

2026-2027

STUDENT

HANDBOOK



**ARKANSAS
SCHOOL**

FOR MATH,
SCIENCES,
+ THE ARTS

UPDATED
JULY 2026

ASMSA KEY TELEPHONE NUMBERS

24-HOUR EMERGENCY	(501) 622-5153
Switchboard (Mon - Fri, 8:00 a.m. – 4:30 p.m.)	(501) 622-5100
Director	(501) 622-5115
Dean of Academic Affairs	(501) 622-5114
Dean of Students	(501) 622-5172
Residential Life Office.....	(501) 622-5213
Assistant Dean of Residence Life	(501) 622-5333
Registrar	(501) 622-5114
Nurse (Mon – Fri, 7:30 a.m. – 4:00 p.m.).....	(501) 622-5202
Student Success Office	(501) 622-5175; 5176 or 5129
Tech Support.....	(501) 622-5132
Security Office (24 Hours).....	(501) 622-5153

FAX NUMBERS

Director’s Office.....	(501) 622-5109
Academic Affairs.....	(501) 622-5108
Residential Life	(501) 622-5405

THE ASMSA HONOR CODE

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

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

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

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

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

STUDENT HANDBOOK

School Year 2026-2027

ASMSA Board of Visitors

Mary Alice Chambers,

Mary Zunick,

Brian Reed

Ex-officio Members

Arkansas Division of Elementary and Secondary Education – Krystal Nail, Program Director; Office of Gifted and Talented and Advanced Placement

Arkansas Division of Higher Education – Ken Warren, Ed.D., Commissioner

Arkansas Economic Development Commission – Jennifer Fowler ('04), Program Director, Arkansas NSF EPSCoR

Department of Arkansas Heritage – Chloe Cunningham, Community Development Program Manager, Arkansas Arts Council

ASMSA Foundation Fund Board of Ambassadors – Tricia Curreri, Chair

Association for Alumni and Friends of ASMSA – Amy Stvartak ('11), Chair

ASMSA Governing Council – James Katowich, President

ASMSA Student Government – Kemdi Ekeanyanwu('27), President

ASMSA Parents Advisory Council

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COVID-19 Protocol

Students and parents/legal guardians are expected to follow the published COVID-19 policies shared by ASMSA. All policies in the handbook are subject to change as conditions develop.

I. INTRODUCTION

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

II. GENERAL INFORMATION

A. Standards of Conduct/Jurisdiction.

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

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

C. Identification (ID) Badges.

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

D. Textbooks and Supplies.

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

Students are responsible for determining whether materials were properly checked out before taking possession of them.

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

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

1. **Student Activity Assessment (\$110).** A portion of the student activity assessment supplements the student activities program and supports publication of the yearbook, which is free of charge to all students.
2. **Room Assessment (\$30).** Covers routine maintenance costs. Damage to ASMSA property will be billed to the student's custodial parent or legal guardian.
3. **Technology Assessment (\$25).** Technology assessment for infrastructure, systems maintenance, and CIPA Filtering.
4. **Electricity Assessment (\$45).** All students may bring a refrigerator and personal technology.
5. **Capstone Assessment (\$50).** Helps cover research expenses, science fair competition, portfolio projects, and other capstone experiences.
6. **Laundry Assessment (\$40).** Provides unlimited use of the laundry facilities.
7. **SGA Extracurricular Support Assessment (\$25).**
8. **Parents Association Dues (\$25).** Required to help cover student activities sponsored by the Parents Association.
9. **Miscellaneous Assessments may be charged for the following:**
 - a. Field trips, programs abroad through the Global Learning Program, and other extracurricular activities;
 - b. Club dues; or
 - c. Damages to facilities or damages to or loss of ASMSA property due to negligence or abuse.
10. **Assessment Waiver.** Required assessments may be waived on a case-by-case basis. Information and forms can be obtained from the Dean of Students' Office.

F. Work Service Program.

1. The Work Service program provides tangible benefits and community goodwill for the school, its faculty, staff, and students. All students are required to complete two (2) hours of work service weekly in a job assigned or approved by the Assistant Dean of Residence Life (or other supervising staff member). Some examples are working in the library, assisting in the Student Union or Fitness Center, and helping the faculty and staff. For all jobs the student and their supervisor must enter a contract stating the following:
 - a. What work will be performed;
 - b. When the work will be performed; and
 - c. Expected standards of performance.
2. All sophomores and juniors are required to work nine (9) weeks in the cafeteria unless medical reasons are documented to the nurse. Cafeteria work service is supervised by the cafeteria manager.
3. Contracts are due in the Residential Life Office no later than Friday of the second full week of classes.
4. A student may miss work service for medical or family emergencies or with a Dean's permission. The student must provide a note from the nurse, from their physician, or from a custodial parent/legal guardian. Work service missed for family or medical emergencies must be made up within one week of the student's return to school.
5. Failure to complete work service for a 9-week grading period will result in the following consequences:
 - a. The student is ineligible for privileges for the next 9-week grading period.
 - b. The student receives a Level 2 violation for Failure to Meet a Reasonable Directive (Repeat Offense of Same Directive); and
 - c. Seniors who do not satisfactorily complete work service will not be allowed to walk at graduation. Sophomores and juniors will automatically be sent to the Re-admit Committee for evaluation of their ability to return as seniors.

6. Operating procedures for the Work Service Program are available in the Residential Life Office.

G. ASMSA Information Systems Use Policy

Policy

ASMSA will document and communicate its standards of acceptable use of ASMSA computing resources. The information systems of ASMSA are intended for the use of authorized members of the community in the conduct of their academic and administrative work. ASMSA's information systems consist of all networking, computing and telecommunications wiring, equipment, networks, security devices, passwords, servers, computer systems, computers, computer laboratory equipment, workstations, Internet connection(s), electronic mail services, television and radio technologies, ASMSA-owned mobile communication devices and all other intermediary equipment, services and facilities (hereafter referred to as "information systems"). These assets are the property of ASMSA.

Users of ASMSA computing resources are expected to review and understand the contents of this policy and its associated standards.

Standards

User Rights and Responsibilities

Assent to Terms of the Acceptable Use Policy

By accessing and/or using ASMSA information systems, and/or by "clicking through" a usage agreement during sign-on to any ASMSA system, registration onto ASMSA's Network or other equipment registration procedure, users assent to the Terms and Conditions of the ASMSA Computer Use Policy

Access To and Use of Systems/Normal Duration of Service

Access to and use of ASMSA information systems are privileges granted by ASMSA to students and authorized third parties. Additional electronic experiences that may be offered to parents and extended populations are included under the provisions of this paragraph. ASMSA retains sole discretion over the extent to which access privileges are granted, extended and/or revoked.

Use of Computer Accounts and Facilities

Members of ASMSA community may use only the computer accounts and facilities authorized by ASMSA for their individual use. Use of another person's account, identity, security devices/tokens, or presentation of false or misleading information or credentials, or unauthorized use of information systems/services is prohibited.

Users Responsible for Actions Conducted Under their User ID(s)

Users are responsible for all use of information systems conducted under their user ID(s), and are expected to take all precautions including password security and file protection measures to prevent use of their accounts and files by unauthorized persons/entities. Sharing of passwords or other access tokens with others is prohibited. Users who disclose their passwords to third parties are solely responsible for all consequences arising from such disclosure.

Offering, Providing, Lending or Renting Access to ASMSA Systems

Users may not offer, provide, lend, rent or sell access to ASMSA information systems. Users may not provide access to individuals outside ASMSA community. Personal, private or departmental switches, routers, wireless access points or DHCP-serving devices may not be connected to

centrally managed administrative network segments, except only as may be agreed to in writing between the device owner and Information Technology Services.

Use of Remote Resources

Users may not connect to remote resources such as a printer, file systems, or any other remote resource, regardless of location on or off ASMSA network, unless the administrator of the remote resource has first granted permission to do so. Permission is granted for any computer listed for student use in the Papercut system as long as it is accessed through said system.

All access to ASMSA electronic resources will occur through reasonable and customary means. For example, all electronic resources offered through a web-based experience should be accessed using a web browser only.

Irresponsible/Wasteful Use

Users may not use information systems irresponsibly, wastefully or in a manner, that adversely affects the work or equipment of others at ASMSA or on the Internet.

Specific Prohibitions on Use of Information Systems

You may not;

- Harass, threaten, defame, slander or intimidate any individual or group;
- Generate and/or spread intolerant or hateful material, which in the sole judgment of ASMSA is directed against any individual or group, based on race, religion, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, genetic makeup, or disability;
- Transmit or make accessible material, which in the sole judgment of ASMSA is offensive, violent, pornographic, annoying or harassing, including use of ASMSA information systems to access and/or distribute obscene or sexually explicit material unrelated to ASMSA sanctioned work or bona fide scholarship;
- Generate unsolicited electronic mail such as chain messages, unsolicited job applications or commercial announcements;
- Generate falsely identified messages or content, including use of forged content of any description;
- Transmit or make accessible password information;
- Attempt to access information systems and/or resources for which authority has not been explicitly granted by the system owner(s);
- Capture, decipher or record user IDs, passwords, or keystrokes;
- Manipulate or tamper with uniform resource locators (URLs);
- Intercept electronic communications of any kind;
- Probe by any means the security mechanisms of any resource on ASMSA network, or on any other network through a connection to ASMSA network;
- Disclose or publish by any means the means to defeat or disable the security mechanisms of any component of a ASMSA Information System or network;
- Alter, degrade, damage or destroy data;
- Transmit computer viruses or malicious/destructive code of any description;
- Conduct illegal, deceptive or fraudulent activity;
- Obtain, use or retransmit copyrighted information without permission of the copyright holder;
- Engage in crypto-currency mining using ASMSA electronic or network resources;

- Communicate in a manner that could be utilized for academic cheating;
- Place bets, wagers or operate games of chance; or
- Tax, overload, impede, interfere with, damage or degrade the normal functionality, performance or integrity of any device, service or function of ASMSA information systems, content, components, or the resources of any other electronic system, network, service or property of another party, corporation, institution or organization.
- Send emails to ASMSA created Google groups

The above enumeration is not all-inclusive. If there is a question as to whether a specific use is appropriate or acceptable under this policy, ASMSA's sole determination will prevail. For additional information, contact Techsupport@asmsa.org.

ASMSA Rights and Responsibilities

General Rights of ASMSA

To protect ASMSA information systems against unauthorized or improper use, and to protect authorized users from the effects of unauthorized or improper usage, ASMSA reserves the right with or without notice, to monitor, record, limit or restrict any user account, access and/or usage of account. ASMSA may also monitor, record, inspect, copy, remove or otherwise alter any data, file or system resources in its sole discretion. ASMSA further reserves the right to periodically inspect systems and take any other actions necessary to protect its information systems. ASMSA also retains access rights to all files and electronic mail on its information systems. Anyone using these systems expressly consents to such monitoring.

Right to Seize/Inspect ASMSA-Owned Computing Devices

ASMSA reserves the right at any time, with or without prior notice or permission from the user or users of a computer or other ASMSA-owned computing device, to seize such device and/or copy or have copied, any and all information from the data storage mechanisms of such device as may be required in the sole discretion of ASMSA in connection with investigations of possible wrongdoing or legal action. In addition to the foregoing, privately owned devices connected to ASMSA network are also subject to inspection by authorized ASMSA personnel.

Right to Block Content

ASMSA reserves the right to reject from the network or block electronic communications and content deemed not to comply with policies governing use of ASMSA information systems.

Right to Disclosure Information

ASMSA may disclose information, including pursuant to an internal or external investigation of alleged misconduct or wrongdoing, and may provide information to third parties, including law enforcement. By accessing ASMSA information systems, users give ASMSA permission to conduct each of the operations described above.

Detection of Plagiarism/Academic Dishonesty

ASMSA reserves the right to use, and intends to use manual and/or automated means to assess materials submitted as academic work submitted electronically for indications of plagiarism or other form(s) of academic dishonesty.

Actions to be Taken When a Policy Violation is Identified

When a potential violation is identified, the appropriate system manager or unit head and any other ASMSA employees or agents as are deemed appropriate, are authorized to investigate and initiate action in accordance with ASMSA policy. Repeated violations may result in suspension or termination of service(s). ASMSA may also provide evidence of possible illegal or criminal activity to law enforcement authorities.

Any unauthorized, inappropriate, illegal or illegitimate use of ASMSA's information systems or failure to comply with this policy will constitute a violation of ASMSA policy and will subject the

violation to disciplinary action by ASMSA employees or agents as are deemed appropriate and may result in legal action or expulsion.

Noncompliance to these standards by any guest may result in the revocation of all access to ASMSA computing resources.

Termination of Access to ASMSA Systems and Services

Notwithstanding any other provision of this policy, authorization to access the information systems and resources of ASMSA ends when a student is no longer enrolled at ASMSA. ASMSA retains exclusive rights to the creation, assignment, revocation, usage and content management of all ASMSA Usernames and E-mail accounts.

Confidentiality/Privacy Sections

Electronic Content Property of ASMSA Right of ASMSA to Monitor Content

ASMSA information systems and the messages, e-mail, files attachments, graphics and Internet traffic generated through or within these systems are the property of ASMSA. They are not the private property of any ASMSA student or any other person. No user of ASMSA systems should have an expectation of privacy in their electronic communications. All electronic communications, files and content presented to and/or passed on ASMSA network, including those to, from or through Internet connection(s) may be monitored, examined, saved, read, transcribed, stored or retransmitted by an authorized employee or agent of ASMSA, in its sole discretion, with or without prior notice to the user. ASMSA reserves and intends to exercise the right to do so. Electronic communications and content may also be examined by automated means.

Confidentiality of Content

The confidentiality of any content should not be assumed. Even when a message or material is deleted, it may still be possible to retrieve and read the message or material. Further, use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Aside from the right of ASMSA to retrieve and read any electronic communications or content, such messages or materials must be treated as confidential by other students or employees and accessed only by the intended recipient. Without prior authorization, no person is permitted to retrieve or read electronic mail messages not sent to them.

Responsibility to Maintain Confidentiality

Notwithstanding ASMSA's right to audit or monitor its information systems, all users are required to observe the confidentiality and privacy of others' information accessed through ASMSA information systems and records of every description, including information pertaining to ASMSA students and affiliates. Without proper authorization, users are not permitted to retrieve or read content not intentionally addressed to them. With proper authorization, the contents of electronic mail or Internet messages or materials may be accessed, monitored, read or disclosed to others within ASMSA or otherwise.

Electronic Privacy Right

The electronic privacy rights of others should be respected at all times. Use of audio, video, cell phone, "web cam" or related technologies, for the purpose of capturing images and/or recording speech in locations or circumstances where a reasonable expectation of privacy exists is prohibited without the consent of the subject(s) depicted and/or recorded. This provision should not apply to lawful surveillance conducted by law enforcement agencies. ASMSA reserves the right to impose additional restrictions on use of electronic recording devices, in its sole discretion. Questions about the applicability of this provision to a particular situation should be referred to the Office of General Counsel or the Director of Information Technology.

No Guarantee of Protection Against Unauthorized Access

Prohibition on Accessing/Moving Data Belonging to Another Account holder

While ASMSA attempts to protect electronic communication and files from unauthorized access, this cannot be guaranteed. Users may not access, copy or move files including, but not limited to programs, data and electronic mail belonging to another account, without prior authorization from

the account holder. Files may not be moved to other computer sites without permission from the account holder whose account under which the files reside.

Compliance with Laws Sections

Requirement to Comply with Applicable Local, State and Federal Laws Concerning Use, Dissemination and Disclosures of Information

ASMSA strives to maintain the security and privacy of electronic communications. Use of ASMSA information systems or resources, dissemination, and disclosures of information, must comply with the provisions of applicable local, state and federal laws, regulation and ASMSA policy.

Lawful Use

ASMSA information systems may be used for lawful purposes only. It is prohibited to use ASMSA information systems for unlawful purposes, including, but not limited to the installation of fraudulently or illegally obtained software, harmful software, illegal dissemination of licensed software, sharing of content where the disseminator does not hold lawful intellectual property rights, propagating chain messages, pyramid, ponzi, other unlawful or deceptive schemes, or for any purpose contrary to local, state, federal law or ASMSA policy.

Compliance with Copyright Law

Use of ASMSA information systems must comply with provisions of copyright law and fair use. Copyright law limits the rights of a user to decrypt, copy, edit, transmit or retransmit another's intellectual property, including written materials, images, sounds, music, and performances, even in an educational context, without permission, except where such use is in compliance with Fair Use or TEACH Act provisions.

Notice of Right to Change Acceptable Use Policy

ASMSA reserves the right to change this policy or any portion of the policy, at any time, with or without prior notice.

Scope

All ASMSA Students (Residential and Online), and guests who may utilize ASMSA information systems.

Purpose

The policy is based on the principle that the electronic information environment is provided to support ASMSA's business and its mission of education, research and service. Other uses are secondary. Uses that threaten the integrity of the system; the function of non-ASMSA equipment that can be accessed through the system; the privacy or actual or perceived safety of others; or that are otherwise illegal are forbidden.

By using ASMSA electronic information systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable ASMSA policies, as well as City, State and Federal laws and regulations.

- H. Given Name Act.** ASMSA complies with Act 542 of 2023. The bill established the "Given Name Act," which has two parts. First, it prohibits any institution from disciplining an employee for refusing to use a student's preferred name and pronouns without parental consent. Second, it requires all employees of a state institution to use only the name, or appropriate derivative, from a student's birth certificate unless they have written permission from a parent or guardian.

I. Grievance Procedure.

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

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

III. ACADEMIC PROGRAM

A. Graduation Requirements. All students must earn a minimum of twenty-four (24) high school credits in order to graduate. All students graduating from ASMSA must meet the SMART Core college and career-ready set of courses that is the default curriculum for all Arkansas public high school students in order to maintain eligibility for the Academic Challenge and Governor's Distinguished Scholarships. Students must also meet the requirements set forward by ASMSA as outlined below. One unit of credit is given for a one-semester college course or by a year-long high school course.

All ASMSA students must:

- complete the Arkansas SMART Core graduation requirements;
- complete at least four semesters of a Global Language;
- complete at least one semester of study in Biology, Chemistry, Physics (not Physical Science), and Computer Programming;
- earn a minimum of 30 hours of college credit through ASMSA's partnership with the University of Arkansas at Fort Smith as part of ASMSA's college bridge framework; and
- complete a two-semester ASMSA Capstone experience that satisfies the research and creative expression requirement, including presentation at the designated time and appropriate event (Science Fair, Arts & Humanities Symposium, Governor's Cup/Entrepreneurship Expo).

All coursework conducted outside ASMSA must be completed no later than August 15th of the senior year.

ASMSA is committed to a culture that supports a program of study that affords opportunities for students to personalize their learning. ASMSA recognizes that students experience different opportunities for exploration and acceleration based on their abilities as well as school offerings at the local level. ASMSA promotes a culture of growth and development where individual progress and realization of potential are the measures of success.

While the graduation requirements listed below reflect a general expectation for the ASMSA experience, students—in consultation with their Student Success Coordinator and the Dean of Academic Affairs—may petition for revised expectations that reflect previous opportunities, current needs, and future goals.

ASMSA College Bridge

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

Math (3 semesters) Three courses from the ASMSA Math Department offerings, including a minimum of Bridge to College Algebra, College Algebra, and Trigonometry.

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

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

Science (3 semesters) Three courses from the ASMSA offerings in Biology, Chemistry, Physics, Earth Science, and Computer Science or, for students enrolled in ASMSA's Visual Arts and Design

Program of Distinction, ADE approved Biology (1 credit), ADE approved physical science (1 credit), ADE approved third science or Computer Science Flex (1 credit).

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

Additional Requirements (as needed based on previous high school coursework) High School requirements as part of the Arkansas Smart Core include American Studies/ US History, World Studies, Civics, Economics, Fine Arts, Health, Physical Education, and Speech.

The one-semester courses in US History and World Studies satisfy state requirements. Students pursuing American Studies must complete the two-semester sequence as part of the class and to receive the Literature credit.

Capstone Experience Undertaking a research project, portfolio of creative work, entrepreneurial venture, or other capstone experience is the hallmark of the ASMSA experience. Students may choose from a variety of two-semester courses in their junior year. In addition, students must share their project at the appropriate public venue in order to satisfy this requirement.

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

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

Core Curriculum for Unconditional Admission to Higher Educational Institutions in Arkansas

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

C. Course Load. Students should build time into each day for extracurricular activities and recreation; therefore, course selection must be carefully considered. Each student is required to enroll in a minimum of five (5) academic courses each semester. First semester juniors will be allowed to take a maximum of six (6) courses. This must include Composition I, a mathematics course, a science course, and a capstone course. To carry an overload, the student must have the written permission of his/her Student Success Coordinator and the Dean of Academic Affairs. Capstone Courses taken during the Junior Year count toward the minimum course load. First semester Sophomores will be

allowed to take a maximum of five (5) classes. This must include Sophomore English, Mathematics, and Science.

D. Grading and Evaluation.

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

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

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

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

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

Students earning a grade below 75% in any college course at the UAFS drop date will be dropped from the College roster and will not earn college credit for that course. The student will earn High School credit if they successfully complete the course.

E. Academic Honesty.

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

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

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

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

H. Required Tutoring and Study Center Attendance.

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

I. Academic Probation and Dismissal.

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

- J. Schedule Changes – Drop/Add.** When dropping or adding a College credit course the changes must follow the guidelines at the university or college granting the credit. For ASMSA courses, a student may request to drop a course and add another course no later than one and one half (1½) weeks after the beginning of a course in the first semester and one (1) week after the beginning of

the second semester. The Dean of Academic Affairs will consider the request. If a student enrolls in a full year course, he/she will take the course both semesters and not be permitted to drop at the end of the first semester without permission from the Dean of Academic Affairs. The Dean of Academic Affairs has the authority to make final decisions in all class changes.

- K. Testing Overload.** Any student having three or more scheduled tests on the same day may request rescheduling of one test. The request form is available in the Academic Affairs Office. The student must complete the form and return it to the Academic Affairs Office no later than one class day prior to the scheduled tests. Rescheduling date and time shall be at the discretion of the instructor.
- L. Semester Exams.** Semester exam schedules are announced before the end of the first and second semesters. Semester exams will not be administered prior to finals week. In the Fall Semester, students must check out and go home no later than 24 hours after their last exam is administered. In the Spring Semester, students may stay and checkout as scheduled during Graduation Weekend. The Dean of Students must approve exceptions.
- M. Universal ACT for Juniors, College Entrance Exams and Advanced Placement.** The Office of Student Success coordinates administration of the testing for PSAT, SAT, ACT, Advanced Placement Tests, and state mandated exams on the dates specified each year by the College Entrance Examination Board, ACT, and the Arkansas Department of Education.
- N. Transcripts.**
1. Transcripts sent to colleges or to other organizations to which students apply are accompanied by the ASMSA School Profile, which includes the following information: grading scale, course descriptions, standardized test performance, and other pertinent information which will explain the specialized nature of the school and the courses listed on the transcript.
 2. Transcript request forms should be submitted to the Office of Student Success via Naviance. Requests require five (5) workdays to be processed by ASMSA. Transcripts are issued free of charge to the student.
- O. Academic Support and College Planning Services.**
1. ASMSA employs full-time Student Success Coordinators who assist students with academic/career planning and emotional well-being.
 2. The Student Success Coordinators assist students in course selection designed to meet ASMSA and state graduation requirements, as well as college entrance requirements. They provide testing information for the ACT and SAT and administer all AP exams, PSAT, State Standardized Testing, and college correspondence exams. The Student Success Coordinators also assist students with the college application process, scholarship applications, and summer programs such as Boys' State, Girls' State, and Governor's School. Letters of recommendation for students applying to any programs are supplied upon request. Student Success Coordinators conduct conferences with students experiencing academic difficulty.
- P. Education Information.** ASMSA adheres to the Family Educational Rights and Privacy Act of 1974. Custodial parents/legal guardians must provide the appropriate legal documentation concerning custody/guardianship for their student attending ASMSA at the beginning of the school year. Any changes should be immediately forwarded to the Dean of Students.
- Q. Student Success Program.** To assist students in meeting the demands of this special learning environment, ASMSA has developed the following Student Success Program:
1. **Parents/Legal Guardians.** Custodial Parents/Legal Guardians are integral parts of the educational process. They are expected to support ASMSA policies and to assist in carrying out recommendations from staff members regarding student progress. Parental insight and feedback are strongly encouraged and appreciated.
 2. **Teachers.** Students and parents are encouraged to call or email teachers any time they have questions. Teachers, likewise, are to contact parents if a student is experiencing difficulty. It is the student's responsibility to ask for assistance as needed.
 3. **Licensed Professional Counselor.** ASMSA offers short-term individual and group counseling to students when the need arises. Students see the school's licensed personal counselor to discuss a variety of concerns, such as time management difficulties, problems at home, anxiety, depression, and stress management. Parents/guardians or school staff may refer students for counseling, or students may request an appointment. Should it be determined by the licensed

- personal counselor that more extensive services are necessary, the counselor will work with the family to arrange outside counseling or psychiatric services. In addition, the personal counseling staff offers wellness programs that help to educate students about mental health.
4. **Capstone Research Advisors.** Capstone Research Advisors are faculty members serving as mentors to student projects by overseeing the scientific process, supervising laboratory experiments, facilitating the completion of portfolios or other approved projects. Generally, students and advisors are paired according to field of study. Students who elect to pursue projects at off-campus research facilities choose an on-campus advisor to monitor the meeting of deadlines in the scientific process and written document.
 5. **Department Chairs.** Teachers, advisors, and students are to notify the department chair when problems within a content area have not been resolved (see grievance procedure, page 6).
 6. **Success Coordinators.** Members of the Office of Student Success assist students with their academic and emotional well-being.
 7. **Residential Mentors.** Residential Mentors live on campus with the students and help facilitate students' social, emotional, and academic growth. RMs work closely with their students' Success Coordinator and parents to develop strategies for student success.
 8. **Community Leaders.** Each floor will be assigned one or more CLs who are current seniors at ASMSA. CLs work with RMs as a resource for students. CLs are selected and trained for the following academic year.
 9. **Administrators.** Students and parents should feel free to contact the appropriate administrator directly at any time regarding general topics/observations related to ASMSA. If a parent seeks to resolve a specific concern they are requested to follow the grievance procedure on page 6.

R. Re-Admission.

Students are invited to return for their junior or senior year by the following process:

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

- maintain good academic and discipline records at the home school (if they return to the home school in the interim), may apply in writing to the Director no later than March 1 for re-admission as an entering sophomore or junior.
10. Any credits earned at another school during the interim of withdrawal from ASMSA will be subject to the same evaluation as all other transfer credit to ASMSA.
 11. Sophomores, juniors or seniors who are withdrawn for academic reasons, who have withdrawn themselves for reasons other than medical, or who have been dismissed from ASMSA will not be considered for readmission.
- S. State Testing.** ACT and other state assessment scores will be reported to students' home schools.
- T. ASMSA Library Research Center.** The LRC is committed to providing information, supporting student development, and encouraging lifelong learning. Students have access to more than 10,000 volumes, including audio-visual materials with additional access to more than 150 academic databases through the Boreham Library at the University of Arkansas Fort Smith.
1. **Location.** The LRC is located on the 2nd floor of the Student Center. Hours TBD.
 2. **Films/Materials.** Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of ASMSA students.
 3. **Guidelines for Selection and Retention of LRC Material Philosophy.** The mission of the LRC is to provide a collection of materials to implement, enrich, and support the educational program of the school and to meet the individual educational, emotional, and recreational needs of students, faculty, and staff.
 4. **Responsibility.** The librarian assumes final responsibility for the selection of materials in consultation with the Dean of Academic Affairs and the Director. Materials are chosen by the Head Librarian alone and in cooperation with faculty, staff, and students.
 5. **Criteria for Selection.** Materials shall meet high standards of quality in physical or electronic format, as appropriate; treatment of subject; accuracy and currency of information; arrangement and organization; and literary style. Materials shall represent differing viewpoints of controversial issues so that users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior, and to make intelligent judgments in their everyday lives. Materials will be selected in accordance with the missions and goals of the school.
- U. Science Lab Use.**
1. The science labs in the Administration Building will be open and will be used only during the academic week during the hours posted by the faculty. Students must be approved as "Safety Ready" before they can use the labs outside of class time.
 2. Students may access the science labs after school hours or on the weekends only with the prior permission of their science teacher or Capstone advisor.
- V. Art Studio Use.**
1. The Art Studios will be open and will be used only during the academic week during the hours posted by the faculty. Students must be approved by the Art Faculty before they can use the Art Studio outside of class time.
 2. Students may access the Art Studio after school hours or on the weekends only with the prior permission of their Art teacher or Capstone advisor.
- W. Medical Withdrawal.** If a student in their final semester at ASMSA is unable to continue participation in the residential experience due to an ongoing medical issue, the student may still receive a diploma from ASMSA so long as the student satisfies all state SMART Core graduation requirements. Such a request for medical withdrawal should be accompanied by paperwork from a physician articulating the condition as well as the student's inability to remain on campus. However, the student will not be permitted to participate in ASMSA's Commencement Exercises nor will be recognized as a graduate unless they have also previously satisfied all ASMSA graduation requirements by the end of the fall semester of their senior year.

The Dean of Academic Affairs and Dean of Students may recommend to the Director that a student be permitted to participate in Commencement Exercises based on previous academic performance,

commitment to the residential experience, and good character. The decision of the Director will be final in this case.

IV. ATTENDANCE POLICY

- A. General Information.** Students enrolled at ASMSA are expected to attend class and scheduled activities regularly, arrive punctually, and be alert and attentive while class is being conducted. Unless a student has a recognized class absence, they should be in attendance. Deviation from these expectations can result in disciplinary action. Attendance will be checked and recorded in each class and required activity. Students missing class for any reason will not be allowed to check out of the building or participate in extracurricular activities until they have cleared their absence with the teacher of every class they missed and the Dean of Students. An exception is allowed for a student to check out on the last day of the school week in order to go home.
- B. Attendance Program.** Class attendance is vital in the learning process. Student's classroom interactions are a crucial part of academic success.

Unexcused Absences. Each unexcused absence counts as two (2) points.

- 1 unexcused absence = 2 points
- 2 unexcused absences = 4 points
- 3 unexcused absences = 6 points
- 4 unexcused absences = 8 points
- 5 unexcused absences = 10 points

Unexcused Tardies

Class start to five minutes = 0 points (two of these = 1 point)

Five minutes to forty-five minutes = 1 point

Forty-five minutes or more = 2 points

Point Schedule

2 points: required meeting with teacher to discuss missed work

3-5 points: required meeting with teacher(s) to discuss missed work, warning letter and email to parents from Registrar, required meeting with the student's SSC, required attendance at the Study Center for Study Hours on the day each unexcused absence occurs, loss of off-campus privileges on the day each unexcused absence occurs.

6-8 points: required meeting with teacher(s) to discuss missed work, warning letter and email to parents from Registrar, required meeting with the student's SSC, required attendance at the Study Center for Study Hours for ten days, loss of sign-out privileges for ten days.

9 points or more: required meeting with teacher(s) to discuss missed work, attendance probation letter and email from Registrar to parents, required meeting (once a week for the remainder of the semester) with the student's SSC, required attendance at the Study Center for Study Hours for the remainder of the semester, loss of sign-out privileges for the remainder of the semester.

Attendance Probation

Any student who accumulates 9 or more points during a semester shall be placed on attendance probation for the subsequent semester. If that probationary student accumulates six or more points during the subsequent semester then that student shall be referred to the Strategies Team to determine whether or not the probationary student should remain at ASMSA. If the Dean of Academic Affairs and the Dean of Students agree that the student should not remain at ASMSA then the probationary student shall be administratively withdrawn.

C. Class Absences. A class absence shall be defined as follows:

1. Personal Illness of a Student.

- a. The School Nurse and/or the Licensed Professional Counselor will determine whether a student missing class due to illness or injury qualifies (includes emotional and psychological issues) for a class absence. Students missing class for personal illness who do not check in with the nurse may face disciplinary action.
- b. **Students are required to come to the nurse's office or the licensed professional counselor at least 15 minutes before the start of class for illness. This allows time for the nurse/counselor to assess the illness/concern before the start of class and determine if a class absence can be given. Going to the nurse's or counselor's office does not automatically allow a student to miss class. The nurse/counselor must substantiate the seriousness of the illness/concern. Students with minor ailments will be treated and allowed to go to class.**
- c. If the student is too ill to report to the office, they may call the nurse/counselor to come to their room.
- d. Students missing from one or more classes because of illness determined by the nurse:
 - 1) If a student misses one morning class but attends the rest of the scheduled day classes they are still allowed to participate in on-campus extracurricular activities.
 - 2) If the students check out card is on the 'sick list' clipboard then they are not allowed to leave campus for any reason other than doctors' appointments or parents pick up.
 - 3) A student who misses the last class of the day is not allowed to participate in any extracurricular activities and must remain on their floor for the rest of the evening.
 - 4) If a student misses two or more classes during a school day they are not allowed to participate in any extracurricular activities and must remain on their floors for the remainder of the night. **If the student violates these restrictions, the student may be assigned disciplinary consequences for missing class.**
- e. Meals will be delivered to ill students when needed.
- f. Students may be extended a temporary leave from school for medical reasons. Under certain circumstances, in order to safeguard the student body as a whole, a student will be required to return home and be allowed to return to ASMSA only when their illness/condition has been evaluated by a physician and/or deemed no longer communicable, infective, contagious or dangerous. Examples include, but **are not limited to**, mononucleosis, chicken pox, measles, mumps, certain types of strep, head lice, scabies, influenza, fungal infections, pink eye or acute mental illness, like depression. ASMSA and school nurse will comply with state laws pertaining to the management and mandatory reporting of communicable diseases/conditions. The school nurse will follow evidence-based practice guidelines and recommendations from School Health: Policy and Practice, Arkansas School Health Services Manual, Clinical Guidelines for School Nurses and/or school policies and procedures in the assessment and management of student conditions. In the event a condition poses increased risk of transmission to other student(s), those students and parents/legal guardians will be notified by the school nurse or designated staff as necessary.
- g. When a student suffers from a chronic illness, which causes absences for nine (9) or more class days, the staff may recommend that they be removed from ASMSA and returned to their home school.
- h. In cases of extended or chronic illness or where question of illness may arise, the Dean of Academic Affairs may require verification of an illness by a physician.
- i. The school nurse will not issue a class absence after a class has been missed. As the medical expert on staff and the person most acquainted with the student's immediate condition, the school nurse's decision pursuant to declaring a class absence due to illness or injury shall be final. In cases of extreme emotional distress, the students' Success Coordinator or the school's licensed professional counselor may declare a class absence, at which time the previously stated restrictions apply. In the case of evening classes, it is the responsibility of the student to see a Residential Life Staff member on duty prior to missing the class due to illness.

- 2. Medical / Dental Appointment.** Custodial Parents/legal guardians should schedule medical or dental appointments outside of school hours. When this is not possible, the appointment should be scheduled so that the student will not miss the same class(es) repeatedly. For medical/dental appointments an Anticipated Absence Form must be completed in advance.

3. **Death or Serious Illness in the Immediate or Extended Family.**
4. **Official School Sponsored Activities.** Prior to being excused from any class in order to attend an official school sponsored activity (except field trips), a student must complete an Anticipated Absence Form. These forms are available in the Office of Academic Affairs, on the ASMSA website, and at the RLO. The Dean of Academic Affairs or their designee will review and approve or disapprove all student requests prior to a student missing any class.
5. **Field Trips.** Field trip arrangements should be made by the sponsoring staff member. Students who sign up for field trips/events and cannot attend must notify the sponsoring staff member, the Dean of Academic Affairs, and the Dean of Students in advance.
6. **Court Appearances.** The Dean of Academic Affairs may require verification from the court of the appearance.
7. **Religious Observances.** Requests for excused absences for religious observances must be made by the custodial parents/legal guardian at the start of the school year on the General Permission Form. The Dean of Academic Affairs will make the final decision.
8. **College Days.** At the discretion of the Dean of Academic Affairs, up to two (2) class days per year may be used for college days. Seniors who receive invitations for mandatory scholarship interviews may be permitted additional class absences at the discretion of the Dean of Academic Affairs if:
 - a. Written documentation is provided to the Dean of Academic Affairs by the institution, including the date/time/location which is mandated by the issuing institution and
 - b. An Anticipated Absence Form is filed as soon as possible following receipt of the invitation.
9. **Anticipated Absence.** Requests for class absence for any reason not listed above are made by completing an Anticipated Absence Form. These forms are available in the Office of Academic Affairs. The form must be completed and returned to the Academic Affairs Secretary at least three (3) school days before absence. Students participating in activities that lead to absences on many different days may complete a Blanket Anticipated Absence Form for that activity. The Dean of Academic Affairs or their designee will review and approve or disapprove requests prior to a student missing any class.

D. Other Absences.

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

E. Incomplete Work.

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

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

- G. Suspension Grading Policy.** Students suspended from school will be given the opportunity to complete assignments missed. If a major project or paper is due during the time of suspension, the student must still turn the paper in on time in order to get full credit (this can be by email, fax, etc.). Students should contact their teachers and schedule a way to complete all work missed during their suspension. Because of the one-time nature of science fair participation, students who miss competing in the ASMSA science fair due to suspension cannot make-up these activities and will receive a zero (0) for the participation and judging grades for science fair, research symposium, and junior academy.
- H. Attendance at Assemblies and Special Events.**
1. Students shall attend cultural or instructional functions as determined by the Dean of Academic Affairs or by the Dean of Students. Attendance at assemblies, Honors Convocation, and similar events is **mandatory**. Failure to attend an assembly is a Level 2 violation.
- I. ASMSA Seniors at Home School Proms and Graduation.** Seniors may participate in their home school prom and graduation if these activities do not interfere with the ASMSA academic program. If any academic time will be missed, an Anticipated Absence Form must be completed and approved by the Dean of Academic Affairs no less than two (2) full weeks prior to the home school event.
- J. ASMSA Graduation**
- Seniors in good standing are required to participate in ASMSA graduation unless they receive approval from the Director.

V. STUDENT LIFE

RESIDENT'S RIGHTS AND RESPONSIBILITIES

The following is a list of your “rights” – what is entitled to you as a student living in the ASMSA residential community and your “responsibilities” - what is expected of you as a member of the ASMSA residential community.

YOU HAVE THE RIGHT to a safe, clean, and well-maintained housing facility.

YOU HAVE THE RESPONSIBILITY to keep your door locked and not prop it open while you are away, and to clean up your room and common areas after usage and during community clean-up.

YOU HAVE THE RIGHT to a quality learning environment conducive to your academic and social pursuits.

YOU HAVE THE RESPONSIBILITY to observe quiet hours and study hours, keep your noise and voice at a reasonable volume and to remind others that you expect the same of them.

YOU HAVE THE RIGHT to privacy and the proportionate use of your room both in terms of space and time, and the right to be free of unwanted guests in your room.

YOU HAVE THE RESPONSIBILITY to let your roommate know of your wishes and preferences for hours of sleep, study, and visitation, and to work through any differences you may have in a peaceful manner.

YOU HAVE THE RIGHT to choose your means of recreation and relaxation.

YOU HAVE THE RESPONSIBILITY to know and abide by the laws of the State of Arkansas, including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow the rules and policies established to support the educational purposes of ASMSA and to sustain a safe and comfortable residential community. You have the responsibility to remove yourself from situations that include policy violations.

YOU HAVE THE RIGHT to address another's behavior which infringes on your rights.

YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to confront others in a non-aggressive and non-threatening manner.

YOU HAVE THE RIGHT to influence policy that affects you by participating in floor meetings, SGA, and ASMSA organizations.

YOU HAVE THE RESPONSIBILITY to participate in floor meetings and sharing responsibility for adhering to and enforcing community policies and guidelines.

These are some of your rights and responsibilities – think about them; talk about them; and make them a part of what you do during your time at ASMSA.

C. The Residential Life Staff.

1. **Dean of Students.** The Dean of Students is responsible for Student Life, including supervising the Residence Life staff and the day-to-day operations of the Student Center (housing, health center, food services, safety), recreational and wellness programs, and student discipline.
2. **Assistant Dean of Residential Life (AD).** The Assistant Dean of Residential Life is responsible for the evening operations of the Student Center and operations during Summer Conferences. The AD lives on campus and has an office on the first floor of the Student Center.
3. **Residential Experience Coordinator (RECs).** Residential Experience Coordinators are Batchelors and Masters level professional staff who live on the floors with the students. The REC also serves as a mentor, Social Emotional Learning educator who teaches students responsible behavior.
4. **Community Leaders.** CLs are seniors chosen for demonstrated leadership abilities, commitment to ASMSA and overall maturity. They assist the Residential Life Staff. Each floor has at least one CL to serve as floor leader, to help plan activities and to serve as liaison between students and RECs. Do not hesitate to contact any CL for help or information.

C. Entering ASMSA.

1. In-Processing.

- a. **Assessments and Documents.** Prior to moving into the Student Center, all students and their custodial parents/legal guardian must provide the following:
 - i. **Pay All Assessments.** Checks, cashier's checks or money orders should be made payable to ASMSA and returned along with all forms to the Secretary to the Dean of Students by July 15th. **Any checks returned to ASMSA will be assessed a \$25.00 fee to cover bank charges to the school.**
 - ii. **Forms.** Students will complete and submit all forms in Blackbaud.
 - iii. **Legal Papers.** Custodial Parent/Legal Guardians will provide to the Dean of Students (through Blackbaud) copies of all applicable court papers establishing legal custody or guardianship of the student.
- b. **Notification.** By mid-July each student will receive a letter from the Dean of Students and email from the Assistant Dean of Residence Life with the following information:
 - i. What date and time the student should plan to arrive at ASMSA to move in.
 - ii. The roommate's name and contact information.
 - iii. What forms, documents or assessments the student still owes.
 - iv. Any missing immunization records.

Generally, students who have returned all forms, documents, and assessments on time will be allowed to report directly to the Student Center to move in. Students who still owe any money or forms will be required to in-process on arrival day.

2. Moving In.

- a. **Finish In-Processing.** Students cannot move in until they have completed in-processing.
- b. **Proceed to the assigned floor and meet the RECs/RM and CLs.** Room assignments will be made by the AD and sent to all students during mid-July.
- c. **Receive room assignment and check the room condition.** Students and parents are to take the time to look over the Room Condition Report (RCR) and to note any discrepancies before any items are moved into the room, being sure to sign the back and

return it to the REC/RM. The RCR is used at the end of the year in establishing room damage charges.

- d. **Receive room and mailbox keys from student's RM.** Students will receive a room and mailbox key along with the RCR. Costs to replace these are \$10 and \$5 respectively.
- e. **Move in of personal items and room arrangement.** All school furniture must remain in its assigned room. Students are held responsible for the condition and whereabouts of the furniture at the end of the year. Refer to (Section C.1.h.) for information on acceptable room décor.

C. Residential Living.

1. Student Rooms.

- a. **Roommate Selection and Choice.** New students are assigned rooms based on information provided on roommate preference survey. Roommates are matched according to similar interests, lifestyles and personal requests. Students may request roommate preferences in writing on the website survey to the AD. Returning students will make their requests during the previous spring term.
- b. **Room Assignments.**
 - i. Room selections for the junior (students admitted as sophomores) and senior year are made during May. The rules for room selection stated below are used to establish precedence for choosing rooms (see C.1.f.)
 - ii. The AD assigns rooms for entering sophomores and juniors and will notify them of their tentative room and roommate during the summer. Final assignments will be made by August.
- c. **Students Who Lose a Roommate.** Students who are left without roommates will first be consolidated with others from their same class who have lost roommates or they may choose to consolidate with any available student. Only in cases where there are odd numbers will a student be in a room by themselves, and only until the next opportunity to consolidate.
- d. **Room Changes.**
 - i. Students are to move only when the room change is approved by the Assistant Dean of Residence Life.
 - ii. Once students have moved in roommates will first need to go through conflict resolution procedures unless the move is time sensitive.
 - iii. Rooms will only be assigned using the "Rules for Room Selection" criteria (see C.1.f.).
 - iv. Students are responsible for obtaining the proper forms and finding a roommate.

If they do not find a roommate, one may be assigned.

- e. **Conflict Resolution Procedures.**
 - i. Whenever students room together, they are required to have a roommate agreement posted on their door. If a conflict arises, this is the first step students must take to work out their problems, and it may be rewritten several times before the AD intervenes to separate students.
 - ii. Mediation: Mediation is available at several levels from informal peer mediation to more formal, staff involved mediation. Students should follow these in order:
 - a. Peer Mediation: Students may contact a CL and have them mediate between the conflicting parties.
 - b. Staff Mediation: Students or parents may request the presence of a Residential Experience Coordinator/Residential Mentor to mediate roommate conflicts. Students or parents may also request the AD mediate a

roommate conflict, but only after a Residential Experience Coordinator/Residential Mentor has tried to solve the problem.

- c. Only as a last resort will roommates be separated due to conflict. Both roommates may be required to vacate the room, if possible.

f. **Rules for Room Selection.**

- i. The AD will use a point system to establish the order of merit for room selections. Lower scores rank above higher scores in the order of merit; in other words, a student with four (4) points gets first choice over a student with five (5) points.

Weighted GPA's will not be considered in the selection process. Points are calculated according to the following factors:

- a. One (1) point is assigned for each demerit accrued during the current academic year.
- b. One (1) point is assigned for each unsatisfactory work-service report accrued during the current academic year.
- c. Points are assigned for the student's cumulative GPA **based on the 1st, 2nd, & 3rd nine weeks** on the following scale:

3.500 – 4.000 = 1 point

3.000 – 3.499 = 2 points

2.500 – 2.999 = 3 points

2.000 – 2.499 = 4 points

Less than 2.000 = 5 points

- d. A student who wishes to move to a different floor from the floor where they currently live will receive one (1) point.
- ii. In case of a tie for establishing the order of merit, the following criteria will be used in sequence to break the tie:
 - a. The third nine weeks grading period.
 - b. Coin toss.

g. **Keys.**

All keys are the property of ASMSA and are assigned to a specific student for their use. The assigned key is authorized only to that student and is not to be lent out.

- i. **Students should lock their room door every time the room is not occupied.** They are to keep their keys with them at all times. If the key is lost, the students must inform their REC/RM or the staff member on duty in the Residential Life Office immediately. Students are responsible for paying the \$10 cost for the replacement room key. The student will pay the Receptionist in the Academic Building and the receipt will be brought to the AD.
- ii. Loss of mail box key is a \$5 replacement cost. The student will pay the Receptionist in the Academic Building and the receipt will be brought to the Dean of Students' Secretary.
- iii. Students are expressly forbidden to possess or use any ASMSA key not assigned to them and use of an unauthorized key could result in a Level 4 violation.
- iv. Students may not possess or use any ASMSA master key for any reason. (Level 4 violation.)

h. **Room Cleanliness, Decoration and Arrangement.**

- 1) Students are required to keep their rooms clean. Residence Life staff will provide guidelines for cleanliness. All food items, even unopened food items, must be kept in a refrigerator or a sealed plastic container.

- 2) Reslife staff conducts weekly inspections using a standard checklist to ensure that basic cleanliness and safety standards are being met.
- 3) Reslife staff will be in and out of student rooms on a regular basis as they check on the students' continued well-being. If, at any time, a room is not clean, the staff will explain what needs to be done and give the student an adequate amount of time in which to clean it. The School Nurse may make a health inspection in any room at any time.
- 4) Students whose rooms do not meet minimum standards for cleanliness may have their sign-out privileges suspended until their rooms are cleaned.
- 5) Breaches of ASMSA policy noted during official inspections or routine room visits will be dealt with under the Disciplinary Code.
- 6) Make your room comfortable, but realize that the Residential Life Staff will determine, much as your parents do at home, the appropriate decoration of rooms, doors, and hallways. **The more private the area, the more freedom you have to decorate.** The Dean of Students will determine what can be displayed publicly.
- 7) Students may **NOT** display these items any place in the Student Center, even in their rooms:
 - a) Any poster, picture, or text that entices or promotes the use of tobacco, alcohol, illegal or inappropriate drugs, sexual activity or violence.
 - b) Any poster or picture of nude or partially nude people or in which people have on transparent clothing.
 - c) Any documentation of violations of law or of the ASMSA Disciplinary Code.
 - d) Any vulgarity, obscenity, and profanity.
 - e) Any material of a racist or sexist nature.
 - f) Negative political/social sentiment/opinion.
- 8) **Posters, pictures, or other decorative items cannot cover more than 50% of the wall surface in your room for fire safety.**
- 9) Students are not allowed to paint their rooms, including painted murals.
- 10) Students cannot hang fabric covering their walls, however curtains around the windows are allowed when hung with tension rods.
- 11) No decorative items can be hung from the ceiling or light fixtures or sprinkler heads.
- 12) Students may not decorate their rooms in a way that will damage or deface ASMSA property or breach fire code. Arrangement of furniture must meet safety and maintenance requirements. Bed frames may not be placed on other furniture, and no furniture may be taken apart unless approved in writing by the Dean of Students. All ASMSA furniture must remain in the room. Lounge furnishings may not be moved from the lounges.
- 13) For fire, safety, and maintenance reasons furniture must be positioned in such a way that:
 - a) It does not block heating and cooling units.
 - b) The door opens completely and without interference.
 - c) A direct path is open from the doorway to the window.
 - d) Clear visibility of the entire room is available from the door.
- 14) Holiday Lighting Displays:
 - a) All holiday lighting displays should be sanctioned by the ASMSA Maintenance staff.
 - b) All holiday lights installed must be inspected by a competent employee (not students).
 - c) The use of extension cords is not allowed.
 - d) Modification of electrical devices is not allowed.
 - e) All electrical devices must be used in a manner consistent with the manufacturer's intentions.
 - f) No live Christmas trees should be used inside any structure.
 - g) Electrical and lighting display devices should carry a UL rating designating their applicable indoor use in Assembly, Educational, and Residential occupancies.
 - h) Residential Life Staff may remove or direct students to remove any displays that do not meet these standards.
 - i) Lights must be one continuous strand; strands may not be linked or tied together.
 - j) Lights may not be hung within one foot of a sprinkler head.
 - k) Holiday or decorative lighting is not to be suspended across ceiling.
- 15) Candles, Incense, Potpourri.
The burning of incense, candles, or potpourri is not permitted in the residence hall due to the danger of fire. Decorative candles with wicks **removed** are allowed. Any evidence of a burnt candle will result in disciplinary action.

- i. **Room Maintenance and Damage.**
 - 1) Students are to report all maintenance concerns to their REC/RM first or in the event of their absence, to the staff member on duty in the Residential Life Office.
 - 2) Students are responsible for the condition of their rooms and will be required to pay for damage to ASMSA property. **Malicious damage will have disciplinary sanctions as well.** Both roommates will jointly share responsibility for room damage unless individual responsibility can be established.
 - 3) The following measures are mandatory:
 - a) Cleaning up spills immediately.
 - b) Not using nails. Pictures, posters, etc. may be hung **using blue painter's tape or 3M Command products.**
 - b) Cleaning the room well, especially the bath and sink areas, the window blinds, and sills.
- j. **Security and Energy Conservation.** When leaving their room, students are expected to:
 - 1) Turn off the water.
 - 2) Close the refrigerator door.
 - 3) Put all valuables away.
 - 4) Turn off computers and music.
 - 5) Turn off the lights.
 - 6) Lock the door.
- k. **Appliances.**
 - 1) Refrigerators no larger than **4.5** cubic feet are allowed.
 - 2) Appliances considered fire hazards are **not allowed** in students' rooms or study rooms. These include, but are not limited to:
 - a) coffee makers with exposed heating elements. (Keurig or similar machines are allowed)
 - b) halogen lamps
 - c) hot plates or hot pots
 - d) microwave ovens
 - e) popcorn poppers
 - f) portable grills
 - g) space heaters
 - h) toasters or toaster ovens
 - i.) irons
 - j.) candle warmers/scent warmers (Scentsy)
 - 3) Staff will confiscate unapproved items. Parents may get them in the Residential Life Office.
 - 4) Students are limited to one (1) 8-outlet UL Listed/Approved surge protector per student. Staff members have authority to direct students to disconnect and/or remove any electrical equipment or appliances that may present a fire hazard. The Facilities Manager may grant exceptions in writing.
- l. **Audio Systems and Musical Instruments.**
 - 1) Audio systems designed for home use are allowed in student rooms. Systems are not to be played loudly enough to be heard outside a student's room. Use of headphones is encouraged. Repeated offenses will result in the loss of audio system privileges.
 - 2) Musical instruments may be played in students' rooms as long as they cannot be heard outside the room. Any instrument loud enough to be heard outside the room may be played only in designated practice rooms. A student must sign-in/out through Security for use of practice rooms.
- m. **TVs, Media Players, and Video Games.**
 - 1) Televisions 40", and other media/streaming devices are allowed in student rooms.
 - 2) All students have access to TV viewing in the floor lounges or in the Student Union. The students and RECs/RMs must establish guidelines for lounge use on each floor.
 - 3) Use of TVs and media players must comply with ASMSA established quiet hours and be mutually agreed upon by the students and REC/RM.
 - 4) Students may not use computer equipment to watch movies during study hours unless the students have the appropriate privileges.
 - 5) Students are not allowed to have unrated, NC-17, and/or X-rated movies on campus. Staff members may confiscate unrated, NC-17, and/or X-rated videos and materials.
 - 6) No R- rated movies may be viewed in common areas unless approved by the Dean of Students.

- 7) Students may bring video game equipment, but may not play these during quiet hours or during required study hours. Students are prohibited from having any video games rated for adult players on campus. Staff members may confiscate “A” rated games.
- 8) **Students are not permitted to play games during the academic day or study hours (See rules on privileges).**
- n. **Personal Computers.**
 - 1) ASMSA offers individualized wireless Internet access in student rooms.
 - 2) Recreational use of personal computers should not interfere with academics. If nonacademic use of a computer is deemed to be interfering with an ASMSA student’s success, such use may be restricted.
- o. **Personal Property Insurance.** ASMSA does not insure personal property against theft, loss, or damage of any kind, either on or off campus. Parents should make certain that all valuables are adequately insured.
- p. **Electronic Devices/Mobile Phones.**
 - 1) Except when engaged in active learning through teacher-assigned classroom activities that require the use of personal electronic devices (cell phones, laptops, tablets), students are not allowed to use personal devices in classrooms.
 - 2) Students are required to give their mobile phone number to the Residential Life Office in order to facilitate the staff’s ability to contact the student in the event of an emergency. Students must inform the Residential Life Office if the number changes.
 - 3) Mobile phones can be used only in case of an emergency after lights out.
 - 4) ASMSA is not liable or responsible for loss, theft or damage of any mobile phones.
 - 5) Possession of a mobile phone (on or off), or any unapproved electronic device will not be tolerated in any State or National testing situations including but not limited to PSAT, ACT, SAT, and AP as well as State Exams. Failure to adhere to this policy is a Level 3 violation.
- q. **Health and Safety**
 - 1) Open flames, pets (*except fish, limited to 10-gallon aquarium*), archery equipment, martial arts equipment, and weapons are not allowed at ASMSA, in any ASMSA vehicles or vehicles used by ASMSA, or at any ASMSA-sponsored activities without prior approval from the Security Office and the Dean of Students. Such objects will not be kept in student rooms for any reason; they will be stored in the Residential Life Office.
 - 2) It is imperative that students **never** tamper with elevator, fire, safety, or security equipment.
2. **Community Responsibilities.**
 - a. **Housekeeping.**
 - 1) Students are responsible for the cleanliness of their Student Center floors and lounges. Each week between On-Floor Curfew and Lights Out, all students will clean the lounge and hallway. The Reslife staff assigned to that floor will supervise. Each night between On-Floor Curfew and Lights Out, students will be assigned on a rotating basis to pick up all trash in their hallways and lounges and do other housekeeping tasks as assigned by their Reslife staff.
 - 2) Housekeeping services are not provided for student rooms. Students may **not** hire outside housekeeping services.
 - b. **Lounges and Public Areas.**
 - 1) Each Student Center floor has a lounge equipped with furniture, TV and DVD player.
 - 2) Students are expected to keep the lounge clean and take care of all furniture and equipment. Furniture or equipment that becomes damaged may not be repaired or replaced. The REC/RM on each floor will assign students to clean the lounge.
 - 3) Students are expected to pay for any damage they cause.
 - c. **Recycling.**

Recycling bins for aluminum cans, plastic bottles, and white paper are located in the academic buildings. A corrugated cardboard recycling area is located outside the Student Center.
 - d. **Laundry Facilities.**
 - 1) Laundry facilities (2 washers & 2 dryers) are available on each floor of the Residential Life Building.

- 2) ASMSA is not responsible for lost or stolen clothing.
- 3) Clothes are not allowed to be dyed in school equipment.
- 4) Washers and dryers may not be in use after lights out.
- 5) Clothes must be removed from washers and/or dryers before lights out.

e. **Community Clean-up**

1) Each Residential Experience Coordinator/ Residential Mentor will lead their floor in cleaning the ASMSA Community (such as the common areas, which includes 1st, 2nd, and 3rd floor in the Student Center and Selig Hall and the fitness center) during the course of the year.

2) Community Clean-up strengthens the community ties of those involved in the cleanup. When our community is clean it has a lasting impact and attracts support and resources.

3. **After School, Evenings, and Weekends.**

a. **Courtesy.** Noise should be within reasonable levels at all times. Music and noise should not be audible outside the student's room.

b. **Curfews (See also Breach of Curfew in the Glossary).**

1) Each student is required to observe the following chart:

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

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

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

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

- 1) ASMSA requires students to study from 7:00 p.m. to 9:00 p.m. Sunday through Thursday.
- 2) Students may normally study in their rooms, the library, the CIC or study rooms.
- 3) Students may miss study time only with prior approval from the Dean of Academic Affairs. This includes school activities such as athletics, choir, or band activities. The Dean of Students may approve absence from study time for other recurring activities such as evening worship services.
- 4) Missing study hours without permission from the Dean of Academic Affairs counts as an unexcused absence (See Chapter IV, Section E.)
- 5) Students may order food delivery during study hours.
 - a. Advise delivery driver to come to RLO
 - b. RLO will call student once the food has arrived
 - c. Do not wait outside or at RLO for food

e. **Outside Employment.**

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

4. **On-Campus Services.**

a. **Food Services.**

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

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

c. **Elevators.**

- 1) Students may **not** use elevators in the Administration Building between 7:00 a.m. and 11:14 am and 12:45 p.m and 4:00 p.m. Monday through Friday unless they have an

- elevator pass signed and dated by the School Nurse or are transporting a large, heavy load. (Violations are a Level 1 offense).
- 2) Students may use the elevator going up from 11:15-12:45 for the purpose of attending tutoring or visiting a teacher.
 - 3) Students must possess the elevator pass whenever using the elevator.
 - 4) Maximum load for all elevators is eight (8) persons. When students use shopping carts, flat carts, or dollies to transport belongings or equipment, each cart, etc. takes the place of one person. (First violation is a Level 1).
 - 5) Elevators will not be used to evacuate the building during an emergency or may not be used for 10 minutes after the all clear is given.
 - 6) If students abuse or damage elevators, the Dean of Students may suspend elevator use.
- d. **Vending Machines.** Snack and beverage machines are on the third floor of the Student Center and first floor Administration Building.
 - e. **Lost and Found.** Lost and Found is located in the Residential Life Office.
 - f. **Photocopiers and Fax Machines.**
 - 1) Students may only use other copy machines when performing work service.
 - 2) No member of the ASMSA community may photocopy copyrighted material without appropriate permission from the copyright holder.
 - 3) Students may send faxes in the Office of the Dean of Students. Faxes for students should be sent through the Office of the Dean of Students (fax number is 501-622-5405).
5. **Off-Campus Services.**
- a. **Money and Banking.** Students should not keep large sums of cash with them or in their rooms. First Security Bank has provided an ATM in the Student Center. A nominal fee is charged for withdrawals from other bank accounts. ASMSA is not responsible for monitoring a student's financial practices or for theft of a student's money, checks, credit cards, etc.
 - b. **Postal Services.**
 - 1) A postal box for each student is located in the Student Center first floor. The nearest Post Office is on Central Avenue. Packages must be mailed from there.
 - 2) Work service students will distribute mail each school day. Student mailboxes are located on the first floor of the Student Center and can be accessed at any time between the hours of 6:00 a.m. and curfew. Mail should be addressed as follows:

(Student's Name) 153 Alumni Lane Hot Springs, AR 71901	(Faculty/Staff Name) 200 Whittington Ave. Hot Springs, AR 71901
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 - 3) Students are provided a mailbox key on move-in day. If the key is lost, the student must inform the secretary to the Dean of Students for a replacement. **The cost to replace a lost mailbox key is \$5.**
 - 4) Students are required to sign for their packages in the Dean of Student's office.
 - 5) **During the summer, only first and second-class mail can be forwarded.** Students must notify the Registrar's Office of forwarding addresses, if different from their home address.
 - c. **Food Delivery.**
 - 1) Students are not allowed to order or receive food deliveries during the academic day or after the Residential Life Office has closed for the day.
 - 2) Students may receive food deliveries only in the Student Center Lobby. Student must be present in the Residential Life Office when their food is delivered, except during study hours. If a student cannot be located when their food arrives, it is a Level 1 violation. (student will be called for delivery if it is during study hours).
6. **Recreation.**
- a. **Indoor Recreation.** Games or activities traditionally played outdoors or in gymnasiums are not to be played indoors. Examples of prohibited activities/games include, but are not limited to, roller-blading, skateboarding, football, basketball, frisbee, hacky-sack, dart boards, etc. Use of water guns or water toys of any kind, including water balloons, is not permitted indoors on any part of campus.
 - b. **Facilities** - Hours of operation are posted at each facility.

- 1) **Student Union** includes a game room that has 2 pool tables, a foosball table, ping pong table, air hockey table, and two separate TV rooms.
 - 2) **Fitness Center** is a one room facility that includes various weight and cardiovascular fitness equipment to help the student achieve health, fitness and stress relief.
Hours of operation are: 7:00 a.m. - 10:00 p.m.
 - 3) **Outdoor Areas. Do not hang anything from trees unless express permission is granted by the maintenance staff.**
- c. **Sports.**
- 1) **Varsity (AAA).** The Arkansas Activities Association has ruled that students at ASMSA are eligible to compete in interscholastic athletics only with the Hot Springs School District or ASMSA. **No ASMSA student may play on a Hot Springs High School team when ASMSA fields a team in the same sport.** Students may not participate in athletic activities for schools outside the Hot Springs School District. Intramural type activities with other schools are allowed. ASMSA students must be in good academic standing in order to participate in interscholastic athletics.
 - 2) **Intramurals.** Intramural sports may be offered. These include basketball, billiards, chess, flag football, golf, ultimate frisbee, soccer, table tennis, tennis, and volleyball. Other events may be added as student interest indicates.
- d. **Bicycles.**
- 1) Students may bring a bicycle to ASMSA. All bicycles must be registered at the security office by serial number and stored in the designated area. Bicycles are not allowed anywhere else on campus.
 - 2) When stored, a bicycle must be chained and locked to the bicycle rack. Students must bring their own chain and lock. Exceptions must be approved by the Dean of Students.
 - 3) **Students must wear a safety helmet when riding their bicycles.**
 - 4) ASMSA is not responsible for any theft, loss, or damage to students' bicycles.
- f. **Skateboards and skates/rollerblades.**
- 1) Students must wear a safety helmet when riding their skateboards or skates/rollerblades
 - 2) Students may not ride skateboards and skates/rollerblades inside
- e. **Field Trips.** Students in good standing are generally allowed to participate in either educational or recreational field trips. All such field trips will be supervised by ASMSA faculty and /or staff and will require a parental permission form.
- f. **Student Organizations.**
- 1) **Student Government Association (SGA)** SGA provides leadership to ensure compliance with ASMSA's philosophy and to be a liaison between faculty, administration, and the student body. SGA works directly with the Dean of Students and the Assistant Dean of Residence Life
 - b) **Running for Office.** Students wishing to run for Student Government offices must file an Intent to Run Form. The Dean of Students will approve candidates based on the criteria indicated on the form.
 - 2) **Clubs.**
 - a) **Forming Clubs.** Students may form and join lawful groups consistent with the philosophy, rules, and regulations of ASMSA. Students are responsible to conduct the activities of the organization in a manner compatible with the school curriculum. The Dean of Students, the Dean of Academic Affairs, and a faculty/staff advisor must approve each club. All organizations register before September 30. Registration forms are available in the Student Life Office.
 - 3) **Posters and Notices.** Student organizations may post posters, notices, etc. on bulletin boards or other designated areas with approval of the organization's sponsor. The designated areas are the only areas on campus where posters, notices, etc., may be posted. All posters, notices, etc. must be removed within two calendar days after the end of the event.
- g. **Student Publications.** There are several publications at ASMSA. Publications vary from year to year, but may include the yearbook, and a school magazine. Students interested in contributing to these publications may notify the advisor. Student publications are part of the academic curriculum and not a public forum. Only advertisements for school activities are to be posted on campus. Designated areas are available for this purpose.
- h. **Fundraising.** Fundraising projects may be conducted by registered student organizations and must be approved by the Dean of Students, Dean of Academic Affairs, and Director of Finance

- two weeks in advance of the starting date of the fundraiser. Applications are available in the Secretary's office of the Dean of Students. Projects should not compete with fundraising projects by area school or community organizations. The monies produced by the fundraising activity must be deposited in the student activity account for accountability purposes.
- i. **Special Events and Calendar.** The Student Life staff works with students to develop special events and a school activity calendar. This includes on-site and off-site events of interest and benefit to students. SLAAMT (Schools of Louisiana, Alabama, Arkansas, Mississippi, and Texas) is a multi-tournament competition among mathematics and science schools from this region.
7. **Visitation Policy.**
- a. **Transportation/Visitor Form.**
 - 1) The Transportation/Visitor Form is used to indicate which persons have the standing permission of the custodial parent/legal guardian to visit or transport an ASMSA student.
 - 2) Parents may make additions in writing (including by fax or email) at any time. Permanent additions must always be made in writing.
 - 3) Additions for a one-time visit or trip may be made over the phone, or by e-mail or by fax and will only be valid for that day.
 - 4) Parents may make deletions in writing or by phone, fax, or e-mail.
 - 5) All changes must be made through the Residential Life Office.
 - 6) Only changes made by the custodial parent or legal guardian will be accepted.
 - b. **Visitation Hours.** Regular visitation hours are

DAY OF THE WEEK	VISITATION HOURS
Monday through Thursday	3:30 pm - 6:30 pm
Friday	1:00 pm - 11:00 pm
Saturday	10:00 am - 11:00 pm
Sunday	10:00 am - 6:30 pm
 - c. **Who May Visit.** All visitors must show ID in the Residential Life Office to receive a visitor slip and then sign in through Security to receive a visitor's badge. The visitor badge must be worn visibly at all times while the visitor is on campus.
 - 1) Custodial parents/Legal guardians may visit their student at any time. The following conditions apply:
 - a) Parents/Legal guardians are not permitted in the Student Center except to check in if not accompanied by the student.
 - b) Opposite gender parents/legal guardians may visit their student's room, but must notify the Residential Life Office of their presence.
 - c) Visits to classes or to academic activities should be arranged through the Dean of Academic Affairs.
 - 2) Other family members may visit outside regular visitation hours if accompanied by the custodial parent/legal guardian. If not accompanied by the custodial parent/legal guardian, the visitor may come only during regular visitation hours and if they appear on the Transportation/Visitor Form.
 - 3) Off-campus visitors other than family members may not visit a student unless the visitor is listed on the Transportation/Visitor Form. The visitor must first sign in at the Residential Life Office, then report to the Security Office. The visitor must show a picture ID for verification on the Transportation/Visitor Form before staff contacts the student. Students hosting visitors must remain with their guest at all times while on campus.
 - 4) ASMSA students who have withdrawn from ASMSA for disciplinary reasons, violation of a behavioral contract, or violation of a re-admission contract, or who were expelled, may not return to visit ASMSA.
 - 5) ASMSA alumni may visit the campus during regular visitation hours. Alumni must sign in and out at the Security Office to obtain an Alumni ID Badge but do not require escort by a student in non-residential areas. Alumni under the age of 21 years with a vehicle must surrender their car keys to the Residential Life Office upon sign in. Keys will be returned upon departure from ASMSA. Alumni who wish to visit during the academic day must arrange this through the Dean of Academic Affairs.
 - 6) Students may not visit the Student Center rooms or floors of students of the opposite gender. Co-ed visitation in the Student Center is allowed only in Common Areas.

- d. **Overnight Guests.** Overnight guests are allowed only under the following conditions:
- 1) Overnight stays are limited to Friday and Saturday nights. All requests for overnight stays must be made three (3) calendar days in advance and approved by the AD.
 - 2) The guest must be a friend or sibling between the ages of 12 and 20 and of the same gender as the student.
 - 3) The student's roommate and the roommate's custodial parent must agree in writing.
 - 4) The student's custodial parent and the guest's custodial parent must give written permission on the guest form.
 - 5) **Guests with vehicles must surrender their car keys to the Residential Life Office. The keys will be returned upon the guest's departure from ASMSA.**
 - 6) Students are responsible for the actions of their guests, including damage to personal or ASMSA property.
 - 7) Overnight guests are not allowed during final exam week.
 - 8) The Dean of Students has authority to limit or refuse overnight stays.
 - 9) The guest must be accompanied by their host while on campus, no exceptions.

D. Transportation.

1. **Other Than Personal Vehicles.** ASMSA has limited transportation assets. It may not be possible to transport students everywhere they or their parents' request, but the Residential Life Staff does attempt to meet students' needs as much as possible. Students with vehicles on campus will be asked to use their vehicle for trips such as musical or athletic practice and non-emergency doctor visits that occur during and after the academic day.
 - a. **General Rules.**
 - 1) Students are responsible for making their own transportation arrangements and should check with the Residential Life Office to see what transportation is available and what trips have already been scheduled.
 - 2) Students may sign up for scheduled trips in the Residential Life Office.
 - 3) If a student changes their mind about going on a trip for which they signed up, the student is required to remove themselves from the list **AT LEAST 30 MINUTES BEFORE** the trip departs ASMSA. Failure to do so will be a Level 1 violation.
 - 4) An ASMSA employee will supervise every trip using ASMSA transportation assets. Students are responsible for keeping that employee informed of their whereabouts at all times during the trip.
 - 5) Students must remain together in groups of no less than two (2) (groups of not less than four (4) after dark) upon arrival at the destination.
 - 6) Students are responsible for finding out from the employee what time the trip will depart to return to ASMSA and for being on time for the return trip. ASMSA employees are not responsible for tracking down students who miss a return trip. The ASMSA employee has authority to leave a student behind in order to keep transportation on schedule. If left behind, the student is responsible for telephoning the Residential Life Office or the Security Office (**501-622-5153**) to arrange for transportation and is expected to pay for any costs incurred.
 - 7) Students who delay departure for any trip will receive a Level 1 violation of the Disciplinary Code for Failure to Follow a Reasonable Directive. Any student who misses the departure or return and is left by themselves will receive a Level 2 violation for Insubordination.
 - b. **School Vehicles.**
 - 1) ASMSA vehicles must be driven by an ASMSA employee.
 - 2) One van with a designated Reslife staff driver is on stand-by for medical emergencies at all times, which takes priority over all other uses.
 - 3) The following priorities apply for use of the vehicles:
 - Priority 1: Medical emergencies
 - Priority 2: Scheduled trips
 - Priority 3: Unscheduled trips (requires at least four (4) students for a trip)
 - c. **Public Transportation.**
 - 1) A student using public transportation will need to have vehicle privileges and they will be signed before departure of the student.

- 2) **Intracity Transit (IT) Bus.** The IT bus makes regular stops in front of ASMSA. The fee is \$1.25 per one-way trip. Students may pay to take the IT bus to several areas of Hot Springs, including Hot Springs Mall. An IT bus schedule is posted in the Residential Life Office.
- 3) **Taxi and Private for-hire Vehicles (Uber, Lyft, etc.)** Students must disclose the information of the driver and car tag number prior to departure. Students may not use this form of transportation for travel outside of the Hot Springs city limits.
- 4) Students are responsible for adhering to all curfew times. Delays in public transportation are not an excuse for failing to sign in on time. Inform the Residence Life Office of any such delays.
- 5) <http://www.cityhs.net/166/Bus-Schedule-Route-Map-Prices>.

2. Student Vehicles.

a. Registration and Parking.

- 1) Students are prohibited from bringing a vehicle to ASMSA without registering it through the Residential Life Office.
- 2) **Students must register their vehicles with the Residential Life Office within twenty-four hours of bringing the vehicle to campus.** The Residential Life Office will accept registration forms between 9:00 a.m. and 8:00 p.m. Monday through Friday. Any vehicle not registered on campus may be towed at the owner's expense.
- 3) In order to register a vehicle, the student must complete a Vehicle Registration Form, provide a copy of the vehicle registration and insurance card, and a photocopy of his/her driver's license.
- 4) Upon registering a vehicle, the student will receive an ASMSA parking sticker, which must be displayed in the rear windshield, lower right-hand corner, and a parking place assignment from the Residential Life Office. Any vehicle on campus not displaying this sticker may be towed at the owner's expense.
- 5) Students may park their vehicles on campus only in their own assigned parking places. Students may park in the Student Center driveway only to load and unload their cars.
- 6) Any student vehicle parked on campus any place other than its assigned parking place or any student vehicle parked anywhere on campus without being properly registered in the security office is subject to a fine of \$10 per calendar day until it is moved. Security personnel will write parking citations.
- 7) Any damage or loss that may occur to the student's vehicle or its contents while in the ASMSA parking lot is the sole responsibility of the student and ASMSA cannot and does not assume responsibility for any such property damage to the vehicle, theft of the vehicle, or any part of the vehicle, or loss of personal articles from the vehicle.

b. Vehicle Use.

- 1) Each time a student returns to campus they are required to park in their assigned parking place and to turn in their car keys to the Residential Life Office.
- 2) In lieu of going home for the weekend, students may request permission from the Dean of Students to drive to the home of another ASMSA student. The student must show written permission from their custodial parent/legal guardian and the custodial parent/legal guardian of the student to whose home they are traveling.
- 3) All students may use their vehicles without vehicle privileges beginning Friday at the end of day and ending Sunday at 6:30 pm in Garland County.
- 4) During the last nine (9) weeks of their senior year, those Seniors without privileges but in good academic standing and with less than thirty (30) demerits will be given one (1) day of driving privileges.
- 5) ASMSA students may not ride with or transport any person without written permission from their custodial parent/legal guardian.
- 6) Students may ride with or transport other ASMSA students only if the students are listed on each other's Transportation/Visitor Form.

c. Use of Vehicles for Capstone Experiences.

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

- 1) Normal grade point, disciplinary, and work service criteria do not apply.

- 2) Students are deemed “checked out” to their parents while using this policy.
- 3) The research must be conducted under direction of a science fair mentor approved by the Dean of Academic Affairs.
- 4) The location for the research must be UAMS, UALR, NCTR, Henderson State University, or Ouachita Baptist University. All other locations must be approved on a case-by-case basis by the Dean of Academic Affairs.
- 5) Students are required to travel directly to the research location and directly back to ASMSA. The only other stops allowed are rest/fueling stops and meals.
- 6) For safety purposes, students are required to use the following routes. Requests for exceptions must be submitted to the Dean of Students with a justification. (Parents specify on the application forms which route they want their students to use.)
 - a) UAMS: US 70+I-30+I-430+I-630.
 - b) UALR: US 70+I-30+University Drive.
 - c) NCTR: US 70+I-30+I-530.
 - d) HSU or OBU: US 270+I-30 or Highway 7.
 - e) Students requesting different locations must submit their own proposed routes.
- 7) All students traveling in the same vehicle must appear on each other’s Transportation/Visitor Forms. Phone-in additions will not be accepted for this purpose.
- 8) Students must submit their requests for this vehicle in writing via email to the Dean of Academics. The request should include the following information:
 - a) The proposed itinerary.
 - 1) The itinerary must indicate departure and arrival times and allow time for students to obey all speed limits during the travel.
 - 2) The itinerary must indicate the student’s meal plans. Students are responsible for their own meals.
 - 3) Students are required to be back at ASMSA by study hours (7:00 p.m.)
 - b) The name of the research mentor and a contact phone number at the research location.
- 9) The parent/legal guardian of the student should also email the Dean of Academics approving the request.
- 10) The Capstone advisor should verify with the Dean of Academics the need for the research session.
- 11) Approval authority rests with the Dean of Students.
- 11) All safety requirements of law and ASMSA policy apply.
- 12) Any violation of this policy will result in action under the ASMSA Disciplinary Code.
- d. **Restrictions on Vehicle Use.** ASMSA students are not normally allowed to use vehicles or to drive themselves:
 - 1) For travel to and from emergency medical visits unless approved in writing by the Dean of Students.
 - 2) For travel on any day when those students were ill or received a medical absence from any required academic activity.
 - 3) For any absence from evening study hours.
 - 4) To drive home when suspended, unless with parents’ permission.
 - 5) At any time when the Dean of Students or the Director cancels student vehicle use for safety reasons.
- e. **Vehicle Use Privileges.** ASMSA students whose grades, conduct and work-service are in good standing may apply for limited vehicle use privileges. This policy sets forth the criteria, vehicle use privileges, application procedure, rules, and suspension/revocation of privileges for students using these privileges. Privileges may be granted each nine weeks based on the student's record from the previous nine weeks grading period (i.e., at the beginning of each nine weeks grading period the student may apply for privileges based upon their performance during the previous nine weeks grading period). The student meeting the criteria must reapply each nine weeks for vehicle use privileges. The Dean of Students has the authority to approve or disapprove any application for vehicle use privileges. This policy does not affect students driving home for the weekend. For purposes of this policy, driving and riding as a passenger are the same and are used herein interchangeably or are collectively referred to herein as “use of a vehicle” or “vehicle use.” ASMSA reserves the right to amend or repeal this policy at any time.
- f. **Vehicle Use Privilege Outline.**

Senior Vehicle Use Privileges

- 1) Student must have vehicle use privileges in order to drive or ride with another student during the following times:

Sunday, 6:30 p.m. - 9:30 p.m.

Monday-Thursday, after academic day – 9:30 p.m.

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

Junior and Sophomores Vehicle Use Privileges

- 1) Juniors and Sophomores are ineligible for full vehicle use privileges until 2nd semester.

Juniors and Sophomores will receive one privilege day in their first semester

(This would be used for attending midweek services, etc.)

- 2) Student must have vehicle use privileges in order to drive or ride with another student during the following times:

Sunday, 6:30 p.m. - 9:30 p.m.

Monday-Thursday, after academic day – 9:30 p.m.

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

1) Criteria to Apply.

- a) Minimum Grade Point Average. A student must have a minimum 3.25 weighted GPA for the previous nine weeks grading period at ASMSA, not the student's cumulative GPA.
- b) Disciplinary Record.
 - 1) Privileges will be reduced by one day for students who have disciplinary infractions in Level 2 for the current or preceding nine weeks grading period.
 - 2) No disciplinary infractions in Level 3 during the student's current or preceding three consecutive nine weeks grading periods.
 - 3) No disciplinary infractions in Level 4 or above during the student's entire time at ASMSA.
- c) Work Service. Satisfactory completion of work service for the previous nine weeks grading period.
- d) Juniors and Sophomores will only receive one day of privileges for their first semester and will otherwise not be allowed to drive themselves or ride with a senior Monday-Friday at 2:30pm.

2) Privileges.

- a) A student who is granted vehicle use privileges by the Dean of Students shall enjoy the following use of a vehicle per week:
 - 1) If the student's weighted GPA for the previous nine weeks is 3.25-3.49 with no grade below a D, and no more than one D, the student merits one (1) day of vehicle use.
 - 2) If the student's weighted GPA for the previous nine weeks is 3.5-3.74 with no grade below a C, the student merits two (2) days of vehicle use.
 - 3) If the student's weighted GPA for the previous nine weeks is 3.75-3.99 with no grade below a C, the student merits three (3) days of vehicle use.
 - 4) If the student is a senior with a weighted GPA for the previous nine weeks of 4.0 or higher with no grade below a C, the student merits four (4) days vehicle use.

- b) A student meeting the Criteria to Apply may apply for a special permit to drive to and from scheduled off-campus activities (sporting, dance, etc.) in which they are a participant. The Dean of Students shall have the discretion in granting this privilege and may set such time limits and additional rules/restrictions as are appropriate.
- 3) **Application Procedure.**
- a) Students apply each new nine-week grading period using the ASMSA Application for Vehicle Use Privileges Form.
 - b) A copy of the grades will be given to the Dean of Students by the Registrar.
 - c) The designated Reslife staff member will check the student's work service record.
 - d) The Dean of Students will check the applicant's disciplinary record.
 - e) The applicant's custodial parent/legal guardian must sign the application indicating permission and listing any restrictions the custodial parent/legal guardian wishes placed on the student's vehicle use privilege.
 - f) Authority to grant this privilege rests with the Dean of Students.
- 4) **Rules.**
- The following rules shall apply at all times with regard to vehicle use privileges. Any violation of the rules will result in disciplinary action for the level of the violation or as otherwise indicated.
- a) Vehicle use is limited to within Garland County. Other than going home for the weekend, students may not leave Garland County in their vehicle. (Level 2: Being in an Off Limits or Unassigned Area).
 - b) Students may sign out individually if authorized by their parent (Level 1: Failure to Follow a Reasonable Directive).
 - c) Students must indicate their destination(s) when they sign out (Level 1: Failure to Meet a Reasonable Directive).
 - d) Unless under a special permit, students may drive within the limits of their vehicle use privilege from the time that classes are out until 6:30 p.m. on weekdays, the end of academic day through 9:30 p.m. on Fridays, 10:00 a.m. through 11:00 p.m. on Saturdays, and 10:00 a.m. through 6:30 p.m. on Sundays. Students may not check out on driving privileges earlier than the end of the academic day on any class day. Class meetings, mandatory tutoring, etc. take precedence over vehicle use privileges (Level 1: Failure to follow a reasonable directive, with a minimum four-week suspension of privileges).
 - e) All students signing out to drive must have vehicle use privileges, regardless of whether driving or riding as a passenger (Level 1: Failure to Meet a Reasonable Directive).
 - f) Students must designate when signing out who will drive and who will ride and may not change drivers without signing back in (Level 1: Failure to Meet a Reasonable Directive).
 - g) Students may not sign out in a group larger than State Law allows.
 - h) All students who sign out to drive together must sign back in together (Level 1: Failure to Meet a Reasonable Directive).
 - i) A student will not exercise their vehicle use privilege with any person who is not listed on their Transportation/Visitor Form. However, parents may authorize by telephone additions for specific trips.
 - j) Juniors and sophomores will only receive one day of privileges for their first semester and will otherwise not be allowed to drive themselves or ride with a senior, except to go home on weekends.
 - k) Each student driving or riding in a vehicle must wear their own seatbelt. Failure to do so may result in loss of privileges.
 - l) Upon signing out for vehicle use privileges, the student will receive their car keys from the Residence Life Office. Only the designated driver in the group signing out will be given their car keys.
 - m) Students may only drive their own car (Level 2: Insubordination).
 - n) Students may not pick up any person who did not sign out with them (Level 3: Behavior Potentially Endangering to Self or Others).
 - o) Immediately upon return to campus and signing in, the student will turn in their car keys. Possession of car keys anywhere other than in the Residence Life Office, the

- student's car, or en route between the Residence Life Office and the student's car is a violation of this policy (Level 1: Failure to Meet a Reasonable Directive).
- p) Students must park their vehicles on the ASMSA campus in their individually assigned parking places (Level 1: Parking in an Unapproved Area).
 - q) ASMSA is not responsible for providing a meal for any student who misses mealtimes due to use of this privilege.
 - r) The Dean of Students may suspend all vehicle use in case of inclement weather.
- 5) **Suspension/Revocation.**
- a) Suspension means temporary loss of the student's vehicle use privileges.
 - 1) Grounds for suspending vehicle use privileges include, but are not limited to the following:
 - a) The student is under investigation for a disciplinary infraction in Level 3 or higher.
 - b) A violation of a rule that specifically provides for the suspension of vehicle use privileges.
 - 2) Suspended privileges are reinstated automatically when the reason for suspension has passed.
 - b) Revocation means long-term loss of vehicle use privileges. Revocation may be for the remainder of a nine-week grading period and/or subsequent grading periods, or it may be permanent. Revoked privileges are not reinstated automatically. The student must reapply in the subsequent nine weeks grading period that the student meets the criteria.
 - 1) Grounds for revoking vehicle use privileges for the remainder of the nine weeks grading period include, but are not limited to the following:
 - a) Commission of a disciplinary infraction rising to Level 2 or higher.
 - b) The custodial parent/legal guardian has requested revocation of vehicle use privileges.
 - 2) Grounds for permanent revocation of vehicle use privileges include, but are not limited to, the following:
 - a) Any violation of the ASMSA Honor Code involving Capstone or related assignments.
 - b) Commission of a disciplinary infraction rising to Level 3 or higher.
 - 3) The custodial parent/legal guardian may request revocation of privileges for any duration at any time.

E. Going Off Campus.

1. **Living on Campus.** Students are required to live on campus in the Student Center and to spend the night on campus other than when signed out for a weekend, break or holiday or in verifiable cases of illness or emergency. Custodial parent/legal guardian may request exceptions for *bona fide* emergencies from the Dean of Students.
2. **Required Presence on Campus.** Students are required to be on campus for the following:
 - a. **The academic day as defined by the daily schedule.**
 - b. Labs.
 - c. Assemblies.
 - d. Mandatory tutoring.
 - e. Required study time.
 - f. Curfews.
 - g. Other activities required by the administration.
 - h. Whenever sign out privileges have been revoked under the Disciplinary Code.
 - i. Whenever requested by the student's custodial parent/legal guardian or mandated by the Director, the Dean of Academic Affairs, or the Dean of Students.
3. **Safety Off Campus.**
 - a. Students are responsible for knowing what areas are off limits. Students may not frequent any business or establishment whose primary goal is to promote adult behavior such as drinking, smoking, gambling, body art, or sexual behavior. Students may not frequent any area business deemed to be unsafe.
 - b. **Students who sign out and leave campus are required to stay in groups of no fewer than two (2) during daylight hours and no fewer than four (4) after dark.** (see 5.d. for exception.) Students can sign out by themselves during daylight hours for the immediate downtown area from Fat Jack's to 1001 Central Ave and over to 307 Broadway Street. Students may walk to 420 Malvern Ave.

- (420 Eats), 236 Ouachita Ave. (Sqzbx), and 100 Exchange St. (Grateful Head Pizza) in groups of no fewer than two (2).
- c. Unless signed out with a parent, students should contact the Residential Life Office every four (4) hours.
 - e. Students may not leave their ASMSA friends to hang out with non-ASMSA persons they do not really know.
 - f. Students should stay in areas that are well lit and have “people traffic.”
 - g. Students must stay away from illegal activities or persons whom they know or suspect to be involved in questionable activities (ASMSA students or non-ASMSA persons.) Failure to do so could result in suspension or dismissal from ASMSA, or arrest and possible prosecution.
4. **Out During Inclement Weather Conditions.**
- a. Tornado or Thunderstorm Advisories: No student is allowed to sign out when there is a tornado or thunderstorm watch or warning in Garland County or any other surrounding county.
 - b. Flood Advisories: No student is allowed to sign out if there is a flood or flash-flood warning in Garland County. Vehicle privileges may not be used if there is a flood or flash-flood warning in Garland County or any surrounding county.
 - c. Winter Weather Advisories: No student is allowed to sign out if there is a winter weather watch or warning (excluding freeze or frost warnings) in Garland County. Vehicle use privileges may not be used if there are winter weather advisories in any county surrounding Garland County.
 - d. When it is raining or cold, but there is no weather advisory in effect, students may sign out as long as they are properly attired. If there is any question, the Residential Life Staff member on duty will determine what attire is appropriate.
 - e. Residential Life staff members on duty will make the final decision as to whether the weather is safe for students to sign out. This includes the use of driving privileges.
5. **Sign-Out Privileges.**
- a. When not required to be on campus, students are normally free to sign out and leave campus.
 - b. When students sign out to leave campus, they must sign out in the Residential Life office on their Green Sign-Out Card.
 - c. To leave campus, students are required to sign out and to stay together off campus in groups of **no fewer than two (2) during daylight hours and no fewer than four (4) after dark.**
 - d. **Central Avenue.** Students can check out individually to walk Central Avenue from Fat Jacks Restaurant, Bath House Row to Spencer’s Corner; (Subway, Picante’s (Mexican), Steinhaus Keller (German), Brickhouse Grill (Burgers) during daylight hours. All other approved areas of Hot Springs require traveling in pairs, and in groups of four (4), after sunset.
 - e. At the time students sign out, they must indicate where they will be going, who their companion(s) will be, their mode of transportation, and when they expect to return.
 - f. Students are expected to telephone the Residential Life Office (**501-622-5213**) every four (4) hours while they are out.
 - g. Students are not allowed to sign out to leave campus before 7:00 a.m (sign out on foot for exercising). Exceptions are allowed for religious services, approved field trips, and organized club activities. Other exceptions are approved on a case-by-case basis by the Dean of Students.
 - h. Students must return and sign in by 6:30 p.m. Sunday through Thursday, and 11:00 p.m. Friday and Saturday.
 - j. Any student who is going off campus with a non-ASMSA person during the business/school week may not ride in a motorized vehicle unless on the student’s transportation sheet signed by their custodial parent/legal guardian. The exceptions to this are a sibling or permission given by one of the Deans at the written request of a custodial parent/legal guardian.
 - k. Students must sign in immediately upon returning to campus. A student may not sign out or in for another student.
6. **Signing Out to the Parents’ Care.**
- a. For certain occasions, students are deemed to be checked out to their parents’ care. During these times, ASMSA bears no responsibility for the student or his/her actions. Students are still subject to the Honor Code and ASMSA’s policies. When a student is checked out to their parents’ care, they sign out in the Residential Life Office on a blue sign-out card and turns in their student ID for the weekend and/or overnight and on a green/white card during the week.

- b. Occasions when students are deemed checked out to their parents include the following:
 - 1) Anytime the student leaves for the weekend, whether with their own parents, their designee, another student, or by themselves.
 - 2) Whenever a student signs out for a break or holiday.
 - 3) Whenever the Student Center closes.
 - 4) Whenever a student leaves for a college day.
 - 5) Whenever a student is traveling outside of Hot Springs for Capstone research.
 - 6) Whenever a student goes home for any reason.
 - 7) Whenever a student leaves campus on suspension.
 - 8) Whenever the student's parents sign them out.
- c. Students who sign out for the weekend must check out either:
 - 1) on Friday no later than 7:00 p.m. or
 - 2) on Saturday between 10:00 a.m. and 12:00 noon.
- d. Custodial parent/legal guardians who wish their child to sign out after 7:00 p.m. on Friday may personally sign their child out and transport them from campus, including on weekends of special activities, such as Prom. Special activities may have additional sign-out requirements.
- e. Students must obtain permission from the Dean of Students in order to return on Saturday for any reason.
- f. A student who has been ill and excused from any class on Friday will not be allowed to drive themselves home for the weekend unless authorized by the Dean of Students. A parent or a person on the student's transportation/visitor form must transport the student.
- g. A student who has been ill and excused from any class on Friday will not be allowed to ride with a classmate until the end of his/her own school day.
- h. Parents who wish for their students to leave campus during the academic day for any reason beside medical or academic will need to come to the RLO and sign them out.
- i. Parents should call the Residential Life Office to check on their student when they do not come home.

7. Returning from the Weekend.

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

F. Closing the Student Center.

- 1. **Breaks and Holidays.** Breaks and holidays similar to other public schools are observed at ASMSA. Thanksgiving, Winter Break, and Spring Break are published on the school calendar. ASMSA has other times the halls are closed and students go home during the school year:
 - a. **Closed Weekend.** The Student Center is closed and students are required to go home. The building closes Thursday or Friday at 7:00 p.m. and re-opens that Sunday (or later day) at 2:00 p.m. These weekends generally coincide with national holidays.
- 2. **Open Weekends.**
 - a. **Required Open Weekend.** School is open/in session and students are required to be on campus.

- b. **Emergency Required Weekend.** The Dean of Students or the Director may declare an emergency open weekend due to inclement weather and require all students to remain on campus at ASMSA. Faculty and staff will assist with telephoning or e-mailing parents to inform them of the decision. Students may travel home in these conditions only if their parents pick them up or send permission via fax or in writing for the student to drive.
 3. **Securing the Campus.**
 - a. During breaks, holidays, and closed weekends, all doors to ASMSA are secured. All RECs/RMs are off duty and students are not permitted in the Student Center.
 - b. Scientific research will not be conducted during breaks and holidays without prior arrangements with the Dean of Academic Affairs. An accompanying faculty advisor must supervise students who wish to conduct such research. The Security and Maintenance offices are staffed 24 hours per day, every day of the year, including holidays but will not give students access to any part of ASMSA facilities without authorization from the Dean of Students, the Dean of Academic Affairs, or the Director.

G. Privileges and Rewards.

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

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

- a. **Criteria to Apply.**

- i. Academic

- a. The student's previous nine-weeks grade point average must be at least 3.25.
 - b. The student must have no grade below C for the previous nine-weeks grade report.
 - c. Students on academic probation must obtain a written waiver from the Dean of Academic Affairs.

- ii. Disciplinary Record

The student must not have a disciplinary infraction of:

Level 3 for the previous nine weeks

Level 4

Privileges will be reduced by one day for students who have disciplinary infractions in Level 2 for the current or preceding nine weeks grading period.

The student must not be on attendance probation.

- iii. Work service

The student must have received a work service evaluation of Satisfactory for the previous nine weeks.

- b. **Application Procedure for Study Hour Privileges.**

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

- c. **Stages**

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

- i. **Stage 1** (3.25-3.4999 GPA) Student may use their privilege to skip study hours one evening (Sunday through Thursday) per week.
 - 1) The student may leave campus, or
 - 2) The student may engage in approved leisurely activity in their room with the door closed, or
 - 3) The student may use the Student Union, Fitness Center and Laundry facilities.
- ii. **Stage 2** (3.50-3.7499 GPA) Student may use their Privilege to skip study hours two evenings (Sunday through Thursday) per week:
 - 1) The student may leave campus
 - 2) The student may engage in approved leisurely activity in their room with the door closed or
 - 3) The student may use the Student Union, Fitness Center and Laundry facilities.
- iii. **Stage 3** (3.75-4.00 GPA) Student may use their Privilege to skip study hours three evenings (Sunday through Thursday) per week:
 - 1) The student may leave campus or
 - 2) The student may engage in approved leisurely activity in their room with the door closed or
 - 3) The student may use the Student Union, Fitness Center and Laundry facilities.
- iv. Other.
Students may not watch TV or play video games in floor lounges.
- d. **Rules.**
 - i. The student is responsible for informing the RLO beforehand when they will be using their privileges.
 - ii. A student on privileges may sign out at any time after the end of the academic day unless otherwise restricted.
 - iii. All students on privileges must be back on campus and must sign in at the Residential Life Office no later than 9:30pm.
 - iv. Privileges may not be used to cover a student who signs in late.
 - v. A student on privileges who abuses or violates privileges may lose them and receive a Level 1 violation of the Disciplinary Code for Failure to Follow a Reasonable Directive.
 - vi. A student on privileges who receives a Level 3 or 4 violation of the Disciplinary Code will lose all privileges for the remainder of that nine-weeks grading period and will be ineligible for privileges.
 - vii. A student who is on privileges who is placed on academic or attendance probation will lose all privileges until the probation is lifted.
 - viii. A student who signs out to go off campus under this program must abide by all other rules pertaining to sign out privileges.
 - ix. Loss of privileges under these guidelines does not limit the authority of the Dean of Students to issue disciplinary action against a student for the same violation of the Disciplinary Code.
 - x. The Dean of Students has authority to reduce or cancel privileges if it is deemed to be in the best interest of the student(s).
2. **Vehicle Use Privileges. (see Section D. Transportation, Student Vehicles, 2. e.)**
3. **Becoming a Student Leader (Community Leader (CLs), Student Ambassador, Admissions Delegate, Peer Mentor).**
 - a. By the third quarter, juniors may apply to serve as Student Leaders.
 - b. Eligibility requirements to apply are:
 - 1) ASMSA **unweighted** 3.0 GPA.

- 2) No student with more than four Level 1 and one Level 2 violations of the Disciplinary Code, or one Level 3, 4, or 5 violation, can be selected as a Student Leader.
- 3) Satisfactory completion of work service.
- c. Applications are available on the ASMSA website in late winter.
- d. Strong leadership and people skills.
- 4. **Remaining a Student Leader**
 - e. Students selected to serve as Student Leaders must arrive a day or more before the first group of juniors are expected to arrive.
 - f. Students who fall below the disciplinary and work service requirements will be removed from their posts as Student Leaders.
 - g. Student Leaders must maintain an ASMSA **unweighted** GPA of at least a 3.0 at the end of each quarter, otherwise be placed on probation.
 - h. Student Leaders on probation will be suspended from their post and assigned another work service until the next quarter, at which time grades will be evaluated. If the Student Leader has at least an **unweighted** 3.0 GPA, probation will be removed; if GPA stays the same or lowers, the Student Leader will be permanently removed from their position.
 - i. Students on academic probation from the Office of Academic Affairs will be suspended from their post and assigned another work service.
- 6. **Running for Student Government Office.**
 - a. Elections for Student SGA Executive Board occur in late spring.
 - b. Eligibility requirements to run for and hold office are
 - 1) ASMSA 3.00 GPA.
 - 2) No more than four Level 1 and one Level 2 violations of the Disciplinary Code, no Level 3, 4, or 5 violations, and no violations of the ASMSA Honor Code.
 - 3) Satisfactory completion of work service.
 - c. Students who fall below the eligibility requirements while in office will be removed from office.

H. Exiting ASMSA.

- 1. **Ways to Leave.**
 - a. **Graduation.** This is the preferred method for all students!
 - b. **Withdrawal.**
 - 1) **Types of Withdrawal.**
 - a) **Academic** - for students who are required to leave for failure to meet academic expectations or who fail to meet the graduation requirements.
 - b) **Voluntary** - for students who feel their academic needs, personal needs, and interests would best be met in another learning environment.
 - c) **Disciplinary** - for a student who chooses withdrawal rather than dismissal proceedings
 - d) **Dismissal.** Procedures for dismissal are explained in Chapter VII.
 - e) **Summer Break.** This applies to rising seniors who plan to return to ASMSA their senior year.
 - 2) **Procedure for Voluntary Withdrawal.** Students considering elective withdrawal from ASMSA must first consult their Student Success Coordinator to discuss their circumstances, concerns and overall academic and collegiate goals. The Student Success Coordinator will facilitate a conversation with parents regarding the student's circumstances and evaluate whether continued enrollment at ASMSA is academically, socially and emotionally beneficial. If the Student Success Coordinator and parents or guardians believe the student should remain at ASMSA, the Dean of Academics will host a staffing of relevant academic and residential stakeholders to assist the student in developing a success plan for moving forward. Should all parties conclude enrollment at ASMSA is no longer productive, the Student Success Coordinator will initiate the withdrawal procedure, including a signed parental consent in order to withdraw. Once the withdrawal procedures have been completed, students are required to leave the ASMSA campus by 7:00 p.m. on the effective date of the withdrawal. A grace period of no longer than five (5) class days may be offered in which students will have the opportunity to re-enroll.
- 2. **Out-Processing.** All students must complete a Facilities Clearance Form (FCF) when exiting ASMSA. ASMSA reserves the right to withhold the student's transcript if the student does not clear the facility properly. The FCF must be signed by the following persons:

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

3. **Moving Out.**

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

VI. HEALTH SERVICES / MEDICAL

A. Medical Care

- 1) **Purpose.** The Nurse's Office is located on the first floor of the Student Center. It is staffed from 7:30 a.m. – 4:00 p.m. Monday through Friday, by a registered nurse who offers treatment and coordinates appointments with local doctors upon the student or parent's request. The nurse can also coordinate trips to get prescriptions filled at local pharmacies as needed by students after doctor visits. The student and his/her family are financially responsible for costs incurred by these appointments and for all financial obligations incurred by the student in physical and mental health-related situations.
- 2) **Required Information for Medical Chart of Each Student:**
 - a) **The ASMSA Health Information/Medical Treatment Form.** This form is very important because it authorizes a doctor or hospital to provide treatment for both non-emergency and emergency situations when the parent or legal guardian is unable to be with the student.
 - b) **Record of Up-to-Date Immunizations.**
- 3) **Record of a Recent Physical Exam.** A physical exam administered by the student's family physician must be on file within the year of admission. Students participating in sports must have a current (within the last year) physical on file.
- 4) **What to Do When Ill.** Students should report to the Nurse's Office in the event that they become ill during the school day. (see attendance policy).
If a student misses ONE morning class but attends the rest of the scheduled day classes they are still allowed to participate in ON-CAMPUS extracurricular activities. If the check-out card is on the 'sick list' clipboard, then they are NOT allowed to leave campus for any reason other than doctors' appointments or parents pick up.

A student who misses the last class of the day is NOT allowed to participate in any extracurricular activities and MUST REMAIN on their floor for the rest of the evening.

If a student misses TWO or more classes during a school day they are NOT allowed to participate in any extracurricular activities and MUST REMAIN on their floors for the remainder of the night, unless cleared by the nurse. **If a student becomes ill after 4:00 p.m. on weekdays or during the weekend, they should report to the Residential Life Staff member on duty.** The Nurse performs first aid services and health care counseling; however, they are NOT prepared to act as a student's physician in the event of serious illness or emergencies.

- 5) **Medical Appointments.**
 - a) **Scheduling.** The Nurse will assist parents in scheduling medical appointments in the Hot Springs area as needed. Parents may request a specific physician in the Hot Springs area. Parents may schedule appointments with physicians of their choice out of town. Before a student is taken to the doctor an attempt will be made to reach their custodial parent or legal guardian. If requested doctor is unable to see the student, the nurse will attempt to contact the custodial parent/legal guardian. If she is unable to reach the custodial parent/legal guardian, she will refer the student to another in-town physician / or walk- in clinic. Student is responsible for calling parents when returning from the doctor's visit to inform them of the results of the visit; however, the custodial parent/legal guardian may call the nurse at any time during office hours concerning the doctor's visit.
 - 1) **Student's should have a local physician on file at ASMSA and parents should have completed any necessary paperwork and initial visits before move-in day.**
 - 2) **Parents are responsible for making doctor's visit co-pay and prescription co-pay arrangements with their child before ASMSA is in session (i.e. cash, check, charge/credit card, health card, prescription card or debit card).**
 - 3) **Parents are responsible for all medical costs and will assume all financial obligations incurred by the student's health related situations. ASMSA assumes no responsibility for student medical expenses. Parents are encouraged to provide medical insurance for their child. Routine doctor and dental visits and surgical procedures should be scheduled when students are at home for the holidays or breaks to prevent disruption of academic courses. ASMSA will not be responsible for providing transportation outside the Hot Springs area. In case of financial**

hardship, parents may seek state assistance for medical care/insurance for their child. Two resources are the Children's Health Insurance Program or CHIP at 1-877-KIDSNOW or www.coveringkids.org and the Department of Health and Human Services at www.insurekidsnow.gov.

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

professional. The evaluation may be conducted by the licensed mental health professional off campus. If the evaluation is conducted off campus this will be at the expense of the parent/guardian. The student will not be allowed to return or remain on the ASMSA campus until the evaluation is complete and the student is complying with the recommendations of the mental health professional. The student will not be allowed to drive themselves home without the written consent of the parent. Unless the situation also carries a disciplinary sanction of suspension, the student's absence will be excused as a medical absence. Prior to returning to the ASMSA campus, arrangements must be made for the student to comply strictly with the recommendations of the mental health professional. The students must also provide ASMSA with a written review by the mental health professional concerning the student's safety and the safety of others.

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

9) **New State Required Immunizations.**

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

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

10). **Hygiene**

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

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

11) **Disability Accommodations**

ASMSA prohibits ASMSA prohibits discrimination based on disability in all aspects of the application process and student relationship and is committed to providing equal access and opportunity to qualified persons with disabilities in compliance with Section 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act (ADA) of 1990; and the ADA Amendments Act (ADAAA) of 2008.

This policy applies to all students seeking admission to ASMSA and ASMSA students. All policies and procedures concerning student accommodations for a disability, including disabilities or conditions related to pregnancy or childbirth, are coordinated by the Dean of Students and nurse. A student seeking Reasonable

Accommodation for a disability should submit the Accommodation Request Form and the Medical Statement Form (if applicable) to the Dean of Students.

VII. DISCIPLINARY CODE

A. General Information.

1. The ASMSA Disciplinary Code follows the guidelines established by Act 721 and Act 731 of 2025 by the Arkansas Legislature. It contains guidelines for behavior, examples of inappropriate conduct, and courses of action that school officials use to discipline students who behave in inappropriate/disruptive ways.
2. This handbook does not exclude or limit the administration's authority to make rules for governing operations of the school or usurp the authority of other staff members to make such rules as are necessary for their respective areas of responsibility. School officials will determine what constitutes a violation of school policy as outlined by the ASMSA Handbook.
3. The Dean of Academic Affairs normally handles all incidents of academic dishonesty, misuse of school-owned computer equipment, and violations of the Disciplinary Code during organized academic activities, such as classes, labs, academic field trips, etc. The Dean of Students normally handles all other violations, including those related to personal computers. Disciplinary action may be taken for any behavior deemed disruptive to the educational process.
4. Student misconduct may result in restriction, probation, suspension, or dismissal. Act 888 requires certain violations be reported to law enforcement agencies.
5. Where possible, the Dean of Students will employ restorative practices in deciding sanctions.
6. The school reserves the right to pursue disciplinary action or legal action for student behavior while under the jurisdiction of ASMSA, on or off campus, which is subversive to good order and discipline in the school, even though the behavior is not specified in the following written rules. A student who continues to misbehave will be recommended for dismissal. Parents are expected to support and cooperate with school efforts.
7. Parents of students who have repeated violations may consider returning the student to their home school before dismissal is recommended. A student dismissed from ASMSA may be subject to not being re-admitted to their home school. **Students who have been dismissed from ASMSA or who withdrew under a recommendation for dismissal will not be readmitted and may not visit ASMSA under any circumstances.**

B. Complicity.

Any student who aides another in the actions that violate ASMSA policy, assists in the concealment of conduct that constitutes a policy violation, encourages others to violate policy, or fails to remove themselves from a situation where an ASMSA policy violation is occurring, can be considered complicit, which may result in that student being documented for violating the ASMSA policy that occurred. The student may additionally be sanctioned in accordance to the policy being violated.

Students should take an active role in disengaging themselves from violations of ASMSA policy, and are expected to do one or more of the following:

- a) Personally, confront the individuals involved and stop the violation;
- b) Alert a staff member of the violation; or
- c) Leave the scene of the violation.

C. Privacy, Search and Seizure.

1. **Introduction.** When there is reasonable suspicion that a violation of school policy or criminal law is occurring or has occurred, a search of a student's person or property (including vehicles, book bags, purse, personal computer, cell phones, Student Center room, etc.) may be authorized by the Dean of Students or their designee. The following guidelines are intended to protect the rights of students.
2. **Types of Searches.**
 - a) **Room Searches.** The use of a passkey by ASMSA personnel for normal non-emergency conditions such as bed checks (student accountability at curfews), maintenance, and room inspections, or in cases involving the immediate safety of occupants is not considered to be a search. In cases involving an authorized search of the student's room, two adult witnesses will be present, and the student(s) will be present, if possible. Those conducting the search will first knock on the door of the room and identify themselves. If not immediately admitted, they may use a passkey to gain entry. The staff member entering

the room will announce the purpose of the visit and indicate that proper authorization to conduct a room search has been obtained.

- b) **Searches by Dogs.** ASMSA has access to a registered canine unit with dogs specially trained to locate illegal drugs. Periodic, unannounced visits by the drug dog and its handler may be made. If a drug dog indicates the possible presence of drugs in a room, vehicle, etc., this is considered reasonable suspicion to conduct a search of that area. All rooms, vehicles, etc. so indicated by a drug dog will be searched without exception. All areas of the campus may be searched. Students will be held responsible for any prohibited items found in their rooms, cars, or belongings at school. If prohibited items are found, the violator(s) will be disciplined according to the ASMSA Disciplinary Code and may be prosecuted under local, state, or federal laws.
- c) **Personal Searches.** An adult witness shall be present when a personal search is conducted. A school official of the same sex shall do a pat down of a student's person.
- d) **Backpacks, Book bags, and Other Personal Items.** Students' backpacks, book bags, purses, briefcases, etc. and any bags, parcels or packages are subject to search by ASMSA.
- e) **Metal Detectors.** Students are subject to a sweep search by metal detector.
- f) **Alcohol and Drug Testing.**
 - 1) Students are subject to testing for drug or alcohol use.
 - 2) Students who are suspected of drug use will be tested by a third party of the school's choosing. Results of this test will determine further action on the part of the school. Being in the presence of suspected drug or alcohol use will be reason enough for the school to require testing of that student.
 - 3) Students who participate in interscholastic athletics or competitions through Hot Springs High School are subject to the Hot Springs School District's random drug testing.
- g) **Contraband and Confiscated Items.**
 - 1) **Contraband.** When contraband is found, the item(s) are confiscated and will be turned over to a law enforcement officer, to the Dean of Students, Security, or to the Dean of Academic Affairs. A report will be filed with the appropriate school official within 24 hours.
 - 2) **Confiscated Items.** If a student's personal property must be confiscated, a written receipt (Confiscated Items form) for returnable items is given to the student. A report will be filed with the appropriate school official within 24 hours.
- h) **Law Enforcement and Parental Notification.**
 - 1) Law enforcement officials wishing to contact students at ASMSA for any reason should be directed to the Dean of Students during the school week and to the Security Officer on duty on weekends. The Security Officer will contact the Residential Life Supervisor-On-Call upon law enforcement arrival.
 - 2) When law enforcement officers present duly authorized warrants which justify a search, they will be allowed to search a student's room. An ASMSA official should escort the officer(s).
 - 3) ASMSA will notify the student's custodial parent/legal guardian whenever any ASMSA official makes a report to any law enforcement agency concerning student misconduct; grants law enforcement personnel other than the school's Academic or Student Deans acting in the normal course and scope of his or her assigned duties access to a student; or knows that a student has been taken into custody by law enforcement personnel during the school day or while under school supervision. The Dean of Students will normally make notification.

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

- 1. **Level 1 Violations.** Level 1 violations tend to be matters of decorum, courtesy and community living disruptive to academic or residential life. Level 1 Violations include, but are not limited to:
 - 1-1 Blatant Profanity (Not Directed to Another Person)
 - 1-2 Breach of Curfew (Stays on Floor/Off Floor but in Building) *
 - 1-3 Disrespect to an ASMSA Employee
 - 1-4 Disruptive Behavior* (i.e. Accidental Fire Alarm)
 - 1-5 Failure to Complete Assigned Work Service as Per Contract
 - 1-6 Failure to Follow Cafeteria Protocol*

- 1-7 Failure to Meet Room Inspection Standards
 - 1-8 Failure to Meet Obligation or Reasonable Directive in a Cooperative Timely Manner
 - 1-9 Failure to Sign In/Sign Out on Time*
 - 1-10 Inappropriate Display of Affection
 - 1-11 Non-Observance of Quiet Hours
 - 1-12 Parking One's Car in an Unapproved Area
 - 1-13 Use or Possession of Electrical Appliances for Cooking or Heating in Non-Designated Areas
 - 1-14 Unauthorized Use of Elevators
 - 1-15 Unauthorized Use of School Furniture*
 - 1-16 Violation of Evening Study Hours
 - 1-17 Violation of the Cellular Telephone or other Electronic Device Rules
 - 1-18 Displaying or listening to a personal music player during class without permission of the instructor
 - 1-19 Failure to Exercise Digital Citizenship
2. **Level 2 Violations.** Level 2 violations are more serious. They include, but are not limited to:
- 2-1 Failure to Meet Obligation or Reasonable Directive (Repeat Offense of Same Directive)
 - 2-2 Breach of Curfew (On Campus but Leaving Building) *
 - 2-3 Disorderly Conduct*
 - 2-4 Failure to Attend an Assembly
 - 2-5 Disparaging Remarks (Written, Verbal or Online)
 - 2-6 Improper Sign-In / Sign-Out
 - 2-7 Inappropriate Use of Electronic or Telecommunication Equipment (Personal or School)
 - 2-8 Insubordination*
 - 2-9 Membership in an Unapproved Organization on Campus
 - 2-10 Misuse of ASMSA Property
 - 2-11 Possession of Pornographic Materials*
 - 2-12 Profanity or Obscene Gestures Directed to Another Person
 - 2-13 Violation of the ASMSA Honor Code (First Violation)
 - 2-14 Possession or use of a laser pointer
 - 2-15 Failure to follow approved fire or emergency drill procedure (First Violation)
 - 2-16 Failure to Exercise Digital Citizenship (Second or Subsequent Violation)
3. **Level 3 Violations.** Level 3 violations are yet more serious and may involve outside authorities. Therefore, they must be reported to the administrator or their designee, who may notify the proper authorities. Level 3 violations carry a suspension of three (3) to five (5) class days. The administration and authorities will determine the proper way to handle the infraction(s). Level 3 violations include but are not limited to:
- 3-1 Behavior Potentially Endangering to Self or Others*
 - 3-2 Breach of Curfew (Campus) *
 - 3-3 Breach of Suspension
 - 3-4 Burning of Substances (Possible Fine)
 - 3-5 Disorderly Conduct resulting in injury or extensive damage to property *
 - 3-6 Falsifying Information (Verbal, Written, Electronic) *
 - 3-7 Forgery*
 - 3-8 Gambling*
 - 3-9 Harmful Prank
 - 3-10 Inappropriate Use of Electronic or Telecommunication Equipment (Personal or School)
 - 3-11 Off-Campus Without ASMSA Authorization
 - 3-12 Opposite Gender Visitation on Student Floor or in Student Room
 - 3-13 Tampering with the Elevator
 - 3-14 Possession or Use of Tobacco Products or Nicotine Delivery System (E-cigarettes) *
 - 3-15 Unauthorized Use of Vehicles
 - 3-17 Violation of the ASMSA Honor Code in Academics, including academic dishonesty, academic stealing and may include plagiarism. (Second Violation)
 - 3-18 Failure to follow approved fire drill procedure (Second or Subsequent Violation)
 - 3-19 Being in an Off-Limits or Unassigned Area

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

D. Disciplinary Action.

1. **Notification of Disciplinary Action.**
 - a. Students will receive written notification of any disciplinary action (normally an incident report.)
 - b. The student will have the opportunity to respond to the incident report either orally or in writing.
 - c. The student is required to sign the incident report when presented by a staff member.
Signing the report does not indicate that the student agrees with the report or is admitting to the incident, only that the student has read the report.
 - d. A copy of any report for which the student has received demerits will be sent to the custodial parent/legal guardian.
2. **Assignment of Demerits and Disciplinary Action.**
 - a. Demerits will be assigned to the student according to the ASMSA Disciplinary Action Table. The number of demerits on the student's disciplinary record determines the disciplinary action taken. The Dean of Students or their designee assigns demerits and administers disciplinary action. The Dean of Students may also assign work service or other restrictions as punishment.
 - b. Accumulation of demerits results in suspension from ASMSA as follows:

- 1) Suspension for 3-5 class days for 30 demerits accumulated through repeated Level 1 and Level 2 violations or for a first Level 3 violation.
- 2) Suspension for 5- 9 class days for an accumulated 75 demerits or a first Level 4 violation, or any combination of Level 1, 2, and 3 violations.
- c. Accumulation of one hundred (100) demerits or commission of an eleventh Level 1 violation, a fifth Level 2 violation, a third Level 3 violation, a second Level 4 violation, or any Level 5 violation results in suspension from ASMSA for ten (10) class days and a recommendation for dismissal from ASMSA.
- d. Demerits will not be carried over from one academic year to the next.
3. **Removal of Demerits.** Students may remove up to ten (10) demerits per year from their disciplinary record by performing extra work service or volunteering with non-profits in the community. Demerits are removed at the rate of one (1) demerit for every two (2) hours of work service performed beyond the regularly required two hours per week. Students must first request permission from the Dean of Students. The extra service must be performed within 30 calendar days of the assignment of the demerits. Students may not use required study time to perform extra service. **Required academic activities and work service always take precedence over extra service.** The following exceptions apply:
 - a) Students may not perform extra service in lieu of restriction or suspension.
 - b) A student suspended may not remove demerits until the suspension is complete.
4. **Re-admission as a Senior.** A junior with 50 or more demerits or who has committed any Level 3, 4, or 5 violation, or any violation of the ASMSA Honor Code on their record, will automatically be referred to the Re-Admission Committee for consideration to return for the senior year.
5. **Disciplinary Action Table.**

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

E. Suspension and Dismissal.

1. **Suspension.** Suspension is defined as dismissing a student from school for any time period not exceeding ten (10) class days. During suspension the student is not permitted to be present on the ASMSA campus or participate in any ASMSA sponsored activities. The student may not visit ASMSA on non-class days occurring between the beginning and end of the suspension period. **The student may not return to ASMSA until 4:00 p.m. on the last class day of the suspension.** See Chapter IV, Section H (Suspension Grading Policy) concerning make up work during suspension. Authority to suspend a student normally rests with the Dean of Students. In the event of the Dean's absence, authority to suspend rests with the Dean of Academic Affairs or their designee. The procedure for suspending a student is as follows:
 - a. The Dean shall advise the student of the alleged misconduct and the basis for the accusation.
 - b. The student will be allowed to explain their side of the issue to the Dean.
 - c. Within a reasonable period of time (normally twenty-four hours) of completing the investigation, the Dean shall decide whether to suspend the student. If the decision is made to suspend, the suspension will begin within twenty-four hours of the decision.
 - d. The Dean will give written notification of the suspension to the student and their custodial parent/legal guardian. The notification will state the reason for the suspension and the beginning and ending dates and times of the suspension.
 - e. Upon notification, the custodial parent/legal guardian shall arrange to transport the student home at the time designated by the Dean (normally within 24 hours.)
 - f. The student and custodial parent/legal guardian may appeal to the Director to have the suspension reduced or stopped. The Director's decision is final.
2. **Dismissal.** Dismissal is defined as dismissing a student permanently from ASMSA. **Students who have been dismissed from ASMSA will not be readmitted.** Authority to dismiss a student rests with the Director. The Dean shall recommend a student for dismissal upon the student's first Level 5 violation or upon accumulation of 100 demerits. The procedure for dismissal is as follows:
 - a. **Process for Dismissal.**
 - 1) The Dean shall advise the student of the alleged misconduct and the basis for the accusation.
 - 2) The student will be allowed to explain their side of the issue to the Dean.
 - 3) Within a reasonable period of time (normally twenty-four hours) of completing the investigation, the Dean shall decide whether to recommend the student for dismissal. If the decision is made to recommend the student for dismissal, the student will be suspended for ten (10) class days beginning within twenty-four (24) hours of the decision.
 - 4) The Dean will give written notification of the suspension to the student and their custodial parent/legal guardian. The notification will state the reason for the suspension and the beginning and ending dates and times of the suspension.
 - 5) Upon notification, the custodial parent/legal guardian shall arrange to transport the student home at the time designated by the Dean (normally within 24 hours.)
 - b. **Dismissal Hearing**
 - 1) No earlier than the 6th class day and no later than the 10th class day of the suspension, the Disciplinary Review Committee (DRC) will convene a hearing to review the Dean's recommendation for dismissal. The purpose of the hearing is for the DRC to make a recommendation to the Director. The DRC consists of three members, one from the faculty, one from student life and one other ASMSA employee that is appointed for a one-year term by the Director. Once the DRC is directed to convene on the 6th day, the decision for withdrawal, if enforced, will be at the discretion of the school. If the student withdraws from the school by the 5th school day, they will be allowed to list it as personal reasons.
 - 2) The Director or their designee will notify the student and their custodial parent/legal guardian of the date, time, and place for the hearing.
 - 3) The student may request, in writing, an earlier hearing. Such request must be addressed to the Director.
 - 4) At the hearing, the student may represent themselves, or they may bring a representative to speak on their behalf. The student's custodial parents/legal guardian may accompany them to the hearing or another person of their choice, but a limit of one support person. The chair of the DRC must be notified five (5) business days in advance of the hearing if a party will be accompanied by a support person. The chair may disallow the attendance of any support

person if they are also a witness or if, in the discretion of the chair, such person's presence would be disruptive or obstructive to the hearing or otherwise warrant removal. All support persons must agree to keep any and all information presented in the hearing confidential in order to attend. Absent accommodation for disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this policy. School officials may seek advice from the University of Arkansas System Office of General Counsel on questions of law and procedure at any time during the process.

- 5) If the student cannot attend the hearing, it may be held in absentia. The hearing may take place by conference call.
- 6) The DRC shall, at the close of the hearing, make a recommendation to the Director, regarding dismissal of the student from ASMSA. If the recommendation is other than dismissal, the DRC shall specify its recommended disposition of the matter. The DRC shall also inform the student of its recommendation at this time. (See Student Policy Code: V-N)
- 7) In making its recommendation, the DRC shall consider due process; evidence presented at the hearing and precedent from prior DRC hearings on substantially similar matters shall be considered.
- 8) No later than the tenth-class day of the suspension, the Director shall issue a decision.
- 9) The decision by the Director to dismiss the student is final.
- 10) In the event that the Director decides to dismiss the student, the student will be released to their home school.
- 11) The student has the option to withdraw from ASMSA up until the start of the DRC meeting. Once the meeting begins, the student will accept the outcome of the DRC hearing. However, the student does not have the option to withdraw in lieu of a dismissal proceeding involving the following violations:
 - 5-1 Arson
 - 5-2 Assault (Threat with Intent to Harm or recklessly engaging in conduct which creates a substantial risk of death or serious physical injury)
 - 5-3 Battery (Purposefully causing physical injury to another person)
 - 5-4 Bomb Threats
 - 5-8 Possession and/or Use of Weapons, Dangerous Instruments, or Contraband
 - 5-10 Terroristic Threatening

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

1. **1st. Offense.**
 - a. The student will receive a grade of zero (0) on any document containing false information (e.g., lab reports, homework assignments, etc.)
 - b. Custodial parents/legal guardians will be notified of the Honor Code violation.
 - c. The student will receive a Level 2 violation.
2. **2nd. Offense.**
 - a. The student will receive a grade of zero (0) on any document containing false information.
 - b. Custodial parents/legal guardians will be notified of the Honor Code violation.
 - c. The student will be placed on academic probation and Honor Code probation.
 - d. The student will be ineligible for the privilege system for the remainder of the semester (for a *minimum* of nine weeks).
 - e. The student will receive a Level 3 violation.
3. **3rd. Offense.**
 - a. The student will receive a grade of zero (0) on any document containing false information.
 - b. Custodial parents/legal guardians will be notified of the Honor Code and academic probation violations.
 - c. The student will be withdrawn from ASMSA by the Dean of Academic Affairs.
4. **ANY Offense Involving Capstone Experiences and Related Assignments.**
 - a. The student will receive a grade of zero (0) on the work itself and any work that depends upon that work (e.g., if the student falsifies data for science fair, this would also result in a zero (0) for the discussion, conclusion, implications, backboard, and abstract.) **It is important to note that this may affect a student's grade to the point that they will be withdrawn academically from ASMSA.**

- b. Custodial parents/legal guardians will be notified of the Honor Code violation.
 - c. The student will be placed on academic probation and Honor Code probation.
 - d. The student will not be allowed to sign out for 30 calendar days.
 - e. The student will receive a minimum of one (1) Level 2 violation.
5. The Dean of Academic Affairs shall decide on all cases of academic dishonesty, including the decision to withdraw a student academically. The student may appeal the Dean's decision in writing to the Director within five (5) calendar days.

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

VIII. Emergency Procedures

A. Fire Alarms

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

B. Tornado and Severe Weather Procedures.

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

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

C. Active Shooter. DEFINITION: “Active Shooter” is a suspect or assailant whose activity and intent is to immediately cause death and/or serious injury with a firearm or any other weapon to any person(s) at ASMSA.

Procedure: RUN; HIDE; FIGHT

RUN:

- Access the situation, if there is an escape path, attempt to evacuate. If possible, avoid running together in large groups. (This is called the “herding mentality”.)
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area or building.
- Call “911” when it is safe to do so.
- Do Not Stop for the injured.
- Climb out of window(s). If it will not open, break it to escape.
- Look for unorthodox means of evacuation (windows, sheetrock walls, vents).

HIDE:

- If evacuation is not possible, find a place to hide.
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects or in bathrooms or closets in the room you are in.
- Remain very quiet.
- Your hiding place should be out of the shooter’s view.
- Your hiding place should provide protection if shots are fired in your direction.
- Avoid pointing or yelling.
- Turn off lights.
- Stay away from windows, if possible cover them up with whatever is available.

FIGHT:

- As a last resort, and only if your life or others is in immediate danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons. Use fire extinguisher for smoke screens. Any object can become a weapon. (Chairs, sticks, computers, blunt objects, etc...)
- Commit to your actions, this is what will save the lives of others and yours.

911:

- Remain calm and follow directions from operator.
- Know that help for the injured is on its way.

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

Students may receive notification by text over their cell phones declaring an emergency, including an armed intruder.

Do not open the door until you are told to do so by the authorities via text or police. If it is a lockdown drill, the all clear will come from ASMSA. If it is not a drill, **you must wait until the all clear is given by the police.**

No one is to leave their or evacuate the building until told to do so by the Hot Springs Police Department via PA system or official ASMSA text message.

IX. DRESS CODE

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

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

ACADEMIC STANDARDS

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

1. The student's midriff, back, lower chest and upper thigh must be covered at all times.
2. As a general rule, no shorts, skirts, or dresses should be shorter than the length of the student's thumb when their arms are at rest.
3. No undergarments may be visible at any time. This includes underwear, boxer shorts, and bras (excluding the strap).
4. Transparent or semi-transparent leggings and other bottoms may be worn with dresses, tunics, and oversized shirts, as long as the leg is covered by the article of clothing on the top to the length of the student's thumb when arms are at rest.
5. No loungewear of any form will be permitted. This includes pajama pants, hair bonnets,
6. Shoes must be worn at all times. House shoes and flip flops (backless, open-toed shoes that lack hard soles) are not permitted.
7. No article of clothing that obscures the student's face will be permitted (unless required by religion, medical, or other reason by school administration).
8. Lab dress code, as outlined by the lab supervisor, must be followed in all science labs in order to ensure student safety.
9. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
10. Clothing may not depict or imply pornography, nudity, or sexual acts or display or imply vulgar, discriminatory, or obscene language or images.

RESIDENTIAL STANDARDS

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

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

11. No undergarments may be visible at any time. This includes underwear, boxer shorts, and bras (excluding the strap).
12. Pajamas and loungewear, including house shoes, flip-flops, or socks may be worn, as long as students observe situational awareness that includes being aware of what is appropriate for each situation (when in doubt, ask a staff member).
13. Feet must be covered at all times outside of the student's room. Shoes must be worn at all times in common areas.
14. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
15. Clothing may not depict or imply pornography, nudity, or sexual acts or display or imply vulgar, discriminatory, or obscene language or images.

X. Glossary

A. Abbreviations.

CL	Community Leader
FCF	Facilities Clearance Form
RCR	Room Condition Report
AD	Assistant Dean of Residence Life
RLO	Residential Life Office
REC	Residential Experience Coordinator
SC	Student Center

B. Terms.

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

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

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

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

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

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

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

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

BREACH OF CURFEW

Leaving the **Student Center** without proper authorization between the hours of 7:00 p.m. Sunday through Thursday and 6:00 a.m. the following morning, or between the hours of 10:30 p.m. on Friday or Saturday and 6:00 a.m. the following morning.

Leaving one's own assigned floor of residence in the **Student Center** without proper authorization between the hours of 10:30 p.m. Sunday through Thursday and 6:00 a.m. the following morning, or between the hours of 11:30 p.m. on Friday or Saturday and 6:00 a.m. the following morning.

Leaving one's own assigned room in the **Student Center** without proper authorization between the hours of 10:30 p.m. Sunday through Thursday and 6:00 a.m. the following morning, or between the hours of 1:00 a.m. and 6:00 a.m. on Saturday and Sunday morning. For curfew purposes, "one's own room" includes the bathroom, but not the suitemate's room.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INAPPROPRIATE USE OF ELECTRONIC OR TELECOMMUNICATION EQUIPMENT

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

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

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

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

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

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

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

substance while on school property, including school vehicles, or at any school activities, regardless of duration of possession, intent of possession, or manner of possession. Examples include, but are not limited to: marijuana, opiates, depressants, amphetamines, and other illegal or controlled drugs, and beverages that are fermented or contain fermented beverages that are intended for consumption as an alcoholic beverage. This is not intended to prohibit the lawful and appropriate possession and use of prescription drugs as long as such drugs are possessed and used in accordance with the prescribing physician's instructions and ASMSA policies.

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

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

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

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

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

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

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

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

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

WEAPON - The following weapons are specifically defined:

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

ASMSA STUDENT POLICIES FROM OPERATIONS MANUAL

V-A	Student	Educational Records
V-B	Student	Students with Disabilities Act
V-C	Student	Firearms
V-D	Student	Bomb Threats
V-E	Student	Hazing
V-F	Student	Bullying
V-G	Student	Mental Health
V-H	Student	Disciplinary Review

EDUCATIONAL RECORDS

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

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

Adopted: June 3, 1998

Revised: June 2002

Legal Refs: Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

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

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

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

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

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

Adopted: June 3, 1998

Revised: December 10, 2015

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

Cross Refs: II-B Educational Equity Complaint Resolution Procedure

Arkansas School for Mathematics, Sciences, and the Arts Hot Springs, Arkansas	Code: <u>V – C</u> Student Firearms
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FIREARMS

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

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

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

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

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

HAZING

§ 6-5-201. Definition

(a) As used in this subchapter, unless the context otherwise requires, "hazing" means:

(1) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or

(2) The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him; or

(3) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him from remaining in that school, college, university, or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or

(4) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.

(b) The term "hazing" as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

§ 6-5-202. Prohibitions

(a) No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other student in the commission of this offense.

(b) (1) No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas.

(2) Any act of omission or commission shall be deemed hazing under the provisions of this subsection.

§ 6-5-203. Penalties

(a) The offense of hazing is a Class B misdemeanor.

(b) Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

BULLYING

I. ANTI-BULLYING POSITION:

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

II. DEFINING CONDUCT THAT CONSTITUTES BULLYING:

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

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

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

D. Indirect Behavior:

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

IV. REPORTING BULLYING BEHAVIOR:

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

V. PREVENTIVE COURSE OF ACTION:

- A. Written notices:
Notices of what constitutes bullying, that bullying is prohibited, and the consequences of engaging in bullying shall be posted in appropriate public areas at ASMSA.
- B. Employees and students are encouraged to take advantage of opportunities to participate in programs and other activities to develop the knowledge and skills to prevent and respond to acts covered by this policy. The district will assist with programs and educational materials as is feasible.

VI. CONSEQUENCES:

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

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

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

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

MENTAL HEALTH

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

Dear _____,

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

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

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

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

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

Dean of Students
ASMSA



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

Student Name: _____

Hearing Date: _____

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

_____ The Disciplinary Review Committee recommends dismissal of the student.

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

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

Notes:

DRC Member

DRC Member

DRC Member

**ASMSA FIELD TRIP PARTICIPATION
AGREEMENT OF LIABILITY, RESPONSIBILITY AND RELEASE**

I hereby understand and agree to the following terms and conditions of participating in a field trip arranged by the ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES AND THE ARTS (ASMSA), its officers, directors, employees or agents.

LIABILITY AND RELEASE: In traveling to and from any site and during the activity itself, there are certain risks and dangers, including but not limited to the hazards arising from the forces of nature, from accident or illness, and from the travel itself. Upon my child's participation, I hereby voluntarily assume all risks and dangers, and all other reasonably foreseeable hazards, which may be encountered. I agree to hold ASMSA, its officers, directors, employees or other agents harmless from any and all liabilities, actions, causes of action, debts, claims, and demands of every kind and nature whatsoever, including but not limited to those arising from any loss, injury, damage, or inconvenience to person or property in connection with this outing. I hereby grant permission for my child to participate in the activities associated with this outing and to be treated by a licensed physician and/or dentist for any injury, accident, illness or other mishap.

ASMSA FITNESS CENTER LIABILITY CONSENT FORM

has the option to participate and take an active role in exercising in an unsupervised (monitored by camera) Fitness Center at the Arkansas School for Mathematics, Sciences and the Arts. They might participate in strenuous activity including, but not limited to aerobics, self-defense, dance, yoga, Pilates, martial arts, unsupervised weight training, stationary bicycling and various aerobic conditioning machinery offered by ASMSA. I hereby affirm that my child is in good condition and does not suffer from any disability, which would prevent or limit his or her participation in any exercise activity.

In consideration of my child's participation in any and all exercise in the fitness room at the Arkansas School for Mathematics, Sciences and the Arts, I hereby release the Arkansas School for Mathematics, Sciences and the Arts (its employees and owners), from any claims, demands and causes of action arising from my child's participation in the exercise room. I fully understand that my child may injure themselves self as a result of his/her participation at the Arkansas School for Mathematics, Sciences and the Arts fitness room, and I hereby release ASMSA from any liability now or in the future including, but not limited to heart attacks, muscle strains, pulls or tears, broken bones, shin splints, knee/lower back/foot injuries and any other illness, soreness or injury, however caused, occurring during or after regular participation in the ASMSA fitness center.

***I HEREBY AFFIRM THAT I HAVE READ AND FULLY UNDERSTAND
THE ABOVE***

Student Signature

Date

Custodial Parent / Legal Guardian's Signature

Date

Generative AI Use Policy v3 **2026 -2027**

While Generative Artificial Intelligence applications, such as Grammarly and ChatGPT, offer unprecedented ways to assist students and others, they also pose a danger of blurring the lines between authentic work and plagiarism. Additionally, online generative AI uses other sources and information indiscriminately, and it is far too easy for a student under duress or time constraints to make a hasty and misguided call to use generated work as their own work. Generative AI applications should be used in a limited way to assist students under faculty discretion and direction. Students have the responsibility to understand proper research, proper writing techniques, and to develop their own skills and writing voice. AI can help point out certain aspects of writing to a student, but it is not, and cannot be, a substitute for one's own work. Productive struggle with the course work is essential to mastering a topic. Outsourcing your work to someone or something bypasses that struggle and leaves you with, at best, a superficial understanding of the material.

Generative AI is a rapidly evolving technology. As it becomes more capable and more available, these policies will need to change in response.

Rules for Students:

- Generative AI use is not permitted unless the instructor gives explicit permission for a particular use and assignment.
- Generative AI use is never permitted on exams or quizzes, either in class or take home.
- AI output may not be submitted as delivered by the app when an instructor allows you to use it. It must be checked for correctness, edited, and enhanced before you submit the assignment. Generative AI is notorious for fabricating sources and citations and including large chunks of text from public domain sources without attribution. Be extra careful checking any citations in the generated material for correctness. You are responsible for citing anything the app fails to cite.
- When permitted, AI use must be acknowledged and cited. The style guides have just started to develop citation styles for AI generated text. For example, see this page from the [Chicago Manual of Style](#). Your instructor will give you directions on how to acknowledge the app's contribution to your work. You must save the entire exchange with the app. Save all the prompts you used and the material returned by each iteration of the prompt. It is likely your instructor will require all this material be submitted as an appendix to the assignment and will require an affirmation statement be added to your work. This statement should list the apps used and how they were employed along with an estimate of the percentage of the assignment generated by the apps.
- Any use of a generative AI app on an assignment when the instructor has not given explicit permission for its use will be considered academic misconduct and a violation of the ASMSA Honor Code. The penalties described in the Honor Code section of the Student Handbook for disciplinary code violations 2-13 or 3-17 will be applied.
- Failure to acknowledge and cite generative AI assistance on an assignment when its use is permitted will also be considered academic misconduct and a violation of the ASMSA Honor Code. This includes allowing a bogus citation created by the app to remain in the submitted work or failing to cite something the app has copied. The penalties described in the Honor Code section of the Student Handbook for disciplinary code violations 2-13 or 3-17 will be applied.

- Using a generative AI application to create images, emails, or material impersonating any person, including, but not limited to, ASMSA students, staff, and faculty, or possessing such items created by another person will be considered a violation of the disciplinary code. Potential infractions could be 1-3, 2-5, 3-7, 3-10, 3-20, 4-2, 4-7, 5-2, or others depending on the nature of the impersonation.
- Using a generative AI application to create sexualized images of any person, including, but not limited to, ASMSA students, staff, and faculty, or possessing such images created by another person will be considered Sexual Harassment (disciplinary code violation 4-7). ASMSA Administration reserves the right to escalate such creation or possession of inappropriate images to a Level 5 and/or involve law enforcement.

Rules for Instructors:

- AI may be used to improve efficiency, decision-making, and service delivery in administrative functions, subject to approval by the appropriate authority.
- Instructors must acknowledge all AI use when you use an app to generate course content such as a quiz or lesson plan. You should tell the students what apps were used and how they were employed. You should also estimate the percentage of the content created by the app.
- Instructors must give explicit instructions to the students if you are allowing use of generative AI on an assignment. Explain which apps are permitted, the limitations on what they are allowed to do with the apps, and how you want their usage documented.
- Instructors should check all long-form assignments in Turnitin. It should give some indication that an AI app was used and it will detect any plagiarism by the app. It can give false positives, especially if the student writes in a technical style. Consult with your department chair or associate dean when you have suspicions.
- Instructors should check the sources listed in any assignment where you permit the use of generative AI. These apps are prone to making up fake sources.
- Instructors should never use AI to write recommendation letters for students.
- Instructors using generative AI for research or creative work should disclose this use when submitting the work for publication or exhibition and should follow all the guidelines for AI use from the relevant professional society.
- Instructors should require that students add an affirmation statement to the title page or source code of any work submitted either stating they did not use generative AI or that it was used in accordance with your directions on assignments where you permit its use. Examples:
 - “I affirm that this work is entirely my own and that I had no assistance from any generative AI app.”
 - “I affirm that my use of generative AI apps in this work is consistent with the guidelines given by my instructor. I understand that I am responsible for any bogus citations or plagiarism perpetrated by the AI.”