



# Student/Parent Handbook

## ~ Positive Behavior Support Plan ~

We are **A** - *Always Respectful*

**R** - *Ready to Learn*

**T** - *Taking Responsibility*

**S** - *Staying Positive*

## GENERAL CONTACT INFORMATION

Address: Arts Academy Charter School  
1610 E. Emmaus Avenue  
Allentown, PA 18103

Telephone: 610-351-0234  
Fax: 610-351-0307  
Website: [www.arts-cs.org](http://www.arts-cs.org)  
Main Office: [mainoffice@arts-cs.org](mailto:mainoffice@arts-cs.org)

### **School Closings**

Announcements regarding school closings due to inclement weather or other emergencies will be posted to our website, and reported on WFMZ television and online broadcast, as well as through our One Call Now contact system.

### **Quick References**

National School Lunch Program/Attendance: Heather Woodell  
[hwoodell@arts-cs.org](mailto:hwoodell@arts-cs.org) ext. 516

Main Office/Transportation: Melinda Clemente  
[mclemente@arts-cs.org](mailto:mclemente@arts-cs.org) ext. 511

Health Room/Nurse: Kate Touzeau & Lindsey Newman  
[KTouzeau@arts-cs.org](mailto:KTouzeau@arts-cs.org) & [LNewman@arts-cs.org](mailto:LNewman@arts-cs.org) ext. 517

Registrar: Amy Reid  
[areid@arts-cs.org](mailto:areid@arts-cs.org) ext. 512

Guidance: Kristen Stachina  
[kstachina@arts-cs.org](mailto:kstachina@arts-cs.org) ext. 514

Dean of Students: Shawn Lynch  
[slynch@arts-cs.org](mailto:slynch@arts-cs.org) ext. 518

Director of Educational Support Services: Kathleen Adolt-Silva  
[kadolt-silva@arts-cs.org](mailto:kadolt-silva@arts-cs.org) ext. 501

Principal: Elaine Hersh  
[ehersh@arts-cs.org](mailto:ehersh@arts-cs.org) ext. 509

## **STUDENT CODE OF CONDUCT**

**Attending AACS is a choice. By choosing to enroll in our school, students are doing so with the understanding that following school rules are an expectation and not a choice.**

**The Dean of Students will be notified of all behavioral offenses, and all offenses in Levels 2-4 below, shall be referred to and handled by the Dean of Students. Level 1 offenses may be referred to the Dean of Students at the teacher's discretion.**

### **Level 1 Offenses:**

- Disruption/Misconduct/Defiance
  - violation of established classroom behavior expectations
- Tardiness to Class/Assigned Location
- Drinking or eating outside designated times or areas
- Dress Code Violations

Level 1 Offenses may result in the following consequences:

- ✓ Loss of classroom privileges as defined by classroom teacher
- ✓ Behavior reflection form and parent contact
- ✓ Referred to the Dean of Students

### **Level 2 Offenses:**

- Three (3) or more Violations of Level 1 Offenses
- Severe Disruption/Misconduct/Defiance
- General Bus Misconduct
- Defiance
  - I.E. Failure to Follow Directions Given by a Staff Member
- Disorderly Conduct
  - I.E. Running down the hallway
- Lavatory Misconduct
- Use of Language Inappropriate for School
- Violation of Locker Expectations
- Inappropriate Use of School Technology\*
- Inappropriate Use of the Internet and School Network\*
- Cellphone Violation
- Disrespect of Faculty or Staff Members
- Forgery
- Leaving the Classroom Without Permission

\*Inappropriate use of school technology and/or the internet and school network shall be automatically treated as a Level 3 Offense where such use involves viewing and/or sending sexually materials, including pornography; viewing sites and/or materials that incite unlawful or dangerous activity; threatening or bullying behavior; and/or other such severe and/or egregious conduct.

Level 2 Offenses may result in but are not limited to the following consequences (length/scope of consequences shall be determined by the Dean of Students and/or Building Principal):

- ✓ Alternate Lunch Assignment
- ✓ Loss of Privileges
  - I.E. Participation in Extra Curricular Activities, Attendance on Field Trips etc.
- ✓ Art Period Detention
- ✓ In-School Suspension
- ✓ Out of School Suspension for up to 5 Days

### **Level 3 Offenses**

- 2 or More Level 2 Offenses
- Vandalism
- Bullying/Intimidation
- Cyber Bullying
- Inappropriate Use of School Technology
- Inappropriate Use of the Internet and School Network
- Withholding Information Regarding Possession by Another Student of Weapons or Banned/Unlawful Substances

Level 3 Offenses may result in, but are not limited to, the following consequences (length/scope of consequences shall be determined by the Dean of Students and/or Building Principal):

- ✓ Loss of Privileges
  - I.E. Participation in Extra Curricular Activities, Field Trip Attendance etc.
- ✓ Art Period Detention
- ✓ In-School Suspension
- ✓ Suspension from school for up to 10 School Days
- ✓ Recommendation to School Board for Expulsion

#### Level 4 Offenses

- 2 or more Level 3 Offenses
- Arson
- Assault of a Student or Staff Member
- Extortion
- False 911 Call
- False Fire Alarm/Report
- Indecent Exposure
- Fighting
- Violation of Controlled Substance Policy (AACS Policy 2.3.2)
- Leaving School Property Without Permission
- Robbery
- Sexual Assault
- Sexual Harassment
- Terroristic Threat
- Tobacco Offense
- Violation of Weapon Policy (AACS Policy 2.3.3)

Level 4 Offenses may result in, but are not limited to, the following consequences (length/scope of consequences shall be determined by the Dean of Students, Building Principal, Executive Director and/or Board of Directors):

- ✓ Specific consequences required by law, if any (ex. Zero-tolerance under Safe Schools Act, etc.)
- ✓ In-School Suspension
- ✓ Suspension from School for up to 10 School Days
- ✓ Recommendation to School Board for Expulsion