basic Principle: Certain body parts must be covered for *all* students**

Clothes must be worn in a way that genitals, buttocks, torsos and nipples are always covered with opaque material. Intimate apparel, such as underwear (including as a result of sagging) and bras, must be covered. Halter tops, off-the-shoulder or low-cut tops, and bare midriffs are prohibited.

- **Students MUST Wear***

- Shirt or dress
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: activity specific shoes are permitted

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress.

- **Students MAY Wear**

- Hats, including religious headwear
- Hoodie sweatshirts. Hoods must be removed inside the classroom.
- Fitted pants, including leggings, yoga pants, and "skinny jeans"
- Ripped jeans, as long as rips are not above finger tip length and underwear and/or buttocks is not exposed
- Shorts/skirts as long as they pass the student's fingertip length.

- Tank tops, as long as undergarments and midriff are covered
 - Athletic attire
 - Clothing with commercial and athletic logos, provided they do not violate any items listed below
 - Open-toed shoes (but must have closed toed/tennis shoes for P.E.)
- **Students CANNOT Wear**
 - Apparel or accessories with violent language or images
 - Apparel, accessories or colors that are known to be gang affiliated (i.e. Bulldog attire)
 - Images or language depicting alcohol or drugs, (i.e. Cookies) (or any illegal item or activity, or the use of the same)
 - Hate speech, profanity, or pornography
 - Images or language that creates a hostile or intimidating environment based on any protected class
 - Visible underwear or bare midriff
 - Ripped pants with holes above finger-tip length.
 - Bathing suits
 - Helmets, headgear, or paint that obscures the face (except as religious observance or medical need)
- **Dress Expectations For PE**
 - During 7th - 10th grade, the students will take part in PE. The students should wear clothing that allows them to participate in athletic activities. Students should bring or come dressed in:
 - Athletic type shoes (closed in front and back)
 - Athletic pants/shorts and tops that allow for movement
- **Grooming**
 - Students may wear hairstyles of student and parent choice
 - For those courses where long hair may pose a safety risk, such as a science lab with an open flame, hair must be securely bound behind the head, consistent with guidelines established by the teacher.

*Please see attached discipline matrix for dress code violation consequences.

EMERGENCY CONTACTS

Every student must have a current emergency contact form on file. This is extremely important in the event of an emergency at school. Please fill out the form completely. Besides a parent or guardian, it is imperative that you list at least two additional contacts for each child. Example: The name and phone numbers of a relative or neighbor who can take responsibility for your child in case of an emergency. If no one on your child's emergency contact list can be reached, and your child needs to be sent home, Child Protective Services or the Fresno Police Department will be contacted immediately. We will need at least four adults who may be given the responsibility of picking up your child from school. They must show ID to the office staff if they will be picking up your child. Students will NOT be released to anyone not listed on the emergency card. It is your responsibility to keep your contact information, including phone numbers and addresses.

Parents must give the office copies of any legal documents that explain special circumstances regarding custody, visitations rights, etc. Always make sure to notify the office if there are any changes in your legal paperwork. All parents will be given equal rights for information about their children, to take the student from school during the day, or regarding any other parent rights UNLESS you provide documentation that instructs the school otherwise. One set of communication will be sent home from Aspen with each student.

If emergency medical or dental treatment is needed and you cannot be reached, 911 will be called. The school cannot assume responsibility for the payment of medical fees incurred.

EMERGENCY DRILLS

Regular emergency evacuation drills are conducted at the direction of school staff. When a fire alarm sounds, students must evacuate the school quickly in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding lock-down and movement to other locations or to return to classrooms.

In the event of the need to lockdown the facility, the security officer on duty will communicate, when necessary, with local authorities. The lockdown is maintained until an "all clear" code is called over the intercom. Lockdown practice drills will be held each quarter. The school will send out communication to families regarding lockdowns or emergencies. Please refer to this communication and be advised that no parents or visitors will be allowed on campus until the lockdown is lifted.

If an emergency should take place that requires the students to be dismissed early, parents and guardians will be notified with instructions by way of a Parent Square phone call. The phone call will inform parents and guardians where to pick up their child. In most cases, the teachers will wait with the students by the gate; however, if the administration determines that students should be kept safe inside, students may be kept in the classroom or gymnasium until the parent or guardian arrives.

HEALTH OFFICE

The Health Office is managed by an RN/LVN trained in First Aid and CPR. Every effort will be made to contact parents or guardians regarding an injury or illness. Due to the number of students seen in the Health Office, phone calls will be made in the case of a serious concern.

FEVER POLICY

Our school district recognizes **elevated body temperatures as 99.7 or higher**. Any student with a 99.7 F body temperature will be sent home. **We have a 24-hour fever-free policy.** A student may return to school when the fever is gone for 24 hours, without administering medication.

MEDICATIONS AT SCHOOL

All medications including prescription and over-the-counter, **must have a written statement from a parent or guardian authorizing the school to administer medicine and a written statement from the student's authorized health care provider detailing the following**

- a.) Current California authorized health care provider's name and contact information
- b.) Parent/guardian signature
- c.) Medication, dose, method and time to administer
- d.) Student name

Medication must be delivered to the school by the parent/guardian, or adult designee in the original container with a pharmacy label. Over-the-counter medication must be in the original container.

For the safety and health of everyone, students **may not carry** a prescription or nonprescription medicine such as cough drops or throat lozenges in their pockets or backpack. School regulations require that all medications, whether prescription or nonprescription be kept in a locked cabinet. If a Medication Order specifies that a student is authorized to carry, the office requests that the student administer the medication in the Health Office.

The Charter School will adhere to Education Code Section 49414 regarding epinephrine auto-injectors and training for staff members.

FOOD ALLERGIES

If your child has an allergic reaction to certain foods, please contact the health office immediately with a document signed by his/her doctor. A "**Special Meals Accommodation Form**" must be completed by your child's physician. The nurse will inform the cafeteria and all the staff involved.

LICE OR NITS

If your child has active lice they will be sent home. If your child has lice eggs (nits), a notice will be sent home to treat the student for lice. After they have been treated at home with the proper medication and every egg and lice is removed they will be admitted back to school. They are expected to return immediately on removal of lice/nits. Students are only excused for 1 day.

Please make sure there are no eggs visible in the hair when they return. ***Your child must be cleared by the school nurse before being admitted back to class.***

AIR QUALITY

ARPS receives daily updates on air quality from the San Joaquin Valley Air Pollution Control District. Once this information is received, if air quality is deemed unhealthy, we will inform teachers to limit afternoon strenuous outdoor activities, including Physical Education.

SHORT TERM INDEPENDENT STUDY

If your child is going to be away from school for two or more days for reasons other than illness, the student should be placed on an Independent Study Contract to maintain their attendance. Please notify your child's teacher *and* the school office **at least 24 hours in advance** to plan this contract.

The Independent Study Contract allows students to have excused absences for the time that they are away from school for up to 14 school days in total. **Independent study days do not count toward perfect attendance awards. Only students who attend class at the school site are eligible for the award.**

The contract is to be prepared in advance of the time away from school, and must be signed by the teacher, parent, student, and the student's special education teacher, if applicable. The completed contract assignments are due on the day the student returns to school. Only work accurately and completely done will count toward the student's grades. Students who do not complete the contract assignments during their absence will not receive academic credit, may result in lower grades on their report card and will affect their attendance record. In addition, students who do not complete the contract assignments during their absence may not be granted future independent study requests.

LOST AND FOUND

Many articles become lost or are left unclaimed during the course of the year. It helps if personal belongings are marked so that your child can identify his/her articles easily. Lost and Found items may be claimed in the lost and found bins behind the office. Please check in first. Due to high volume of lost and found, each month unclaimed items will be given to a charitable organization.

LUNCH OFF CAMPUS

Students are required to eat lunch at school (on Aspen campus or at Fresno City College while on campus for classes).

No adult may take a student off campus for lunch unless they are the student's legal parent/guardian. If a parent or guardian wishes to take their own child to lunch, they should check-in with the office using the normal sign-out and sign-in procedures. We ask parents to have their child back to school at the end of their normal lunch period.

Lunch orders/deliveries are done at the families' own expense and risk. School staff will not monitor deliveries. These lunch orders must be placed and delivered during the students' designated lunch period. If lunch deliveries arrive after the designated lunch period, the food will be stored in the office and students will be able to eat it during break or after school. Food will not be allowed into the classrooms and students will not be permitted to miss class in order to eat a lunch delivered outside of the lunch period. As a reminder, students always have access to the school provided lunch during their designated lunch period.

SENIOR EVENTS AND PARTICIPATION

At Aspen Ridge, seniors (12th grade) will have the opportunity to participate in exclusive, senior-specific activities. These activities include, but are not limited to specialized field trips, award ceremonies, and last week of school activities. Participation in these activities is a privilege and students on the non-privileged list will not be allowed to participate.

Students participating in the graduation ceremony must meet Aspen Ridge graduation requirements before the ceremony. Additionally, students must have 90% or greater attendance for the present school year, no failing grades, and good behavior. Students on the non-privileged list may not be able to participate in the graduation ceremony.

WITHDRAWAL FROM AN ASPEN PUBLIC SCHOOL

If you decide to move from an Aspen Public School to another school, please notify our office that you are withdrawing your child, and your reason for doing so. Not only does this help in our record keeping, but also allows us to give you the information that you will need in order to enroll at the new school. If possible, please give us at least a 3-day notice. Aspen Public Schools will notify the student's district of residence of the student's withdrawal within thirty (30) days.

PARENTAL INVOLVEMENT

Parent involvement is a valued and necessary part of the school program. Admission to ARPS requires a long-term commitment from both parents and students to the school's mission and vision, goals, policies and procedures. We see learning as a partnership between students, parents and the school.

Parents are encouraged to support their child's learning efforts by:

1. Maintaining regular contact with their high school teachers and counselors.
2. Assist and support the child's research projects.
3. Support the child's integration of college courses by assisting with monitoring their completion of assignments and being knowledgeable of their progress.
4. Attend parent/teacher or student led conferences and school events.
5. Participate in/attend Coffee with Principals, Parent Advisory Committee (PAC), and English Learner Advisory Committee (ELAC).
6. Provide an appropriate setting for learning.
7. **Follow all policies and procedures as stated in the handbook.**

COMMUNICATION

All official school communication will be sent via Parent Square, Email, mail, or by phone. It is essential that parents have access to all the above listed platforms. Access to Parent Square and at least one current email address on file be required for all parents.

Parents are able to access student information, grades, behavior, test scores, and attendance through the Infinite Campus Parent Portal.

FUNDRAISING

As a non-profit organization, fundraising is a critical component for the success of the instructional and extracurricular program at Aspen Public Schools. Most fundraisers are led by teachers or other staff. Oftentimes, the students also lead fundraisers. If you are interested, please contact the Site Director for more information.

PARENT VISITATIONS

Visits are allowed, but must be **scheduled with the teacher in advance** so that suggestions for appropriate times will make the visit as productive as possible. In the interest of safety, visitors must first check in at the front office and receive a pass. However, to ensure students are not distracted during class time, we require visitors to sit and observe quietly unless pre-arranged. Please do not walk around the room or talk to students or teachers during the visit. **Please turn cell phones off.** If you need to talk to your student's teacher or have any comments or concerns, please schedule an appointment in advance. Please do not interrupt the teachers during regular instructional time.

ALL VISITORS MUST CHECK IN AT THE OFFICE UPON ARRIVAL AT SCHOOL AND PRIOR TO VISITING A CLASSROOM. Please bring identification at this time. All visitors will have their identification scanned into the security kiosk and will receive a name badge that must be worn on campus.

PERSONAL POSSESSIONS

We discourage students from bringing personal possessions or extra money to school unless requested or authorized to do so by the teacher. Any personal items brought on campus is done so at the students' own risk of potentially being lost or stolen. If they become distractions, teachers may take items and withhold them until the end of class. The school cannot assume responsibility for personal or unnecessary items brought to school.

Cell phones and other electronic devices are not allowed to be used during the instructional periods unless the teacher has approved. If a student has a cell phone for emergency reasons, it must be kept in their backpack, turned off, and not taken out until the student is out of class. Teachers may reserve the right to collect cell phones in a basket until the end of the learning period. If a cell phone is used at an inappropriate time during class, the teacher may confiscate it until the end of the day. However, on occasion, teachers may permit students to use their cell phones for special classroom activities.

CLASSROOM CULTURE POLICY

All classrooms support the school-wide culture plan. The classroom plans provide systems that give each student the opportunity to make positive choices and to "make things right" when poor choices have been made. Each child is in charge of the type of interactions he/she has with the teacher and classmates. Teachers will go over classroom expectations with students during the first week of school, and work to maintain these expectations throughout the year.

It is important that you understand and support the teacher in their decisions when working with your child.

TAKING CARE OF OUR SCHOOL

We need our school community's help in maintaining our beautiful facility and would like for you to join us in this effort.

If you are using the facilities during after school hours, on weekends, or just passing by and you notice something that seems suspicious, please take action. Call the Fresno Police Department at 498-1414 to report your concern.

Food and drinks, other than water will not be allowed in the classrooms. Students are asked to eat and drink snacks during passing periods, breaks, or at lunch. This policy will help us keep our school clean, while also respecting our classrooms as learning environments with reduced distractions.

STUDENT PLACEMENT IN CLASSROOMS

The site director works in collaboration with the academic counselor to assign students to classes. Therefore, we do not accept parent requests for specific teachers. Careful consideration and deliberate attention is given so that classes are balanced with respect to gender, achievement levels, and student needs.

Aspen Ridge believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. The Board of Directors of Aspen Ridge Public School recognizes that student achievement in mathematics is critical for preparing students for college and career, especially in science, technology, and engineering.

A student's ninth grade mathematics placement, in particular, is crucial to ensuring future educational success. The Board affirms that a fair, objective, and transparent mathematics placement policy that strictly limits the use of subjective criteria in placement decisions will result in an appropriate ninth grade mathematics student placement and will prevent mathematics misplacement, particularly for students of color.

The Site Director, Assistant Site Director, or designee shall work with teachers, counselors, and administrators to administer this policy to ensure Aspen Ridge students are placed in a mathematics course in compliance with applicable law. School staff shall implement this policy and placement practices uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or any other subjective or discriminatory consideration.

Mathematics course placement shall systematically take into consideration multiple objective academic measures that may include, but are not limited to:

- A standardized placement test that includes a mathematics component for incoming ninth graders;
- Objective measures, such as grades and assessment results from prior years; and
- Other objective indicators of student performance and proficiency in mathematics.

See full math placement policy in Appendix B

STUDENT SAFETY

We stress with the students the importance of safety in the classroom and on the school grounds at all times during the school day. The following basic rules of safety must be followed:

1. Walking in the hallways.
2. No loitering at the end of the school day.
3. Following all school rules or accepting the consequences of poor decisions when choosing to disobey the rules.
4. Acting respectfully toward all adults providing supervision for the safety of the students.
5. Students may not enter restricted areas unless given permission to.

*Please see behavior matrix for safety violation consequences.

STUDENT SUPPLIES

Some basic school supplies are provided at school. However, donated supplies and additional items are helpful and greatly appreciated. Backpacks are helpful (but not required), as it helps their organization and success at school. Please check the Aspen Public Schools website or with the classroom teacher for a wish list of supplies and suggested donation items.

Teachers may provide a list of suggested supplies that would be helpful for the start of the school year. These items are greatly appreciated by our school, but are not required as donations.

The students will be issued computers and chargers to care for. Students are responsible for caring for these devices, as the improper care of them may lead to not being issued another one. Students are required to bring their computer to school with them every day. Computers must be charged at home each night to ensure students arrive at school ready to learn and engage in classroom activities. Please see behavior matrix for technology misuse consequences.

Students will also receive a school planner that they are expected to keep and maintain throughout the school year. Students are required to bring their planners with them each day. If a student loses his/her/their planner, they must request a replacement planner from the front office. A replacement planner will be issued, but may require a student to use PBIS points as payment.

STUDENT USE OF THE TELEPHONE

Office telephones may be used by students only in the case of an emergency. The students are free to use their personal cell phones at appropriate times of the day for emergencies. Parents and students are to make all arrangements regarding after school before leaving for school in the morning. Students wanting to make phone calls to parents are made only on an as needed basis as determined by school personnel.

STUDENT USE OF CELL PHONES

Students who are on cell phones or other electronics are not fully engaged in learning. In order to preserve the teaching and learning environment, this policy is to clarify the cell phone/electronic devices policy for Aspen Ridge Public School. The policy is:

Grades 7 & 8 turn in cell phones to the teacher each period when they enter the classroom. The cell phone will be returned at the end of the period.

Grades 9-12 may keep their cell phones with them, but must keep phones in their backpack or handbag. Cell phones at school are a high school privilege and must comply with teacher and staff directives, including but not limited to, keeping phone on silent mode so that no audible ring tone is heard.

Students may use their cell phone at breaks or lunch only—but must keep the ring on silent. Students may only have access to devices that belong to them. Using a device that belongs to another student is prohibited, even if permission is granted. ARPS is not responsible for damaged, stolen, or lost personal devices.

Cell phones and all functions within the cell phone (e.g. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms during the school day, Science Labs, Restrooms, all Physical Education Areas and all School Office Areas.

The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and any other school area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away (handed in grades 7/8) and made undetectable (i.e., silenced without vibration). Violation of the cell phone rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action:

First Offense ~ Teacher will give student verbal warning and reminder of the cell phone policy.

Second Offense ~ The device will be confiscated by the teacher and held in the classroom until the end of the period.

Third Offense ~ The device will be held in the main office until it is picked up by a parent or guardian at the end of the school day. Administration will make parent contact.

Repeated offenses will result in an individual cell phone behavioral contract and/or may lose all cell phone privileges at school. Please see the discipline matrix for more information on cell phone misuse consequences.

FIELD TRIPS

Field trips and off-campus activities are scheduled to supplement and enrich the curriculum covered in the classrooms. All students participating in a field trip must have written permission from a parent or guardian. Students may be prohibited from attending a field trip based on negative choices concerning leadership and/or academics that results in their name on the non-privileged list. All Aspen Public School standard rules of conduct presented in this handbook will be observed.

Parent volunteers are always welcome to assist during study trips if space allows. If you choose to participate as a chaperone, your child's teacher will notify you about how to apply as a volunteer. **NO SIBLINGS or other children will be allowed to attend field trips.**

No student will be denied access to field trips based upon an inability to provide funding for the trip.

WEBSITE

Visit the Aspen Public School website regularly for information such as: Calendar of events, classroom pages, supply lists, fundraising dates, employment, dress code, etc. It is a great way to stay informed! Aspen Public Schools Charter Management Site <https://www.aspenps.org>
ARPS TBD

Academic School Calendar



Aspen Public Schools | Academic 2024-2025 Calendar {FINAL}

For up to date info:
Valley.aspenps.org
Meadow.aspenps.org
Ridge.aspenps.org

***Important:**
Aspen Ridge 9th-12th begins school on **8/1**
Aspen Ridge 7th – 8th begins school on **8/5**
Aspen Valley/Meadow begin **8/5**

1	Holiday/No School
1	Not in session/No School
1	Normal day
1	Minimum Day
1	First/Last Day of School
1	Parent Conferences (no school)
1	Student Led Conf.-afternoon

Valley/Meadow: 175 Student Days Ridge: 177 Student Days

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1*	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	*Ridge HS starts 8/1					19/21

September 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						20

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		17

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
15					1	2
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				15

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	
						14

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
						18

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					20

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			16

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
21				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SEMESTER 1: 8/5/24-12/20/24

SEMESTER 2: 1/13/25-5/30/25

1/24/24 Board Approved

ARPS Events in Detail:

Mandatory Parent/Guardian Orientation

It is mandatory for ALL PARENTS to attend the parent orientation. The session includes a tour of the facility, understanding Aspen's expectations, and ways to support your student for success.

Personalized Learning Plan Conferences

Each student will work with the site director and/or the academic counselor along with parents/guardians to develop a Personalized Learning Plan.

Picture Day

Company representatives will be on campus to take school photos of each child. Even if students do not wish to purchase pictures, they will have their pictures taken for the yearbook and ID cards.

Recruitment Open Houses

In the fall and winter of each year, ARPS will host open houses for all people interested in learning more about our school and possibly enrolling. These events are open to the public and include overviews of the academic program, the faculty, the community, and the mission and philosophy at ARPS. All events have Spanish translation available.

WASC

ARPS was granted WASC accreditation in 2022-23.

What is it?

WASC stands for the Western Association of Schools and Colleges. It is one of six regional accrediting associations that service both public and private schools. Through the accreditation process, WASC determines whether or not 1) the trust placed in a school to provide high-quality learning opportunities is warranted, and (2) the school clearly demonstrates continual self-improvement. Its goal is to foster excellence in the schools that it accredits.

Why is accreditation important?

- It demonstrates to the public that the school is a trustworthy institution of learning.
- It validates the integrity of a school's program and student transcripts (especially in the eyes of our community and colleges).
- It fosters improvement of the school's programs and operations to support student learning.

Aspen Ridge Public School Bell Schedule 2024-2025

Office Hours: Mondays - Thursdays 4:00pm - 4:30pm

Mondays: History | Tuesdays: Science | Wednesdays: Math | Thursdays: English

Monday - Thursday Schedule (Regular Day Schedule)

Advisory	08:30am - 08:55am	(25 minutes)
Period 1	08:58am - 09:48am	(50 minutes)
Period 2	09:51am - 10:41am	(50 minutes)
Period 3	10:44am - 11:34am	(50 minutes)
HS Period 4/MS Lunch	11:37am - 12:27pm	(50 minutes)
MS Period 4/HS Lunch	12:27pm - 01:17pm	(50 minutes)
Period 5	01:20pm - 02:10pm	(50 minutes)
Period 6	02:13pm - 03:03pm	(50 minutes)
Period 7	03:06pm - 03:55pm	(49 minutes)

Friday Schedule (Early Release Schedule)

Period 1	08:30am - 09:04am	(34 minutes)
Period 2	09:07am - 09:41am	(34 minutes)
Period 3	09:44am - 10:19am	(35 minutes)
Break	10:19pm - 10:34am	(15 minutes)
Period 4	10:34am - 11:09am	(35 minutes)
Period 5	11:12am - 11:46am	(34 minutes)
Period 6	11:49am - 12:23pm	(34 minutes)
Period 7	12:26pm - 1:00pm	(34 minutes)

SCHOOL-WIDE NORMS

We believe that each student has a right to learn, and that each teacher has a right to teach. Aspen strives to create a healthy, proactive culture that promotes personal and academic growth among the students. In an effort to maintain this culture, we use the following school-wide norms (Aspen Roots) as guiding principles:

1. You **MATTER**.

Every component of your life is important; yourself, your family, and your individual identity.

Respect Yourself

A student who respects his/her education comes to school every day prepared to learn. Students can be both mentally and physically prepared. A student who is mentally prepared is someone who is awake, ready, and willing to learn while a student who is physically prepared is someone who brings his/her school supplies every day.

Respect Others

Graduated Discipline Plan

APS, Inc. believes that students learn best in an environment of clear expectations about behavioral and community norms that allow them to feel safe and nurtured. In order to maintain a positive learning community, APS, Inc. has developed a comprehensive set of student discipline policies which in many respects are consistent with California Education Code Section 48900's requirements for school districts. APS, Inc. has developed its own specific procedures for student suspension and expulsion.

The Discipline, Suspension and Expulsion Policy ("Policy") has been established to align in most material respects with Education Code Section 48900. ARPS staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

Each incident is addressed individually, though previous activities may be taken into account in order to determine the severity of the discipline assigned. Minor discipline is first addressed in the classroom by the teacher. Repeated minor discipline offenses and/or major discipline offenses will be addressed with a meeting between the student and the Site Director or his/her designee. Following this meeting, several actions may occur, including but not limited to:

- Warning, both verbal and written
- Loss of privileges (e.g. extra-curricular activities).
 - Student(s) may be placed on the Non-Privileged list per the discipline matrix. Suspensions automatically place a student's name on the list. The list will be re-evaluated each quarter.

- Notices to parents by telephone or letter
- Request for parent conference (including teachers, counselors, or administrators)
- Behavior contract
- Detention
- Friday School
- Suspension (including in-school suspensions)
- Expulsion

For students who are truant, tardy, or otherwise absent from assigned school activities, alternatives to suspension or expulsion are attempted first.

Grounds for In-School Suspension, Out-Of-School Suspension and Expulsion

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to:

- while on school grounds
- while going to or coming from school
- during the lunch period, whether on or off the school campus
- during, going to, or coming from a school-sponsored activity

Discretionary Suspendable/Expellable Offenses: Students may be suspended or recommended for expulsion for offenses included, but not limited to:

- Caused or attempted to cause physical injury to another person
- Violence
- Use or possession of drugs or alcohol (including tobacco)
- Theft
- Habitual profanity or vulgarity
- Possession of weapon or firearm.
- Sexual harassment or assault
- Making threats to commit a crime, including injury or death to another person
- Verbal and/or physical act of hate
- Bullying
- Defiance or disruption of the learning environment

Non-Discretionary Suspendable/Expellable Offenses: Students *must* be suspended and/or recommended for expulsion for any of the following acts when it is determined the pupil:

- Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance

- Committing or attempting to commit a sexual assault
- Possession of an explosive

*Please see the full discipline matrix for more information on disciplinary actions.

ARPS CAMPUS RULES

Aspen students demonstrate good character attributes by following these rules:

- NO PLAY FIGHTING OR WRESTLING IS ALLOWED.
- Students may not eat or drink while in class (besides water in a capped container).
- Students may not vandalize or deface (graffiti) school property.
- Students are in designated appropriate areas during after school hours.
- Students may not use electronics (including cell phones) during class unless authorized by an instructor.

2. BE PRESENT.

Your presence is essential to your growth. It enables you to continue to reach your current & future goals. This can be demonstrated through the following practices:

- Demonstrates great maturity
 - Participates enthusiastically and meaningfully in class discussions and activities
 - Regularly supports others in learning
 - Avoids insults, ridicule, and personal attacks disguised with laughter
 - Regularly attempts to greet others and to make others feel included
 - Regularly takes academic risks in class; remains open-minded
 - Uses humor appropriately
 - Regularly listens attentively to the teacher and to designated speakers
 - Regularly stays on task during class assignments; keeps others on task
 - Is extraordinarily well prepared and on time for class
- **Expectations of the Originality of Student Work:**
 - The faculty and staff of ARPS expect that all work completed and turned in will be original work of the respective student or group. Plagiarism is taking the work of another and attempting to pass the work as one's own. Thus, plagiarism is not limited to copying text from an existing source without documentation; it is also the copying of ideas from a source without documentation. Copying ideas from another student (the source in this case) without documentation, is also considered plagiarism. In the case of plagiarism, there is shared and equal responsibility (and therefore shared and equal consequences) for this action. Use of artificial intelligence is considered plagiarism and will be held to the same disciplinary measures

per the matrix.

To clarify, we have given you examples of what this type of plagiarism looks like:

- **Plagiarism Looks Like:**

- Giving someone answers on any assignment, test, or project.
- Communicating related information to another student in any way during a test or exam.
- Handing your work to someone else for them to use. Even if you didn't believe that it was their intention to copy you!
- Using an online language translator for a foreign language class
- Copying or passing off information on the internet without giving credit to the source.

- **Plagiarism Does Not Look Like:**

- Helping a fellow student independently understand an assignment through working with them directly (and not showing them the answers!).
- Working together on homework as long as each student independently understands the final work that they are turning in and writes all work in their own words.
- Using a dictionary or thesaurus for reference.
- Using information online and citing it with MLA format.

Students choosing to violate this key tenet of the school will be subject to the following consequences:

- **Cheating or Plagiarism:**

- No credit on the assignment, parent meeting and possible suspension for repeated offenses.

- **Attendance**

- The faculty and staff at ARPS believe that the foundation to success in middle and high school is regular attendance. Please see attached APS attendance policy.

For more information regarding our attendance policy, please see the section titled, Absences and Truancy Process.

3. COMMIT TO EXCELLENCE.

When presented with challenges, make the choice to persevere and follow through with commitments. Seek solutions, as your own advocate.

- **Grading Policies**

- On the middle and high school side, all Summit assignments will fall into one of the three categories listed below:
- Mastery and completion of projects - 70% of overall grade.
- Mastery of content focus areas - 21% of overall grade.
- Mastery of additional focus areas - 9% of overall grade.

- In college courses, grades are comprised primarily of quizzes and exams.
- **Graduation Requirements:** Our students will meet the state minimum for graduation requirements for school districts (if eligible for a diploma). The course work will be completed with the option to substitute college coursework for high school required courses.
 - Unless otherwise specified, each course shall have a duration of one school year:
 - Three courses in [English](#)
 - Two courses in [mathematics](#), including one year of Algebra I
 - Two courses in [science](#), including biological and physical sciences
 - Three courses in [social studies](#), including 1- United States history and geography; 2- world history, culture, and geography; 3- a one-semester course in American government and civics, and a one-semester course in economics
 - One course in [visual or performing arts](#), [foreign language](#)
 - Two courses in [physical education](#)

*Please see attached grading policy for all grading procedures.

4. **SHAPE YOUR FUTURE.**

You can choose what your future will look like. Your choices you make now matter for the long-term.

- **Acceptable Use Policy:**
 - Terms and Conditions - Use of the Internet must be in support of classroom activities and consistent with the adopted curriculum and educational objectives of ARPS. Internet activities will be planned in compliance with this policy. All online sessions will be carefully planned and directed by the classroom teacher and/or computer lab personnel.
 - Transmission of, or access to, materials which are in violation of federal or state laws are prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene materials, or material that promotes the use of drugs, alcohol, or tobacco. Use for commercial or personal advertising and political lobbying is also prohibited. ARPS is not responsible for any consequence that may result from student misuse or abuse of this privilege.
- **Privileges:**
 - Access to the Internet and school Intranet is a **PRIVILEGE**, not a right. This privilege may be revoked by the site administrator, classroom teacher, or any other responsible adult. Inappropriate use will result in cancellation of access to the use of the Internet or Intranet. Because Internet access is an integral component of our curriculum and school community, students who have lost this privilege will find their academic efforts to be significantly more difficult, and thus might find it impossible to be successful at ARPS.

Due to the severity of behavior resulting in the loss of such privileges, reinstatement of privileges will be left to the discretion of the Site Director.

5. **GIVE BACK.**

Transform your community by being an exceptional leader. Be kind, brave, and stand up for what's right.

- **Community Service:** One of the goals at ARPS is to graduate students who are knowledgeable, active, and caring global citizens. This means students who not only care about themselves, but about the world in general. Students who are concerned about the well-being of others will make the time to volunteer their services when it is appropriate. During your mentor meetings, students will often discuss opportunities and plans to be active in community service on a regular basis and/or through an intersession experience.

Acknowledgement and Signature: It is extremely important to the faculty of ARPS that all students and parents read and understand this handbook. All of the information contained within will be of the utmost importance for the success of the student. PLEASE SIGN BOTH SECTIONS AND RETURN THE BOTTOM SECTION OF THE PAGE TO ARPS. **PLEASE KEEP THE TOP SECTION FOR YOUR RECORDS.**

Print Student's last name

Print student's first name

Grade level

	Parent Initial	Student Initial
We have read and agree to the Parent/Student Handbook for ARPS for the 2021-2022 school year.	_____	_____
We have read and agree to the School Rules and Expectations and Disciplinary Action for ARPS.	_____	_____
We have read and agree to the Attendance/Tardy and Truancy Policy for ARPS.	_____	_____
We have read and agree to the Acceptable Use Policy for ARPS.	_____	_____

Parent/Guardian Signature & Date

Student Signature & Date

Please detach the following page and return to school