



SCHOOL FOR
ADVANCED
STUDIES
NW Arkansas




PARENT/STUDENT HANDBOOK **2024-25**



HOW TO USE THIS HANDBOOK

The School for Advanced Studies Northwest Arkansas [Parent/Student Handbook](#) contains important information for School for Advanced Studies Northwest Arkansas [Parents](#). If you are reading online, we suggest that you download the handbook to your desktop for optimal viewing.

Printed copies of this handbook are available for review in the [School's](#) front office.

-  Navigating the handbook: To return to the Table of Contents, click the content icon in the top right corner of each page. To see a
-  specific section, click the section title in the Table of Contents. Where applicable, links to additional resources to help you further
-  understand the content are provided on the right side of the page.

Underlined black text: When the text references another section within the handbook, the text will be underlined. For quick navigation, the underlined text is linked to the page referenced.

Underlined purple text: When you see the term Link printed in purple, an external website will open in a new window with further information. These links are not specific to a state or [School](#). If you are reading online and wish to return to the handbook, close the window.

Refer: Throughout the handbook, the term **refer** appears in bold when additional information on the topic is available on an external website.



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WELCOME TO SCHOOL FOR ADVANCED STUDIES – NORTHWEST ARKANSAS

At the School for Advanced Studies – Northwest Arkansas, our mission is to provide students with a world-class education rooted in the inherent joys of deep inquiry. Our approach manifests through a rigorous and advanced curriculum, centered on energetic civil discourse, seminar-style discussions, and authentic creative processes spanning various disciplines. All of this is facilitated by passionate educators with profound subject knowledge and diverse interests.



TERMS AND DEFINITIONS

School: For the purpose of this handbook, the term **School** is used to represent School for Advanced Studies – Northwest Arkansas.

Parent: For the purpose of this handbook, the term **Parent** is used to indicate a student’s caregiver(s)/guardian(s) as identified in the student’s registration documents as the person(s) with whom the student resides. It is assumed that both the **Parents** have equal rights as legal guardians of the student and all information will be provided to both **Parents** when requested during the registration process. If there is a court order limiting **Parent** custody, communication, or visitation with the student, it is the responsibility of the sole caregiver to submit a copy of the court order to the **School**. Unless a court order is on file, the **School** will regard both **Parents** as having equal rights to access and information regarding the student.

A student who is 18 years of age or older, or is legally emancipated, may submit written notice requesting the **School** not contact their caregiver(s) with regard to grades or other personal information. After submitting the required notice and documentation of legal emancipation, as appropriate, the term **Parent**, for the purpose of the handbook, represents the student and the previously-recognized **Parent** is excluded from any further communication. It is the student’s responsibility to submit the written notice and documentation of legal emancipation, as appropriate. Without the notification on file, the student’s caregiver(s) will continue to receive communication from the **School** regardless of the student’s age and consistent with applicable law.



HANDBOOK PURPOSE AND ACKNOWLEDGMENT

The purpose of this handbook is to inform students and **Parents** of the policies, procedures, and operations of the **School**. It presents information highlighting policies and guidelines necessary for the academic achievement, safety, welfare, and well-being of our students. The **Parent** is required to review the contents of this handbook and share appropriate information with their student. **As a condition of enrollment, Parents and students are required to sign the Handbook Acknowledgment, which indicates that both the Parent and student understand and agree to abide by the directions of this handbook.** Each **Parent** will receive a copy of the Handbook Acknowledgment from their **School** to complete.

ELECTRONIC COMMUNICATION SERVICE

The **School** uses an Electronic Communication Service. A **Parent** will receive all general information (including this handbook) and updates, notifications, announcements, newsletters, etc., through Internet-based communication. The **School** uses industry-standard technologies to protect and secure the electronic information. The use of any electronic communication system, such as the World Wide Web, has a number of risks that users should consider before use. While the **School** will use all reasonable means to protect the security and confidentiality of electronic information sent and received, including the use of encryption and other security technologies, it cannot guarantee the security and confidentiality of web-based communications, and will not be liable for inadvertent or improper disclosure of confidential information that is not caused by intentional misconduct or that is caused by failures of systems outside of the **School**. Information can be made available through the **School's** front office.

The information provided by the Electronic Communication Service is provided only to the **Parent**. Only upon written request, and in compliance with the relevant laws and regulations, will the **School** provide information to other parties. For the purpose of this handbook, the term "communicated" means that the **Parent** is informed using the Electronic Communication Service. This does not prevent the **School** from using additional communication means, (e.g., flyers, signs in the parking lot, or electronic screens in the foyer and cafeteria).



ON-SITE SCHOOL MANAGEMENT

School management consists of the Head of School and Associate Head of School.

How to Contact Us

A Parent may contact any member of the School management or staff by email or written note to the staff in the School office. Office Assistants are not authorized to provide anyone, including Parents, with student information related to attendance or academic performance, but they are available to help connect you with the appropriate resource. Parents may use the Home Access Center to access academic and attendance information regarding their student(s).

Visitors to the School

All visitors must check in at the School front office and comply with the School's requirements for entry. If an individual is permitted to enter beyond the general foyer space, as indicated by the School front office, the visitor is required to wear a visitor's badge at all times. Visitors are not generally permitted to enter during instructional classroom time except pursuant to an approved visit as indicated in the visitor policy.

The School will terminate visiting privileges for anyone who interferes with academic instruction during the visit or who does not comply with the rules described in this Handbook or pursuant to the visitor policy.

In order to support the dress code and set a good example for our students, visitors to the School are expected to wear attire corresponding with the School dress code rules.

Visitors must be 18 years or older. Minors (under the age of 18 and not a School student) can only enter the School premises if accompanied by their Parent, invited by the registrar during the student recruiting process, or participating in enrichment events designated as 'open to minors' who are not students at the School.



ACADEMICS

Instructional Day

The standard instructional day varies depending on grade level. Regardless of the grade level, however, the day includes courses or classes, transition periods or breaks, and lunch. Students attend regular courses, elective courses, breaks, and lunch during the times specified on the student schedule. To learn about the [School](#) and grade-specific schedules, **refer** to the student schedule your student receives during the first week of instruction.

School Year

The school year is defined in the school calendar and meets or exceeds the minimum days and hours of instruction prescribed by relevant laws or regulations. Most instructional days are full days. For specific dates of instruction, early release, and other school year information, **refer** to the [School's website](#).

Grade Promotion Requirements

Students are required to pass all courses to guarantee promotion to the next grade level. Should a student not pass a course, they are subject to repeating the course and/or grade level retention.



High School Graduation Requirements

- English Language Arts: 4.5 Credits, to include
 - » English 11/12: Cross Cultural Literature (0.5 Credit)
 - » English 11/12: Comparative Literature (0.5 Credit)
 - » Oral Communications: Professional Communication (0.5 Credit)
- History and Social Studies: 3.5 Credits, to include
 - » AP United States Government & Politics with Civics (1 Credit)
 - » World History Seminar (1 Credit)
 - » U.S. History Seminar (1 Credit)
 - » Economics & Personal Finance (0.5 Credit)
- Mathematics: 4 credits, to include
 - » Algebra 1 (1 Credit)
 - » Geometry & Statistics (1 Credit)
 - » Algebra 2 (1 Credit)
- Science: 4 Credits, to include
 - » Physical Science (1 Credit)
 - » Biology (1 Credit)
- Foreign Language: 3 Credits
- Fine Art: 1 Credit
- Physical Education and Health & Safety: 1 Credit
- Concentration Electives: 4 additional credits in area of STEM, Humanities, or Fine Arts
 - » STEM Concentration: 1 AP Math and 1 AP Science course
 - » Humanities Concentration: 1 AP English and 1 AP Social Science course
 - » Fine Arts: 1 AP Fine Arts course or Approved AP Social Science Course
- Other Electives: 2.5 Credits

Additional Requirements

- 1 credit of Computer Science
- Pass Civics Exam
- Take 1 credit each of English and Math every year
- Take a minimum of 6 credits each year



ATTENDANCE

Absences

Consistent class attendance is extremely critical to the philosophy of the school. Families must make every effort for their student to attend all classes, especially seminar-based classes, in order to authentically engage with the school model.

At School for Advanced Studies - NW Arkansas, missed school days are classified as Excused or Unexcused. Excused absences can only be for the following reasons:

- **Illness.** An illness lasting longer than two days will require a signed physician's note;
- **Medical.** Requires documentation from a physician regarding a longer term or recurring issue;
- **Absences due to a religious holy day.** To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. A specifically identified beginning and end time must be defined;
- **Bereavement;**
- **Student absences due to participation in a school-sanctioned event or approved extracurricular activity** including FFA, FHA, or 4-H program activities. Students attending school-sanctioned events off campus (e.g a Science Olympiad competition or Debate tournament) will be considered "present" at school that day. Prior approval from the Head of School is required;
- **Students who act as legislative pages for a member of the General Assembly** shall be granted one excused absence for the day that they serve as a page;
- **A student who joins the Arkansas National Guard** at 17 years of age while in grade 11 shall be granted additional absences in order to complete basic combat training between grades 11 and 12 with prior permission of the Head of School.

Pregnancy And Parenting Related Student Absences

In accordance with A.C.A. §6-18-234 the [School](#) is committed to supporting pregnant and parenting students' success in progressing through the academic program. As such, student absences due to conditions related to pregnancy or parenting may be excused, provided the appropriate documentation is provided to the school in a timely manner. Such conditions may include labor, delivery, and recovery; prenatal and postnatal medical appointments and other medically necessary pregnancy-related absences; a child's illness or medical appointment; and legal appointments related to pregnancy or parenting, including but not limited to adoption, custody, and visitation. Appropriate documentation for the absence to be excused includes documentation from a physician or permission from a parent or legal guardian. Student parents may also be excused for at least ten days of absence after the birth of a child. At the conclusion of any pregnancy related or parenting-related period of absence, students may be allowed to make up missed work and/or may be placed on an Individual Academic Plan.

While the [School](#) does not provide childcare services, the [School](#) will assist pregnant and parenting students in identifying appropriate childcare providers as necessary.



Unexcused Absences

Any other absence from school will be considered an Unexcused Absence.

As per Arkansas State guidelines, a student who has ten consecutive Unexcused Absences will be withdrawn from School for Advanced Studies - NW Arkansas as of the date they last attended school.

Students missing school for Excused Absences will be expected to take full responsibility for determining missing work and communicating with their teachers to plan for making up the work. Should they desire support in this process outside of their teachers, the [School Counselor](#) is available. It is important to understand that missing school for any reason always impacts a student's progress and content mastery.

Students missing work (homework, classwork, seminar discussion or assessments) due to Unexcused Absences will be allowed to make up work for a limit of 2 Unexcused Absences per semester. All other work missed due to Unexcused Absences will be graded as a zero. The responsibility for completing missed work is entirely the student's.

When a student exceeds the maximum number of unexcused absences allowed for in the school's student attendance policy, or when a student has violated the conditions of an agreement granting special arrangements, the school shall notify the prosecuting authority.

Tardiness

Students who arrive late to class may receive a tardy designation at the teacher's discretion. Tardy designations result in disciplinary action by the Head of School which may include loss of extracurricular activity privileges for the day or other appropriate penalties. Continuing or excessive tardiness will may result in the permanent loss of extracurricular privileges for the remainder of the semester or school year, at the discretion of the Head of School.

School Inclement Weather Days

At the sole discretion of the Executive Director, school may begin at a delayed start time or may be released early due to emergency inclement weather. This emergency inclement weather policy shall be used no more than 5 school days total per year. Under this policy, the Executive Director may:

- Delay the start of the school day until as late as 10:00 a.m.; or
- Release students from school no earlier than 1:00 p.m.

A school day that is delayed or released early counts as a credited school day, and therefore no additional days will be added to the school calendar for those days under this policy.



RULES

The **School** demands an environment that is free from disruption and fosters mutual respect among students and staff members. To accomplish this, the **School** has developed clear rules concerning student behavior that are strictly enforced without regard to gender, religious belief, ethnic background, nationality, disability, gender identity or expression, or other protected class. Any violation of rules described within this Handbook is considered a violation of **School** rules. Signing the Handbook Acknowledgment as defined in the Handbook Purpose and Handbook Acknowledgment section of this Handbook indicates that both the student and **Parent** have read and understood all policies and rules. The Handbook Acknowledgment will be provided by the **School**.

School discipline is enforced each school day for all students whenever they are on **School** premises or participating in **School**-sponsored activities. This policy is enforced wherever and whenever an organized **School** event takes place. The **School** reserves the right to discipline students for off-campus behavior at **School** organized events and for off-campus behavior that disrupts the **School** environment. The **School** may also honor the disciplinary consequences imposed by a student's previous school or deny enrollment based on disciplinary status consistent with all applicable state and federal laws.

Prohibited Conduct

All students are expected and required to behave in a respectful manner toward other students, staff members, and property. Each **School** for Advanced Studies campus takes a firm stance against bullying and implements consequences on a progressive basis, which may include exclusionary discipline up to and including potential expulsion.

The school has designated a non-exhaustive list of actions it will consider prohibited conduct.

Prohibited conduct includes, but is not limited to:

- Willfully and intentionally assaulting or threatening to assault or abuse any student, teacher, or other employee of a school system, or any person while on campus or at a school sponsored event;
- Possession of any firearm or other weapon upon the school campus;
- Gang-related activity;
- Using, offering for sale, or selling beer, alcoholic beverages, or other illicit drugs on school property or at school-sponsored events;
- Manufacture, distribution, dispensation, possession or use of illegal drugs, alcohol or other controlled substances
- Possession or use of tobacco products, e-cigarettes, or vaporizers on school property or at school-sponsored events;
- Willfully or intentionally damaging, vandalizing, destroying, or stealing school property;
- Disobedience, disrespect, or defiance directed to any teacher, administrator, or other school employee;
- Disruption of the classroom or educational environment;
- Academic dishonesty;



- Bullying, cyberbullying, or hazing of any student or employee;
- Sexual harassment of any student or employee;
- Inappropriate or obscene behaviors;
- Wearing clothing that is not appropriate for school (e.g., revealing clothing, exposed undergarments, roller shoes, or clothing that interferes with the learning environment etc.).*

*Students in violation of this policy will be required to change or to cover an exposed area. At the discretion of the Head of School, a [Parent](#) may be called to bring a change of clothing to the school.

- Tardiness;
- Any other act or behavior which interferes with the safety of students and employees or the educational environment, at the discretion of school administrators.

Every teacher is authorized to hold every student strictly accountable for any disorderly conduct on school grounds or at school-sponsored events. Prohibited activities or behaviors occurring off campus may be subject to the school's jurisdiction under this policy to the extent such activities or behaviors reach onto campus or cause interference with the educational environment.

General Rules

Compliance with all federal, state, district, and local laws.

- No possession of weapons, objects that could be used as weapons, or simulated weapons of any kind.
- No possession of drug paraphernalia, devices intended to be used for ingestion or inhalation of drugs or other prohibited substances (e.g., vape pens), or any objects that have been modified to be used to ingest or inhale prohibited substances.
- No possession, use, distribution, or attendance under the influence of tobacco products, drugs (including marijuana), unauthorized prescription medication, alcohol, or any other dangerous, illegal, or controlled substance.
- No physical or verbal aggression against or abuse of persons or property, including abuse of the Communication Journal (e.g., no removing CJ entries or pages).
- No derogatory or suggestive comments about one's own or another individual's sexual orientation.
- No display of sexually suggestive objects or pictures.
- No public display of intimate affection.
- No use of profanity or verbal abuse of any persons.
- No harassment, bullying, or cyberbullying.
- No use of computer equipment or internet network in a way that violates school policies for technology use.



- No chewing gum anywhere on [School](#) premises.
- No possession or unauthorized use of matches, lighters, or explosive materials.
- Compliance with all written rules and procedures provided and/or posted throughout the [School](#) premises, including emergency procedures.
- Compliance with verbal directions of staff members.
- Arrive at class or any required [School](#) activity on time and appropriately equipped.
- Attendance at all scheduled classes and all required [School](#) activities.
- No sale of any products or goods on [School](#) premises or at [School](#)-sponsored activities, except when authorized by a School Director or the Head of School.
- No unauthorized use of the School for Advanced Studies name and/or logo. The School for Advanced Studies name and logo are trademarks protected by state and federal law.
- No unauthorized personal photography or recordings, including video and audio, on the [School](#) campus or during [School](#) events without the written permission of a [School](#) administrator.
- No photos or recordings, including video and audio, taken at the [School](#), whether authorized or not, may be posted on the Internet or in any other public forum without permission from a [School](#) administrator.
- Staff members are authorized to use reasonable physical force in self-defense, defense of others, and defense of property. Staff members will do so in accordance with [School](#) policy and applicable law. The [School](#) may summon law enforcement at its discretion when a student's refusal to obey [School](#) instructions creates a safety threat.

Dress Code

- The dress code is designed to promote respect for each student as an individual capable of exercising discretion and making responsible choices for their attire. All students must wear clothing that is appropriate to an academic environment and adheres to the following guidelines:
 - » No clothing may be worn that is not appropriate for school (e.g., revealing clothing, exposed undergarments, etc.).
 - » No clothing may be worn that features offensive language; derogatory statements about individuals or groups of individuals; references to tobacco, drugs, alcohol or gangs; or wording/graphics that are suggestive of sexual or inappropriate behavior.
 - » No clothing or footwear may be worn that could threaten the safety or health of the wearer or other students (e.g., shoes with wheels in the soles, or excessively high-heeled or platform shoes).
 - » Staff members will determine whether a student's attire complies with the dress code and will report any violations to the Dean of Students. The Dean's decision regarding dress code is final. A dress code violation may be dealt with by requiring the student to cover up clothing or turn clothing inside-out, or by requesting that a [Parent](#) deliver replacement clothing to the [School](#). Other measures include confiscation of non-essential items (e.g., hats) as appropriate. Repeated dress code warnings may be considered a major Disciplinary



Classroom Rules

- To enable students to master subject content, the classroom environment must be conducive to learning. Teachers set standards for student behavior and consequences for violating those standards in their classrooms. Specific classroom rules must be compatible with all policies and procedures published in this Handbook and are communicated to students and [Parents](#) via the Course Syllabus. Students must adhere to the following classroom rules:
- No disruption of another student's education.
- No eating, drinking (other than water), or chewing anything, including gum.
- No passing notes.
- All personal electronic devices (including, but not limited to, games, radios, portable music players, smart watches, and cell phones) must be switched off and out of sight during all academic, extracurricular, and auxiliary programs. The [School](#) discourages students from bringing electronic devices to school and is not responsible for any lost, damaged, or stolen devices.

Technology Rules

The Code of Conduct and all school/classroom rules apply to online conduct in classes or activities where students use computer equipment to engage on school's educational platforms. This includes compliance with the Technology Use Contract and Internet Safety policies and rules.

Computer Use

The school allows students to use school-owned computers and school-provided internet for educational and other school-related purposes. [School](#) computers and electronic devices are only to be used for these approved purposes. Students must sign and return a computer-use agreement form prior to being allowed to access the school's computers.

Abuse or misuse of school computers includes but is not limited to unauthorized downloads, installing unauthorized programs, accessing inappropriate websites or images, and any attempt to cause harm to the school's computers or system, access other students' or staff accounts, passwords, logins, impersonate other students or staff, or any action violating technology application Terms of Service and shall be subject to disciplinary action. The school shall install filtering programs that block access to material that could be considered inappropriate for minors on all school computers. Any attempt to disable or thwart the school's filter will be subject to discipline to be determined by the Head of School.

Computer use in the classroom is allowed only when the teacher gives explicit permission.

Students and parents are notified they have no reasonable expectation of privacy in using school-owned devices or school-provided internet. Student internet activity, documents, emails, and computer use may be monitored at any time. Students in violation of this policy are subject to discipline at the discretion of the Head of School. Students who repeatedly violate this policy will be subject to stiffer penalties.



Student Property On Campus

The [School](#) strongly discourages students from bringing any personal property including valuables to school that is not necessary to their education programming such as jewelry, electronic devices (e.g., cell phones, game systems, radios, portable music players, etc.) The [School](#) is not responsible for the loss or theft of any item.

Use of electronic devices, including mobile phones and smart watches, during classes, is strictly prohibited. At a minimum, all electronic devices must be switched off and out of sight during classes.

Personal items, print media, or electronic media brought to school must never contain nudity, profanity, excessively violent or sexual content or content of a discriminatory or harassing nature. Breach of this rule results in confiscation of the item and may be considered a major Disciplinary Violation.

For further information on the applicability of this policy to students served by Exceptional Student Services, see the Special Education Policies at the front office and contact the [School's](#) Special Education team.

Cell Phones

Cell phone use by students during class time is prohibited. Any students found to be using their cell phones during class will be subject to disciplinary action which may include confiscation of the student's cell phone for the rest of the day. Confiscated phones may be retrieved from the school office by the student's [Parent](#).

Gun Free Schools

Any student who brings a gun onto [School](#) property shall be recommended for expulsion.



BULLYING PREVENTION POLICY

Each School for Advanced Studies campus takes a firm stance against bullying and implements consequences on a progressive basis, which may include exclusionary discipline up to and including expulsion.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a school employee or student or damage to the school employee’s or student’s property;
- Substantial interference with a student’s education or with a school employee’s role in education;
- A hostile educational environment for one or more students or school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation.

Substantial disruption of the orderly operation of the school or educational environment means:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Bullying is prohibited while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, and at school-sanctioned events. Any person who witnesses bullying or is a victim of bullying is encouraged to report the acts or behavior to a teacher or the Head of School. Reports may be made anonymously.

School employees who witness or receive a report of bullying are required to report the incident to the Head of School in a timely manner.

No party who reports bullying will be subjected to any form of retaliation or reprisal for reporting. Investigating reports of bullying, and the administration of disciplinary consequences, is the responsibility of the Head of School.

Each School for Advanced Studies campus takes a firm stance against bullying and implements consequences on a progressive basis, which may include exclusionary discipline up to and including potential expulsion.



Cyberbullying

Cyberbullying is bullying, as defined in the [School's](#) bullying policy, by electronic act. "Electronic act" means any communication or image transmitted by means of an electronic device, including but not limited to text messages, online messaging, social media, and email. Cyberbullying is prohibited. Students in violation of this policy will be subject to appropriate discipline in light of the specific facts of the act reported, up to and including expulsion.

This policy shall apply to acts of cyberbullying whether or not the act originated on school property or with school equipment if the act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

Reporting Incidents of Bullying or Retaliation

The [School](#) will not tolerate retaliation against any individual who files a good-faith complaint of discrimination or harassment, on any basis, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated. Likewise, the [School](#) will not tolerate retaliation against any individual who participates in the investigation of a harassment or discrimination complaint against anyone else. Any perceived retaliation should be immediately reported to the Vice President of Compliance Services or designee for investigation.

The [School](#) will take all steps necessary to ensure strict enforcement of all nondiscrimination and non-retaliation policies, including the racial and sexual harassment policies.

Students are encouraged to report behavior they consider to be bullying to their teacher, Head of School or designee.



STUDENT DISCIPLINE GENERALLY

In order to provide a safe and positive learning environment, the [School](#) has established policies to maintain order within the school and to promote the safety of its students and staff. The [School's](#) disciplinary policies will be enforced on school property, at school-sponsored events, and on school trips.

Violations of the school's disciplinary policies may result in the following disciplinary actions:

- Detention;
- Removal of the student from the classroom;
- Loss of extracurricular privileges;
- Suspension;
- Expulsion; or
- Other disciplinary or restorative measures to be determined at the discretion of the Head of School.

Expulsion and Suspension

Upon the recommendation of the Head of School, a student may be suspended or expelled for any violation of the school's policies that warrant suspension or expulsion. "Expulsion" means dismissal from school for a period of time that exceeds 10 days. "Suspension" means dismissal from school for a period of time that does not exceed 10 days. The school shall not use out-of-school suspension as a discipline measure for truancy.

Due Process

Due process is the Constitutional right to be heard. The [School](#) has established procedures within its disciplinary policies and other policies to ensure students and their [Parents](#) have a right to be heard by an administrator or the Board. Some conflicts or appeals for minor consequences or infractions may not be heard by the Board. The process for notice, appeals, and hearings is set forth in each policy according to such rights.

The due process afforded by the [School](#) includes:

- Notice to students and [Parents](#) of allegations;
- An opportunity to contest allegations;
- An opportunity to present evidence or testimony;
- An opportunity to view evidence or hear testimony against the student;
- An opportunity for a hearing; and
- A prompt decision by the administrator or the Board, respectively; and
- Timely notice of the decision delivered to the student and their [Parents](#).



Disciplinary Disclosure

Colleges and other schools routinely request information on disciplinary infractions. When specifically asked, the [School](#) may provide information related to disciplinary incidents that have resulted in an out-of-school suspension or expulsion. The [School](#) does not report disciplinary actions that occurred at previous schools attended. Students who have had disciplinary infractions prior to their Senior Year are expected to respond honestly when completing a college application. The College Counselor will be available to assist in this process. In a student's Senior Year, the [School](#) will report any significant changes in a student's academic status or disciplinary record between the time of recommendation and graduation.



HEALTH AND SAFETY

Student Medications

The **School** must have written consent from the **Parent** of any student requiring medication before it will administer medication to the student. Written parental consent is also required prior to any student carrying their own medication at school. Written consent shall be required annually. Students with special health care needs, including but not limited to the chronically ill, medically fragile, and technology-dependent and students with other health impairments shall have individualized health care plans. Invasive medical procedures required by students and provided at the school shall be performed by trained, licensed personnel who are licensed to perform the task. The regular classroom teacher shall not perform these tasks, except that public school employees may volunteer to be trained and administer glucagon to a student with type 1 diabetes in an emergency permitted under the school's Glucagon and Insulin Administration policy.

Student medications shall be provided to the **School** in the original container with a clear label affixed indicating the student's name and dosage. Other medical information pertinent to the proper administration of the medication shall be provided to the **School** along with the medication. Student medications and medical information must be kept current. **Parent(s)** are responsible for providing updated medications and medical information to the school in a timely manner. **Parents** will be notified in advance of the expiration of student medications. The **School** will not administer expired medication and will dispose of out-of-date medication.

Students are strictly prohibited from providing or administering any medication to themselves or any other student. The only exception to this rule applies to students who require anaphylaxis medication (e.g., an epipen) or asthma medication; state law allows these items to be carried and administered by the student.

Medication remaining at the end of the school year must be picked up by the last day of the school year. Medications which are expired or not picked up by the last school day will be disposed of by the **School** in an appropriate manner in the presence of a witness who is an employee of the **School**.

This policy does not limit the individual's ability to possess and apply sunscreen to themselves and individuals may do so without a permission slip.

Signs of Illness or Injury: Mandatory Action

Student illnesses that are contagious or otherwise require the removal of the student from class will result in removal of the student to the nurse's office or other designated health space. The school will inform the student's **Parent(s)** as soon as possible. The student will not be allowed to return to class and will remain in a designated health space until a **Parent** is able to pick the student up from school, or until the end of the school day, whichever occurs first.

If a student becomes dangerously ill or injured while at school or at a school event, the **School** will make every effort to contact the student's **Parent(s)**. If a **Parent** cannot be reached or if an emergency exists, the **School** will cause the student to be transported to an appropriate medical facility. Nothing in this policy shall be construed to impute liability or responsibility to the **School** for the treatment of student illnesses or injuries.



Support for Breastfeeding Students

In accordance with A.C.A. § 6-18-234, the **School** provides support students who may be breastfeeding, the **School** will provide reasonable accommodations for a lactating students, including access to a private and secure room other than a restroom to express breast milk, and location to store breast milk safely. Students are permitted to bring a breast pump and any other equipment used to express breast milk to the **School**, and will be provided with access to power source to utilize such equipment. A lactating student will be provided a reasonable amount of time to accommodate the need to express breast milk and will be provided with the opportunity to make up any missed work.

Self-Administration of Medication for Diabetes

Upon written request of a **Parent** or guardian of a student with diabetes and authorization by the treating physician of the student, a student in the classroom, in another area designated at the school, on school grounds, or at a school-related activity may: perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and possess on his or her person the necessary supplies and equipment to perform diabetes monitoring and treatment functions.

The **School** will provided students a private area to perform diabetes monitoring and treatment functions upon request of the **Parent** or guardian of a student, as outlined in the student's health plan.

Auto-Injectable Epinephrine and Albuterol Policy

Outlined below is the procedure for by which the **School** nurse or other trained employee may administer auto-injectable epinephrine (also known as "Epi-Pen") and albuterol to students in accordance with A.C.A. § 6-18-707.

School Staff Administration of Auto-injectable Epinephrine and Albuterol

A school nurse or authorized school employee may:

- may administer an auto-injectable epinephrine (if certified*) or albuterol to a student who meets the prescription on file and has an individualized health care plan that authorizes the use of an epinephrine auto-injector or albuterol;
- may administer an epinephrine auto-injector epinephrine to a student who the school nurse or certified* employee in good faith professionally believes is having an anaphylactic reaction; and
- may administer albuterol to a student who the school nurse or school employee in good faith professionally believes is in perceived respiratory distress.

* A licensed physician shall issue a certificate under the Insect Sting and Other Allergic Reactions Emergency Treatment Act, § 20-13-401 et seq., authorizing a school nurse school employee who is trained in the administration of epinephrine to possess and administer epinephrine.

At least one employee shall be trained in the possession and administration of albuterol and be responsible for the storage, maintenance, and distribution of albuterol stocked by the school.



The **School** and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine.

Self-Administration of Auto-injectable Epinephrine and Albuterol

Parent Responsibilities

Parents shall provide the **School** with:

- a written authorization valid for the duration of the school year for the student to carry an asthma inhaler or auto injectable epinephrine, or both, on their person while in school, at an on-site- school-sponsored activity, or at an off-site school-sponsored activity;
- with the appropriate medical documentation which includes evidence of prescription from a healthcare provider, evidence of the student needs to carry the asthma inhaler or Epi-pen;
- and a copy of the students individualized healthcare plan for the student signed by the student’s healthcare provider.

Please note **Parents** will need to renew documentation each year.

The written documentation specified above shall be kept on file in the student health office or other designated school official.

Emergency Preparedness

Student and staff conduct regular safety drills throughout the school year to ensure emergency preparedness.



SCHOOL SUPPLIES AND MATERIALS

School Supplies

Students are required to come to [School](#) equipped with sufficient school supplies (e.g., pens, pencils, sharpeners, erasers, and notebooks). Students should also come with any additional supplies indicated on the Course Syllabus or communicated to the students in class, or the required school supplies list. This requires substantial organizational skills and self-discipline on the part of the student. Learning how to organize their school supplies and independent work material is an important skill every student must master as a part of their education.

Instructional Material

The [School](#) provides students with instructional materials, which students can take home or use during class, and independent study time. Students are responsible for the careful handling of all the materials provided to them. All instructional materials furnished by the [School](#) are provided only once. If a replacement is requested by a student or [Parent](#), the [Parent](#) is responsible for the [School's](#) incurred cost to replace the requested item.

Optional Supplies and Supplemental Material

While all the instructional material necessary for student's participation and success in the academic program is provided to students by the [School](#), the [School](#) may, from time to time, encourage but never require students to purchase supplemental materials that may enhance their learning. Such materials include, but are not limited to: workbooks, resource books (such as novels, anthologies, and dictionaries), software, art supplies, science lab supplies, etc. Families are only required to pay for materials or activities that are necessary for fulfilling optional academic requirements. Optional academic requirements are requirements that are imposed on the student only after the [Parent](#) agrees that the student be involved in the optional program. There is always a free option (with an equivalent academic impact) available to students who opt not to participate in a fee-based optional activity.

Examples: Where applicable, the [School](#) may ask families to contribute to cover the costs for participation in optional electives (e.g., 3D Art Studio or Robotics). There is always an elective offered at the same time that does not impose any additional financial burden. When the [School](#) organizes an activity or field trip requiring a student's financial participation, the [School](#) always offers a free, on-campus alternative activity during the same time.



STUDENT RECORDS

The [School](#) abides by the relevant laws and regulations (e.g., immunizations). Please see your [School's](#) Guidebook for more information.

Student records include:

- Historical records: Records received from the student's previous school.
- Attendance records: Daily attendance records for the current school year and Absence Recovery Plans.
- Academic records: All Final Reports issued by the [School](#) in previous years, the last progress report (if the student leaves before the end of the school year), and any official external test score reports.
- Special education records and Section 504 records.
- Discipline records: Any disciplinary decisions or participation in disciplinary investigations documented during the school year, short and long-term suspension notices, and expulsion notices.
- Health records: Immunization records, medication instructions, etc.
- [Parent](#)/Student assurances: [Parent](#)/Student Handbook Acknowledgment, permission forms, etc.
- Personal records: Records received from [Parents](#) during the registration or enrollment process, including the Emergency Contact Form.

Note: [Parents](#) must provide required documentation for enrollment, as required by state and local laws. Failure to do so may impact the student's ability to attend the school.

- [Parent](#) information: Information regarding the student's caregiver(s), as identified in the student's registration documents as the person or people with whom the student resides.

Name Registration Procedure

The official registration must carry the names as recorded on the birth certificate, unless adoption or another legal name change is supported by documentary evidence.

Changes in Personal and Health Records

It is the responsibility of the [Parent](#) to inform the [School](#) promptly of any changes that include, but are not limited to: home address, [Parent](#) telephone numbers and email address, marital status, guardianship, health status, immunizations, and medication needs. The [Parent](#) can bring the new documents to the [School](#) front office (in a sealed envelope if appropriate), mail it to the [School](#) (addressed to the School Registrar), or email the [School](#) directly. The [Parent](#) must supply a copy of the document (notarized, if original document is required); the [School](#) is not required to copy documents and does not have a notary available.



Family Educational Rights and Privacy Act (FERPA) Notification

FERPA affords [Parents](#) and students over 18 years of age the following rights:

- **The right to inspect and review the student’s education records.**

[Parents](#) or eligible students should submit to the Head of School or designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the [Parent](#) or eligible student of the time and place where records may be inspected.

- **The right to request amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights.**

[Parents](#) or eligible students who wish to ask the school to amend a record should write the Head of School, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the [Parent](#) or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the [Parent](#) or eligible student when notified of the right to a hearing.

- **The right to consent to the disclosure of personally identifiable information contained in the student’s education records except to the extent FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person working at the school as an administrator, supervisor, teacher, or support staff member, or a BASIS Ed employee providing management, operational, or similar support to the school. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its staff and who is under the direct control of the school with respect to the use and maintenance of PII from education records. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the [School](#) discloses education records without consent of officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with requirements of FERPA.**

Public Notice Regarding Directory Information

FERPA generally prohibits the [School](#) from releasing or providing access to a student’s educational record or personally identifiable information without [Parent](#) consent. The School may, however, disclose appropriately designated “directory information” without consent, unless [Parents](#) instruct us otherwise in accordance with this section. The definition of directory information at the [School](#) is limited, meaning that information designated as directory information will be disclosed only for specific purposes.



“Directory information” means the student’s name, photograph, physical address, grade level, dates of attendance, honors, awards, participation in activities and sports officially recognized by the [School](#), height and weight of athletic team members, awards or placement in school-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition).

This information will be disclosed for the following purposes:

- For use in the annual yearbook.
- [School](#) publications, including school/class directories, lists, newsletters, fliers.
- For honor roll or other awards or recognition lists.
- Graduation programs.
- Extracurricular programs, including sports rosters, playbills, concert programs, etc.
- Military recruiters and institutes of higher education, for upper school students only.

We take students’ privacy seriously and, in strict compliance with FERPA, we do not grant requests for student directory information for commercial purposes.

If, for this academic year, the [Parents](#) do not want the [School](#) to disclose any information from the student’s educational record without prior written consent, please sign and return an Opt-Out Form, which is available at the [School’s](#) front office.

Please note that the [Parents’](#) express consent will be sought and obtained before the student is asked to participate in any survey that involves protected survey information as defined by the U.S. Department of Education. Any such survey materials and surveys created by third parties will also be available for [Parent](#) review upon request.



MISCELLANEOUS

Distribution of Materials By Students

Students may exercise their right of expression. The rights include expression in school-sponsored publications, whether such publications are supported financially by the [School](#) or the use of school facilities or as produced in conjunction with a class, except as prohibited in this policy. Truth, fairness, accuracy, and responsibility are essential to the practice of journalism.

The following types of publications by students are not authorized:

- Publications that are obscene as to minors, as defined by state law;
- Publications that are libelous or slanderous, as defined by state law;
- Publications that constitute an unwarranted invasion of privacy, as defined by state law; or
- Publications that so incite students as to create:
 - A clear and present danger of the commission of unlawful acts on school premises;
 - The violation of lawful school regulations; or
 - The material and substantial disruption of the orderly operation of the [School](#).

The [School](#) may make decisions regarding student publications in conjunction with student publications advisors, including but not limited to the setting of reasonable time, place, and manner guidelines for the distribution of student publications.

Parent-Teacher Relations

The [School](#) understands and appreciates that a close working relationship with [Parents](#) and guardians is pivotal to student growth and achievement. In recognition of this important relationship, teachers and administrators will exercise every effort to involve and engage parents and family in the education process. The [School](#) will assist parents and guardians by providing any necessary resource to communicate clearly and effectively, making every effort to eliminate all barriers to communication and understanding, including but not limited to language barriers.

Teachers are expected and required to communicate with the [Parent\(s\)](#) or guardian(s) of every student during the school year to discuss the student's academic progress and must do so in a minimum of two parent-teacher conferences per year for each student. More frequent communication will be expected with the [Parent\(s\)](#) or guardian(s) of students not performing at the level expected for their grade. All conferences will be scheduled at a time and place agreed upon by the [Parent](#) and teacher. Teachers will strive to accommodate [Parent](#) preferences for the time and location of the meeting to best ensure parent participation.

The [School](#) shall document [Parent](#) participation or nonparticipation in all mandatory conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated to the [Parent\(s\)](#) in a timely manner in a conference with the Head of School or designee and the student's teacher(s). The [School](#) shall make a good faith effort to make contact with the [Parent\(s\)](#) by all means available to the [School](#). In the event a [Parent](#) cannot be reached by these methods, the [School](#) will send a notice of retention and request for a conference by certified mail to the [Parent](#) address on file.



Pledge of Allegiance, Moment of Silence and Star-Spangled Banner

Pursuant to A.C.A. § 6-18-108, the [School](#) will provide the opportunity to students to recite the Pledge of Allegiance followed by one (1) minute of silence during the first class-period each school day and at the commencement of each school-sanctioned sporting event and after-school assembly.

The school day will start with the daily recitation of the Pledge of Allegiance followed by a moment of silence. The [School](#) encourages [Parents](#) to discuss with their children how best to use the moment of silence as required by legislation. During this time, students may not interfere with other students' participation in the moment of silence or recitation of the Pledge of Allegiance. Students who do not wish to recite the Pledge must remain quietly standing or sitting at their desk during this time.

The recitation of the Pledge will be facilitated by the teacher for those students who wish to stand and recite the Pledge.

Additionally, in accordance with A.C.A. §6-10-136, the [School](#) will broadcast the Star-Spangled Banner at least once per week during school hours and at the commencement of each-school-sanctioned sporting event.

Care of Property

Students and [Parents](#) are responsible for the cost of replacing any materials lent to the student by the [School](#), which are subsequently lost or damaged through vandalism or negligence. All instructional materials and documents (including syllabi, worksheets, and informational flyers) furnished by the [School](#) are only provided once. If replacements are requested by a student or [Parent](#), the [Parent](#) is responsible for the [School's](#) cost to replace the requested item.

Non-Accidental Injury/Physical Abuse or Neglect of a Minor

[School](#) Personnel are mandatory reporters who are required by law to report any suspected abuse, neglect, and or non-accidental injury of minors to the proper agencies and/or authorities. Failure to report such suspicions or observations may carry a criminal penalty. Reports are made confidentially to the applicable agency for follow-through pursuant to their protocol. School personnel are not allowed to disclose the nature of these reports or subsequent action taken by agencies or authorities to the [Parents](#). For more information, **refer** to this [Link](#).

Exceptional Student Services

As a public school, the [School](#) provides eligible students with disabilities a free appropriate public education (FAPE). Special education and related services are made available to eligible students under individualized education programs pursuant to the Individuals with Disabilities Education Act. Related aids and services are made available to students eligible under Section 504 through 504 plans. Contact the [School's](#) Special Education team for more information on the [School's](#) policies and procedures related to the identification, evaluation, placement, and provision of FAPE to students with disabilities.



McKinney-Vento Assistance Act and Students Experiencing Homelessness

The McKinney-Vento Assistance Act provides rights to children and youth experiencing homelessness. The term “homeless” means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.

The **School** ensures that each child experiencing homelessness has access to the same educational opportunities as provided to other children and youths. Homelessness alone is not a sufficient reason to separate students from the mainstream school environment. The **School** provides access to resources and services to students experiencing homelessness to support their academic success.

For more information regarding the McKinney-Vento Homeless Assistance Act, please reach out to your **School’s** Registrar/McKinney-Vento Liaison.

Notice of Non-Discrimination

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and applicable state law, the **School*** does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, gender identity or expression, or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX. The following person has been designated to handle inquiries regarding the **School’s** non-discrimination policies: Beverly Traver, Director of Equity in Compliance Services, 7975 N. Hayden Road, Suite B202, Scottsdale, AZ 85258, beverly.traver@polymathedco.com.

*As used in this policy, the term “the **School**” refers to: School for Advanced Studies Northwest Arkansas.

Equal Educational Opportunity and Prohibition Against Retaliation

The **School** will not tolerate retaliation against any individual who files a good-faith complaint of discrimination or harassment, on any basis, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated. Likewise, the **School** will not tolerate retaliation against any individual who participates in the investigation of a harassment or discrimination complaint against anyone else. Any perceived retaliation should be immediately reported to the Vice President of Compliance Services or designee for investigation.

School for Advanced Studies will take all steps necessary to ensure strict enforcement of all non-discrimination and non-retaliation policies, including the racial and sexual harassment policies.

Disclaimer

The **School** has made every reasonable effort to ensure the policies in this Handbook comply with all applicable state, district, and federal laws and regulations. If this Handbook contains a policy that does not comply with applicable law, that law takes precedence over the Handbook policy.

If any part of the Handbook is for any reason held to be unenforceable, such provision is severable and the rest of the Handbook remains fully enforceable.



DEFINITIONS

Communicated: The information is conveyed to the [Parent](#).

Discipline Violation: Noncompliance with any of the following: the [School's](#) Code of Conduct, General Rules, Classroom Rules, Dress Code, Materials Brought to School Rules, Response to Physical Aggression, Abuse of Persons or Property, Verbal Aggression, or Harassment and Bullying

FERPA: Family Education Rights and Privacy Act.

Head of School: Responsible for the overall education process in the [School](#), as well as the school culture and environment. Responsible for ensuring that the education process at the [School](#) matches the scope and quality of the School for Advanced Studies Model Curriculum. Supervises School Directors, faculty, and other school staff-members participating in the education process, and remits payments to suppliers of goods and services.

Parent: The student's caregiver(s)/guardian(s) as identified in the student's registration documents as the person or people with whom the student resides.

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's own.

Tardy: When a student does not arrive on time to school or to class.

The School: The School for Advanced Studies Northwest Arkansas and all affiliated entities.



SCHOOL FOR
ADVANCED
STUDIES
NW Arkansas

School for Advanced Studies – NW Arkansas

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SchoolsforAdvancedStudies.org/NW-Arkansas