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WELCOME FROM YOUR PRINCIPAL

Welcome to being a high school parent! Whether you are a new to A3 parent or a seasoned professional, navigating high school can be a daunting task. A3 is different from the average school which makes it a little more challenging to understand. We know this about ourselves and welcome hearing from you regarding your questions or concerns. We see high school as a partnership between your student, you and our experienced school team.

We have high expectations of our students and staff and it shows. Students rank us highly in surveys for feeling connected to our school community and we enjoy among the highest graduation rates in the county. Your student came to A3 for a number of reasons and we are invested in your student's growth.

This handbook is not meant to be an end all be all regarding your questions. Don't hesitate to reach out anytime. We are your partners in helping raise your child. We stand ready to serve you and make this four year experience memorable!

Best,

Ame Beard

ame.beard@springfield.k12.or.us

School number 541.744.6728

Personal cell phone (please reserve for emergencies)

541.870.1622

COMMUNICATION

We strive to provide great customer service. If you email a school employee, you should expect to hear back within 24 hours. **All staff emails follow this protocol:**

First name.Last name@springfield.k12.or.us

Note: Our expectations of our relationship is that it is one of mutual respect. Though we may disagree at times, our common goal is the well being of your child. Our expectations are that interactions with all staff are civil and respectful. If that is not the case, we may ask that we reschedule a time when conversations are more conducive of a beneficial conversation.

Our staff list is as follows:

Chevelle Adkins, Health Aide

Ame Beard, Principal

Star Cappello, French

Jenny Cathey, Special Education

Emerald Crafton, Communications and Finance

Scott Crowell, Humaniqueries and Language Arts

Kari Davidson, Dance and Theater

Nissie Ellison, Humaniqueries and Visual Arts

Ryan Eustis, Math and Science

Lisa Forkish, Choir

Justin Haines, Custodial

Andrew Hunt, Humaniqueries and Art

Tiffany (Tiki) King, Registrar

Jared Mills, Media

James Olsen, Music

Cody Rosenberg, Math and Science

Katie Ryan, Science

Hope Shepherd, Internship and Testing Coordinator

Wilson Sherk, Administrative Secretary

Jill Smith, Health and PE

Zena Stevens, Math

Christy Updegrave, Custodial

Melanie (Melz) Vetor, Humaniqueries, Social Studies and Language Arts

Ruxandra Westra, Educational Aide

Wendy Zacharias, Counselor

COMMUNICATION CONT.

If you reach out and don't hear back from a staff member in a timely manner, please call our front desk. Someone will route your concern to the appropriate person. You can also find out information about the school in multiple other areas:

1. Weekly newsletters: typically sent out via email on Mondays. These will have the most comprehensive day to day information.
2. Synergy messages: messages go out through email through Parentvue. **Please make sure to regularly monitor your emails. It is the responsibility of students and parents to read emails.**
3. Email/phone: staff will also reach you through old fashioned email or phone calls. You should hear back from us within 24 hours if you email us.
4. Google classroom: for information regarding scholarships, financial aid and other important senior information, Wendy has created a Google classroom to help assist students and parents needing more information.
5. We have two Facebook pages. Our official page: "The Academy of Arts and Academics" can be found at: <https://www.facebook.com/TheAcademyofArtsandAcademics>. Our community page: "People who go/went to Academy of Arts and Academics" can be found at: <https://www.facebook.com/groups/166488243376848>. Both pages are monitored regularly but are **not** main sources of information.

ATTENDANCE POLICY

Note: As a school of choice, our attendance expectations are greater than other Springfield Public Schools. On the transfer form, it states that **A3 requires at least a 90% attendance rate.** Transfers may be denied or revoked at any time for absenteeism.

Students are expected to attend school on a regular basis. Unexcused absences, irregular attendance (ORS339.065) and truancy may result in disciplinary action up to and including a citation and a fine for a class C violation (ORS 339.990). The school principal will determine if an absence is to be excused. Under Oregon Law (ORS 339.065), a principal may excuse an absence if it is caused by the pupil's sickness, the sickness of an immediate family member when the student's presence at home is necessary, or an emergency requiring the student's absence; field trips or school approved activities; or medical or dental appointments. The principal may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. Confirmation of appointments, illnesses or emergencies may be required. After a third medical/illness absence, a doctor's note will be required. Prolonged absence could result in reduction of grades or loss of credit required for graduation. Students may not attend school or school functions when excluded for disciplinary reasons or when they or others in the home have a communicable disease. Only a qualified health official may authorize attendance for the latter. As A3 is a school of choice, and transfers are required to attend, students must maintain at least an 90% attendance rate.

Attendance at Religious Instruction

Upon application by a parent or student having attained the age of majority (18 years or older), a student may be excused from school to attend a weekday school giving religious instruction. This instruction shall not exceed two hours in any week for elementary students or exceed five hours in any week for secondary students. (ORS 339.420)

Daily Schedule		
MONDAY-THURSDAY		
Period	Start Time	End Time
1	8:25	9:28
2	9:32	10:35
3	10:39	11:42
Lunch	11:42	12:14
Advisory	12:14	12:54
5	12:58	2:01
6	2:05	3:08
7	3:12	4:15
FRIDAY		
<i>All Fridays are late start with the exception of week one and the duration of J and May Terms.</i>		
Period	Start Time	End Time
1 & 2	10:25	11:55
Lunch	11:55	12:25
Advisory	12:25	1:05
3	1:10	1:53
5	1:58	2:40
6	2:45	3:28
7	3:33	4:15
Finalized 8/23/23		

ACADEMIC CALENDAR

A3 has a unique calendar. We do **not** follow Springfield Public Schools calendar. It is the responsibility of students and parents to keep track of our calendar. Please review carefully and refer to it as needed.

As we have long days, attendance is critical for your students' success. The long breaks are great times to plan extended vacations or family time. As we are a project based learning school and students engage in group work, please be supportive by not planning vacations during school days to the extent possible. *See our academic calendar on the following page.*



ACADEMY OF ARTS & ACADEMICS

2023-2024 ACADEMIC CALENDAR

Note: with the exception of week one, J-Term and May-Term, all Fridays are late starts. See below for Friday schedule.

Please note: this calendar is subject to change in the event of inclement weather, etc. Please check our website, a3school.org, for the most updated version.

M	T	W	Th	F
September 2023				
				1
4	5	6 T	7	8
11	12	13	14	15 LS
18	19	20	21	22 LS
25	26	27	28	29 LS
October 2023				
2	3	4	5	6
9	10	11	12	13 LS
16	17	18	19	20 LS
23	24	25	26	27
30	31			
November 2023				
		1	2	3 LS
6	7	8	9	10
13	14	15	16	17 LS
20	21	22	23	24
27	28	29	30	
December 2023				
				1 LS
4	5	6	7	8 LS
11	12	13	14 T	15 g
18	19	20	21	22
25	26	27	28	29
January 2024				
1	2	3	4	5
8	9 T	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31 T		

Daily Schedule		
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Period	Start Time	End Time
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3	10:39	11:42
Lunch	11:42	12:54
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1 & 2	10:25	11:55
Lunch	11:55	12:25
Advisory	12:25	1:05
3	1:10	1:53
5	1:58	2:40
6	2:45	3:28
7	3:33	4:15

IMPORTANT DATES	
SEPTEMBER	
4	Labor Day
6	First Day of School and Term 1
7-8	Headwaters
18	Collaboration Day-No School
OCTOBER	
6	Collaboration Day-No School
26-27	Student Led Conferences-No School
NOVEMBER	
10	Veteran's Day (Observed) No School
20-24	Fall Break-No School
DECEMBER	
12-13	Confluence 1: 8:45-10:15 am and 5:30-7:30 pm
14	Last Day Term 1 Artabration 1-3 pm
15	Grading Day-No School
18-29	Winter Break (December 18-January 5)
JANUARY	
1	New Years Day-No School
1-5	Winter Break
8	Collaboration Day-No School
9	First Day Term 2 (J Term)
15	Dr. Martin Luther King Jr. Day-No School
31	Last Day Term 2 (J Term)
31	J Fluence 1-3 pm
FEBRUARY	
1	Grading Day-No School
2	Collaboration Day-No School
5	First Day Term 3
19	President's Day-No School-Non Contract
MARCH	
18-29	Spring Break
APRIL	
4-5	Mid Year Review-No School
8	Collaboration Day-No School
29	Collaboration Day-No School
MAY	
14-15	Confluence 2: 8:45-10:15 am and 5:30-7:30 pm
16	Last Day Term 3 Artabration 1-3 pm
17	Grading Day-No School
20	First Day Term 4 (May Term)
27	Memorial Day-No School
JUNE	
5-12	End of Year Reviews
13	Mayfluence: 1-3 pm
14	Last Day of School and Term 4 (May Term)
17	Staff Grading Day

Finalized and Sent to SP5 HR 5/22/23

M	T	W	Th	F
February 2024				
			1 g	2
5 T	6	7	8	9 LS
12	13	14	15	16 LS
19	20	21	22	23 LS
26	27	28	29	
March 2024				
				1 LS
4	5	6	7	8 LS
11	12	13	14	15 LS
18	19	20	21	22
25	26	27	28	29
April 2024				
1	2	3	4	5
8	9	10	11	12 LS
15	16	17	18	19 LS
22	23	24	25	26 LS
29	30			
May 2023				
		1	2	3 LS
6	7	8	9	10 LS
13	14	15	16 T	17 g
20 T	21	22	23	24
27	28	29	30	31
June 2024				
3	4	5 EYR	6 EYR	7 EYR
10 EYR	11 EYR	12 EYR	13	14 T
17	18 g	19	20	21
24	25	26	27	28

	No School
	Holiday (No School)
◇	First & Last Day of School
T	First & Last Day of Term
LS	Late Start
g	Grading Day (No School)
○	Collaboration Day (No School)
()	Mid-Year Review
□	Student-Led Conference Day
EYR	End of Year Reviews



theacademyofartsandacademics



@a3highschool



a3.springfield.k12.or.us

Understanding A3's School Year Semesters and Terms

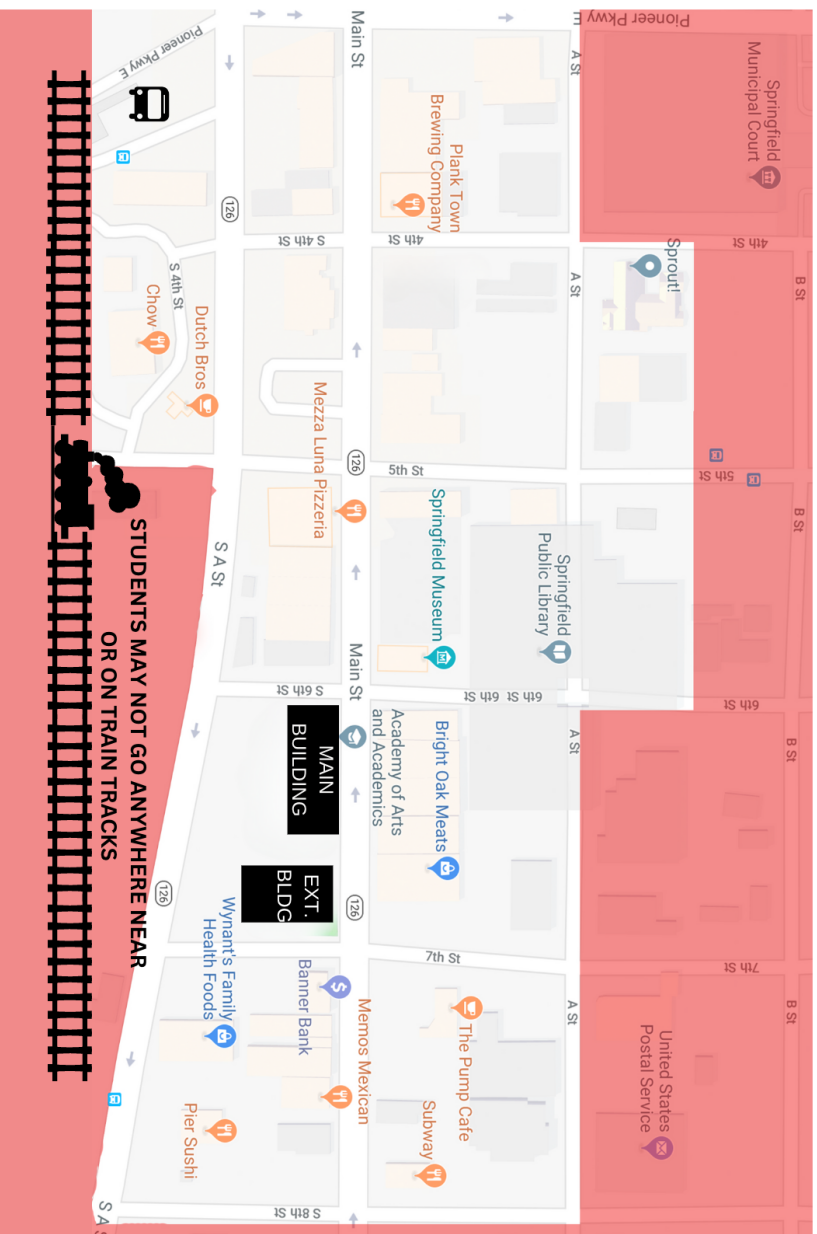
The flow of our school year can be confusing at first, A3 has semesters AND terms.

A3's school year has two semesters, and each semester has two terms.
Terms 1 and 3 Culminate with Confluence.

SEMESTER 1: Has two terms: Term 1 and Term 2 aka "J Term"
Term 1: September 6, 2023-January 9, 2024 (Traditional 7 block school day) Confluence: December 12 and 13, 8:45-10:15 am and 5:30-7:30 pm* <small>*All students are required to do one morning and one evening session of Confluence</small>
Term 2 "J Term": January 9-January 31, 2024 (Intensive day long mini term)
SEMESTER 2: Has two terms: Term 3 and Term 4 aka "May Term"
Term 3: February 5-May 16, 2024 (Traditional 7 block school day) Confluence: May 14 and 15, 8:45-10:15 am and 5:30-7:30 pm* <small>*All students are required to do one morning and one evening session of Confluence</small>
Term 4 "May Term": May 20-June 14, 2024 (Intensive day long mini term)

CAMPUS MAP

We have an "open" campus for all grades. However, our footprint does have boundaries. Students can have open campus privileges revoked if they are unable to meet expectations, including but not limited to behavior or attendance. A3 is a member of the downtown Springfield community and students are expected to represent A3 accordingly.



PARENT VOLUNTEERS

On the Springfield Public Schools website, there is a form to complete an annual parent volunteer application. In addition, you will be asked to go to the front desk with your ID to check in each time you come into the building. Parents don't typically sit in and observe classes, usually teachers/staff invite volunteers in. However, we understand if you do wish to observe. In that case, you must have express permission from the staff member you wish to observe.

SECOND FRIDAY ART WALKS

This is a great free way for you to do something with your high school student. We offer a gallery show, free art classes and so much more! The schedule is on the school website.

PROJECT BASED LEARNING

One of the key components of how we operate is project based learning. While we don't expect each student to come with the skills to navigate successfully with a group, we DO expect them to be willing to participate and persevere through the challenges of working with others. We believe that working with others despite differences is a critical life skill.

RESTORATIVE JUSTICE PRACTICES

A3 uses the restorative justice model to the extent possible. What this involves is a facilitated process in which we interview involved parties to gather information and have participants work towards solutions. We understand this may be very different from your model at home or your disciplinary framework. However, this model has directly impacted our disciplinary rates compared to other schools of our size. It also contributes to students feeling more connected to the outcome of a difficult situation. The conflict resolution process we typically use is called VOMP. This acronym stands for Vent, Own, Mirror and Plan. See the following page for more information about VOMP.

The principal and dean of students make it a practice to call parents if their student comes to the office due to a disciplinary situation. A consequence may be doing some community service to better the school, it may be having a conversation, or it may be reading about an area of growth. As hard as it may be, we are not allowed to share specific disciplinary outcomes related to other students due to privacy laws. We understand that may be frustrating at times but we can't compromise on this.

V.O.M.P.

Conflict happens. Most of us don't like it, but it is part of the reality of working with others. When you are faced with a conflict with another individual it is important that you address it. Keeping things bottled up and unresolved is unhealthy and won't make the problem go away; instead, it will usually make the problem worse.

If you have a conflict with another person, just V.O.M.P!

VENT

When **venting**, it is important to use "I" statements. For example: "When you said ... I felt that you were making fun of me." Each person needs to be heard; when you aren't **venting**, you should be actively listening. Listening is vital to the success of resolving conflict; if you are the one **venting**, it is important to speak in a calm and controlled manner, and think about the impact of the words you choose to say.

OWNERSHIP

Conflicts aren't one-sided. Even in cases where it seems that one person is clearly "in the wrong," both people have an investment in resolving the conflict. This is how both people can take **ownership** of the conflict.

MIRROR

Look in the **mirror** and reflect how it feels to be the other person. What might the conflict look like to them? This step elicits empathy. Empathy allows us to see the effects our words and actions have on others.

PLAN

The last step in the V.O.M.P. process is to create a **plan** to avoid future conflicts. It is important that both sides create and agree with this plan. A good **plan** is respectful, satisfies both sides, and outlines strategies for dealing with future conflicts.



Student Rights and Responsibilities

At the Academy of Arts and Academics, we adhere to the SPS Student Rights and Responsibilities as well as the following standards, designed to support our shared values:

Before and After School Hours: Students may be in the building before and after hours only under the direct supervision of A3 staff. The building will be open from 8:00 AM - 4:30 PM.

Academic Integrity: Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Academic dishonesty includes, but is not limited to, using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; and knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

Appropriate Audience Behavior: Members of the A3 community are expected to support each other during performances and assemblies by practicing appropriate audience behavior. Members of the A3 community who cannot do so will be excluded from performances and assemblies.

Attire: Students are expected to dress appropriately for the class they are attending. Clothing decorated with images of controlled substances, weapons, or offensive language are never appropriate in the school building, before, during, or after school. Students will be asked to remove or change inappropriate attire.

Student Rights and Responsibilities (continued)

Censorship: The Academy of Arts and Academics is committed to a process of exploring the tensions between the right of free expression and the responsibility to be respectful to all members of a community. Staff may censor excessive and/or gratuitous profanity, vulgarity, or sexual content, in course material or in student work. Parents, caregivers, and students should be aware, however, that A3 does not always censor material used in classes or in productions.

Computer Policy: All students will have access to the school computers and are subject to the SPS SpringNet computer and internet policies. Students may not do any of the following: tamper with others' accounts; knowingly introduce or create viruses; eat or drink near the computers at any time, before, after, or during school.

Field Trips: Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy, and such other rules as may be deemed appropriate by the field trip supervisor.

Food, Gum, and Drinks: While these items may be allowed in classes at certain times, this is a privilege that may be revoked, especially if tidiness becomes an issue. Any situation where these become a distraction to the educational environment may result in a loss of privilege. Food and drinks will not be allowed near computers any time before, during, or after school.

Student Rights and Responsibilities (continued)

Health Services and Medications: Arrangements will be made for sick students to return home. All prescription medication must be brought to school by an adult, preferably the legal guardian or parent and counted in the presence of that adult and a person on the school staff. We will not be able to administer medication brought to school by the student. Medication will be checked in and kept in a locked cabinet in A3 office. A permission form, available from the office, must be completed and signed by the parent or guardian. Either a note from your physician or a new prescription bottle must verify changes in prescription medication. We are not allowed to take orders over the telephone from either the parent or a physician. If a dose of medication is missed that is usually given at home, we are not allowed to accept your call to give it to your student. You may come to school and administer the medication, or you may ask your physician to write an order to allow us to dispense medication in the morning.

Non-prescription medication means commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose, and cough drops, cough suppressants, pain relievers, decongestants, antihistamines, topical antibiotics, anti-inflammatories, and antacids. A permission slip including the student's name, the name of the medication, how it is to be given (by mouth, etc.), dosage and frequency of administration must accompany the medication and the medication must come to school in the original container or packaging. Parents are responsible for refilling the school's supply of medication. We will notify you when the supply is getting low so you have time to refill the prescription. Ask the pharmacist to provide you with a bottle for home and one for school.

If the order calls for medication to be cut in half or otherwise prepared in some manner, parents are expected to have the medication properly prepared before bringing it to school. If you have questions or concerns you may contact our building Health Aide.

Student Rights and Responsibilities (continued)

Homework: Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

Identification Cards: All A3 students are issued an ID card. These cards must be carried at all times. The first card is issued at no cost to the student. If the card is lost or stolen, the student will be expected to pay \$10 for a new card. Students must show their ID card if asked by any staff member (Academy of Arts and Academics staff, Emerald Arts Center staff, Wildish staff, or other SPS staff). Failure to do so is grounds for disciplinary action.

Internet Policy: It is a privilege to use the Internet. Students must sign the Springfield Public School SpringNet Internet Policy and must adhere to it. Students are not allowed to go to inappropriate sites, play computer games, send or receive instant messages ("IMs"), or go into chat rooms on school computers at any time, before, after or during school. Students who do not adhere to this policy will lose their computer privileges.

Loss or Damage to Personal Property: A3 is not responsible for lost, damaged, or stolen personal property. The school is not responsible for reimbursing students for lost or damaged personal property. A Lost and Found area is located in the main office, and students should inquire there for missing items. Likewise, students finding items should deliver them to the main office for safekeeping until claimed by the owner.

Loss or Damage to School Property: A student may have the opportunity to check out school property (books or cameras, for example). The student is responsible for that property and for the cost of replacing the property if it is lost or damaged. In the case of loss or damage, the student will be billed for the replacement cost. The student may not elect to replace the equipment on his or her own.

Student Rights and Responsibilities (continued)

Lunch: As part of the Springfield Public School district, A3 contracts with the district food services to provide breakfast and lunch to all students. These meals will be served in A3 Extension each day. Lunch is free for all students. Students may purchase and eat lunch in restaurants in downtown Springfield or in the A3 Main Building in Studios 2 or 3.

Off-Limit Areas: A3 students may use only Academy of Arts and Academics designated areas. Students must ask permission to enter faculty rooms or office spaces, including the second floor of the Extension Building. Students may not be in buildings without adult supervision.

Passing Time Between Classes: There is sufficient time between classes for students to use the bathroom, retrieve materials, and get to their next class on time. During class time, students will be allowed to leave only during real emergencies. "Emergency" will be defined by the teacher.

Posters: Signs, banners, or posters that a student wishes to display must first be approved by the principal. Signs, banners, or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

Profanity: Students are expected to use proper language. Profanity is not allowed unless artistically appropriate. "Artistically appropriate" will be defined by a staff member.

Sign-In/Out: Students arriving to school later than the beginning of the first class period of the day are required to sign in at the front desk. Students departing campus before the end of the day for any reason other than a school sanctioned activity must sign out with parent authorization. Please see the front desk with any questions regarding the policies and procedures for signing in or out.

Student Rights and Responsibilities (continued)

Skateboards/Bicycles: Academy of Arts & Academics has custom-designed locker spaces available to students who choose to bring their board to school. Boards are not to be used anywhere on campus at anytime and are not permitted in classrooms. The Campus Monitor will assign a locker space and issue a combination lock to students on a first-come, first-served basis. Students who do not take responsibility to properly store their board during the school day will be required to leave their board at home.

Student Art: A3 believes in the rights of the artists over their work. Students have specific rights to their creations ACCORDING TO THE FOLLOWING GUIDELINES:

- Student paintings and drawings done in or out of class are the property of the student artist. Students may, however, be expected to pay for any school materials used.
- Student DIGITAL FILES, including writings, photographs, videos, music, digital reproductions of paintings and drawings, are the property of the student. Students may purchase reproduced copies of their own work at cost or may be given free copies at the instructor's discretion
- However, A3 reserves the right to reproduce any digitally created or reproduced media done while the student attends A3, and that the student or student's parent does not expressly deny reproduction of, for publicity or fund raising. Any funds earned as a result of selling student art, reproduced by A3 personnel on school media, at A3 sponsored events or on campus is at the sole discretion of the school and no compensation will be due the student artist. Students may have their art reproduced at A3 for a nominal fee (at cost), but the school cannot serve as the student's agent for selling art work.

Tobacco/Nicotine: We are housed in non-smoking, non-vaping facilities. Smoking, vaping or possession of any tobacco products within the campus boundaries will be cause for disciplinary action, up to and including suspension.

Student Rights and Responsibilities (continued)

Traffic Safety: Students are expected to follow all relevant traffic and pedestrian laws and maintain a high level of awareness of their surroundings at all times while transitioning between buildings on campus. Streets are only to be crossed in designated crosswalks in accordance with traffic signals, where available.

Transcript Evaluation: Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation, and/or school rules. Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

Transfers: Transfers may be denied or revoked at any time for poor student behavior, tardiness, absenteeism (below 90%), providing false information, or for any other violation of the terms of the transfer. Students whose transfers are revoked are not eligible to reapply for one year.

Visitors/Shadows: Although we welcome visitors, no student may invite a visitor without the consent of school staff at least three days in advance of the visit. Students visiting from other schools must also bring a letter from their parent or guardian and a letter from their school giving permission. Visitors (including alumni) must come immediately to the front office to sign in with the Campus Monitor. Alumni are asked to limit visits to lunchtime only. A3 students may not babysit younger family members or friends on school grounds before, after, or during school.

Weapons/Drugs/Alcohol: In order to create a safe school environment, A3 follows the Springfield Public Schools policy. Weapon possession, drug possession, and alcohol possession or coming to school under the influence of illegal drugs or alcohol will be grounds for disciplinary action, up to & including expulsion.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA SPS POLICY

Students may possess personal electronic devices in district facilities during the school day so long as they follow the school rules around technology use and the specific rules that govern various personal electronic devices, such as the school cell phone policy. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, and/or displaying information and data.

Students may not access social media websites using district equipment, while on district property, or at district-sponsored activities, unless the access is approved by a district representative.

Students are prohibited from using personal electronic devices during class time. Exceptions are made when the instructor supports the use for appropriate/approved classroom or instructional related activities. Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

The district will not be liable for personal electronic devices brought to district property and district activities. The district will not be liable for information or comments posted by students on social media websites, when the student is not engaged in district activities, and not using district equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy, JFCEB – Personal Electronic Devices and Social Media, or any rules established by the building administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies[, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

The district will not be responsible for the loss of, or damage to, personal property.

EARNING YOUR DIPLOMA

The Academy of Arts and Academics and Springfield Public Schools believes that student success is our most important outcome. We are committed to upholding the dream of opportunity for each of Springfield's children, and we stand behind our vision of "Every Student a Graduate Prepared for a Bright and Successful Future." In 2007, the State Board of Education adopted new Oregon high school diploma requirements. These new requirements were designed to ensure that all students have the skills necessary for success in the 21st century. For complete information please see our Curriculum Guide on our website.

Credit Requirements (24 total)

- English: 4 credits
- Math: 3 credits (at the Algebra 1 level and higher)
- Science: 3 credits (scientific inquiry, 2 with lab experiences)
- Social Science: 3 credits
- Health: 1 credit
- PE: 1 credit
- Second Language/Art/Career & Technical Education: 3 credits
- Electives: 6 credits

Credit for Proficiency

In addition to credit by completing classroom or equivalent work, a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-2030;
2. Classroom or equivalent work;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning experiences.

A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

EARNING YOUR DIPLOMA

Academic Help/Support

If a student is struggling in a class there are several options to obtain help.

1. Ask your teacher for help. Most teachers are available before and after school and by appointment. Your teacher is going to be able to help you, and they know the curriculum.
2. Use your peer partners or groups members. Often students are working on projects together. Use them.
3. Ask your advisory for help. Students see their advisors nearly everyday, they are there to help.
4. Use Synergy as a resource. Assignments are often attached and class notes/directions can be found in Synergy.
5. Math tutoring after school
6. Use a planner and form a study group

Conferences

Student-Led Conferences happen in October. Each student is responsible for arranging a conference with teachers and parents to discuss their learning and the progress through the EDCRO system.

Mid-Year Reviews

Mid-Year Reviews happen in April. Each student is responsible to provide specific evidence of their learning through the EDCRO process.

End-of-the-Year Reviews

End-of-the-Year Reviews are scheduled for June. Each freshman student is responsible for arranging a conference with teachers and parents to discuss their learning and the progress through the EDCRO system. Sophomores and juniors present not only academic, but also artistic progress in front of a panel of specifically chosen art professionals. And Seniors present to their peers, parents, and teachers.

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A3's Graduation Requirements by Subject and Grade Level

Subject	Abbreviation	Credit	Grade
English or Language Arts	LA	4.0	9-12
Math (at alg or above)	MA	3.0	9-11
Science (scientific inquiry, 2 with lab)	SC	3.0	9-12
Social Studies Global Studies	GS	1.0	9-10
Social Studies US History	US	1.0	9-10
Social Studies Government	GV	.50	11-12
Social Studies Economics	EC	.50	11-12
Health	HE	1.0	9
Physical Education	PE	1.0	10
Second Language/Art/Career & Technical Education	AFF	3.0	9-12
Electives	OT	6.0	9-12
Personalized Learning	Meets	Sr Project and Sr Review	12
Math Essential Skills	Meets	ACT, PSAT, SBAC, other	11
Reading Essential Skills	Meets	ACT, PSAT, SBAC, other	11
Writing Essential Skills	Meets	ACT, SBAC, other	11

ASSESSMENT

The Academy of Arts and Academics' assessment and graduation process prepares students to do the work required in college and the workplace. Students graduate by successfully demonstrating their proficiency through portfolios, exhibitions, and performances. A3 also has made a commitment to communicating with parent(s)/guardians(s) about student progress. Parent(s)/guardians(s) will receive assessment information several times during the school year. Parent(s)/guardians(s) are encouraged to contact a student's Writing Group teacher for additional information.

Earning Credits

Students at The Academy of Arts and Academics earn credits in designated curriculum areas based upon the successful completion of a course of study. Credits will be awarded based on the depth and breadth of the state content and skills standards addressed in the curriculum area during a term of study.

Essential Skills

Beginning in 2012, the state began phasing in requirements for students to demonstrate that they are proficient in certain "essential skills" – skills that are deemed critical for future success – before they are awarded the diploma. These skills are:

- The ability to read and comprehend a variety of texts
- The ability to write clearly and accurately
- The ability to apply mathematics in a variety of settings

Performance at A3 will be assessed with respect to a proficiency system. Students will be expected to continue to work at improving any area until proficiency is achieved. Typically, proficiency is translated to student transcripts in the following manner:

Exceeds: Num. Score = 4, Grade = A

Proficient: Num. Score = 3, Grade = B

Approaching: Num. Score = 2, Grade = C or Pass

Not yet: Num. Score = 1, Grade = No Pass, Credit may be denied

The Graduation requirements at A3 are designed around the standards for acceptance at an Oregon University (typically UO). A3 offers many opportunities to support those students who are struggling with their course work—both in academics and in STEM/arts electives. For those students that require it, additional time will be dedicated for academic support in the afternoon. If a student fails to pass a graduation requirement with a C- or better, the course may need to be repeated.

Grade Standing

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

<u>Credits Earned</u>	<u>Grade Standing</u>
6	10 (sophomore standing)
12	11 (junior standing)
18	12 (senior standing)

Personalized Learning Requirements

Personalized learning, learning beyond the classroom, and connections to the adult world are critical for preparing each student, whatever path they take after graduation. The Personal Learning Requirements help personalize the diploma for each student and help students plan for their post-high school goals. Oregon requires students complete personalized learning activities as part of the graduation requirements.

Additional Information about the Traditional Diploma

A student will be awarded a Springfield Public Schools diploma if:

- they meet the academic content and credit standards
- they complete the personalized learning requirements, and
- they demonstrate proficiency in Essential Skills, as required by the Oregon Department of Education and adopted by the Springfield Public Schools School Board.

Students are accountable for the graduation requirements that apply to the year they first entered 9th grade, regardless of whether graduating early or taking longer than 4 years to graduate.

Other Diploma Options

Some students will be eligible for other diploma options. The eligibility criteria for alternative diploma is set by state law. Students who are eligible and their parent(s)/guardian(s) will be informed by school staff as part of the student's individual planning process.

GRADUATION REQUIREMENTS

The Board establishes graduation requirements for the awarding of a high school diploma, or modified diploma which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than 4 years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or older or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma or a modified diploma at each high school. The district provides age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

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The district may award a modified diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified diploma is awarded, or the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma in the later of 4 years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma in less than 4 years but not less than 3 years. To satisfy the requirements for a modified diploma in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21.

GRADUATION REQUIREMENTS

A student in good standing who qualifies to receive or receives a modified diploma will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma shall have access to instructional hours, hours of transition services, and hours of other services that are designed to meet the unique needs of the student, and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma. The continuance of services for students with disabilities for a modified diploma is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

A3 Glossary

A3 Campus: A3 students may attend classes at a variety of locations in downtown Springfield. Our Campus Monitor patrols the area to keep our kids safe. A3 spans the entire block between 6th and 7th with our Main Campus at 615 Main and our Extension Building at 665 Main Street.

A3 Culture: A3's educational philosophy: All students are capable of success and growth and have the right to unimpeded education. Everyone participates as a leader, learner and teacher. Mistakes are the pathway to success.

Advisory: A daily class focusing on various modes of writing. Teachers also serve as mentors to help students advocate for their needs. Parents can contact their student's writing group teacher with any questions regarding their school experience.

Artabration: A celebration of our students' exceptional work, both academic and Arts Core. Open to the public, parents are encouraged to attend. Usually performed before a significant vacation at least 3 times a year. Check the school calendar for dates.

College Credit Classes: We offer "College Now" classes taught by A3 teachers in which students can earn college credit. Junior and senior students have the opportunity to enroll in classes at Lane Community College or University of Oregon as part of their daily schedule if it fits as part of their four year plan.

Community Agreements: These agreements define the expectations of interaction within the A3 community.

Confluence: A two-day, multi-faceted event that synthesizes work from the semester in large-scale projects and performances, and is a demonstration of the knowledge students have learned. Families and the public are HIGHLY encouraged to attend. These performances are students' finals and are mandatory.

EDCRO: This acronym stands for Explore, Design, Create, Refine, and Own, and is the process students need to follow when developing work both academic and in the arts. Students are expected to follow and articulate this in their Student Led Conferences, Mid-Year Reviews, EDCRO Student Reviews, panels and Confluence.

A3 Glossary (continued)

Expanded Options Program: By February 15th, the high school will send a notice to students and parents about the Expanded Options Program (EOP) explaining eligibility requirements. A student may apply to, and be accepted by, a post-secondary institution through the EOP. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan.

Additional information about the EOP may be found in Board policy IGBHE - Expanded Options Program or accessed through school staff.

Grading: A system to measure student learning rather than assignment completion. Teachers have written learning targets that define outcomes of student learning. These targets are assessed on a 4-point scale.

Headwaters: A school-wide community-building trip taken at the beginning of the school year to engage students and introduce the culture of A3 to our new students.

Honors: Students with a score of 4 in their major receive honors (See Major).

Humaniqueries: A blending of Humanities—language arts, social studies, geography and philosophy, with Inquiries—a project-based learning environment integrating math and science. Our curriculum for these classes is highly integrated with Language Arts, Social Sciences, and Science.

Internship Program: Juniors and seniors are encouraged to participate in internships at local businesses during J Term, May Term or by placement during Term 1 and Term 3.

Integrated Learning: Used when teachers combine multiple subjects to teach our students. Humanities and Inquiries (Humaniqueries) are examples of this method.

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A3 Glossary (continued)

J-term (Term 2): A four-week period during January. Students attend intensive classes during this time. Juniors and seniors have the opportunity to do an internship in the community.

J-fluence: J-term's end performance showing our students' process and learning in their classes and internships. These performances are students' finals and are mandatory.

Late Start: With the exception of week one, J term and May Term, A3 has late starts every Friday. Class begins at 10:25 am on Fridays. These late starts are used for staff collaboration.

Learning Targets: Statements teachers use for their class that defines the outcomes a student is expected to demonstrate at the end of the term.

Majors: All students are expected to declare a "major" as an area of focus in their sophomore year. Major areas are Performing Arts, Visual Media Arts, STEM, and Liberal Arts. These can change on a yearly basis and do limit the classes a student can take. Mid-year Review: See "Student Reviews."

May Term (Term 4): A four week period from the middle of May to the end of the school year. Juniors and seniors have the opportunity to do an internship in the community.

May-fluence: May Term's end performance showing our students' process and learning in their classes and internships. These performances are students' finals and are mandatory.

Ones and Twos: Freshmen and Sophomores (ones) Juniors and Seniors (twos.)

Panels: Experts and stakeholders make up panels who give student teams critical feedback on their Confluence learning and products weekly leading up to Confluence. For students these panels are mandatory and cannot be made up.

Proficiency-based grading: A system to measure student learning rather than assignment completion. Teachers have written learning targets that define outcomes of student learning. These targets are assessed on a 4-point scale.

A3 Glossary (continued)

Project-Based learning: Project-based learning is a system where teachers provide an authentic, real-world question or problem to solve and students create a method for demonstrating an answer to the question or to solving the problem.

Senior Project: All students are expected to perform a “capstone” project that is ideally tied to their major or their focused course of study. All capstone projects will have some form of public demonstration, either as a recital, curated display, or a performance, depending on the form the project takes. Students will work with mentors and their writing group teachers to formulate and realize these capstone events that are required for graduation.

Student Reviews: Three times a year students present evidence of their learning and progress academically, artistically and as community members. Parent attendance is required at these sessions. Students begin collecting work samples and documentation of attendance and grades when they first arrive at A3. This material forms the basis from which they are able to reflect upon the progress of their learning and behavior during their time at A3. Conferences are arranged through the student’s writing group teacher.

- **STUDENT-LED CONFERENCES:** Early October — For new students this provides an opportunity for them to check in on their work and success early in the year. For veteran students it’s a time to set goals and reflect on last year.
- **EDCRO REVIEW (aka MID-YEAR REVIEWS):** Early March—Student presentations focus on learning committed to the EDCRO process. They demonstrate this through artifacts of both their art and academics. For juniors and seniors these are juried reviews in which they include presentations of learning tied to specific arts or science and is a dry run for their final senior juried review.
- **END OF THE YEAR REVIEWS (EDCRO/JURIED REVIEWS):** Mid June — Freshmen and Sophomores present in front of parents and supporters/mentors on the EDCRO process up until this point in their high school careers. Upper-class- men have juried reviews which also include arts and science professionals.

Synergy: Synergy is Springfield Public School’s student information system to parents and students can access this information through ParentVue and StudentVue to see attendance history and other student data.

