

Arkansas Juvenile Assessment and Treatment Center

Arkansas Consolidated High School Education Faculty and Staff Handbook



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Code of Ethics

The Rite of Passage Code of Ethics is intended to serve as a guide to the everyday professional conduct of all ROP staff. ROP programs and staff focus on the needs of its students and utilize the best practices, skills, techniques and research shown to contribute to development and change in youth. To this end, ROP staff are committed to safeguarding every student's health, safety, and best interests.

Procedures to Reflect Code of Ethics

1. Present each day as a new day with a renewed opportunity for staff and students to excel.
2. Serve as models for students and consistently display pro-social attitudes, behaviors and language.
3. At all times, staff comport themselves with respect for all concerned.
4. Intervene in negative or anti-social behavior with the intent to provide direction on how to avoid a reoccurrence in the future.
5. Demonstrate adherence to best practices and principles.
6. The fundamental principle of student supervision practiced by faculty and staff at ROP is to manage interactions in a proactive and positive manner rather than reactive or negative manner.
7. Approach every interaction with students as a possible "teachable" moment.
8. Truthfully document and report all issues and/or incidents.
9. Follow all approved ROP policies and procedures.
10. Act in a manner consistent with professional standards and ROP policy.

Equal Employment Opportunity Statement

Our goal at Rite of Passage is to recruit, hire, and maintain a diverse workforce. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Rite of Passage will be based on merit, qualifications and abilities. Rite of Passage does not discriminate in its employment practices against any qualified employee or applicant for employment on the basis of his or her protected group status, including race, religion, color, national origin, gender (including pregnancy, childbirth, and related conditions), creed, family care status, ancestry sexual orientation, age, physical or mental disability, veteran status, and/or on any other basis that would be in violation of any applicable federal, state, or local law.

Americans with Disabilities Act

Rite of Passage is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Visitors and Children in the Workplace

Rite of Passage values an atmosphere that fosters a healthy balance between workplace obligations and family matters. The Company believes in an environment that is conducive to work, and in which employee health and safety concerns are respected and disruptions to the workforce and student athletes are minimized. There are to be no visits from family or friends unless requested and approved by the Director of the Facility.

Confidentiality

As teachers and paraprofessionals of AJATC, one must be aware that what is discussed in meetings and conferences held at this school is confidential and may not be discussed in the public. Any and all information pertaining to student athletes at the Arkansas Consolidated School is of a confidential nature. Teacher/Teacher, Teacher/Administrator, or Teacher/Student discussion of pupil or personnel problems are to stay confidential unless a legal reason requires otherwise. Information gained as a result of our position shall remain confidential.

Teacher Accountability

As a teacher you are expected to:

1. Be punctual and give a full day's work;
2. Be prepared for all lessons;
3. Keep all students occupied and interested;
4. Mark all work constructively;
5. Monitor student's progress and keep an accurate record of the progress.
6. Submit new lesson plans on a weekly basis. Plans are to be emailed to the Principal or designee and/or delivered to the office and placed in the appropriate folder.
7. Teacher work day is 7:00 a.m. until 4:00 p.m. Educational staff is required to attend a meeting each morning before the students arrive. The meeting will be in the educational office or other designated area.
8. Educational staff meetings are held every Thursday at 9:10 a.m. in the conference unless otherwise indicated. Be sure to always sign the attendance sheet for documentation of training.
9. There are various Professional Development Meetings as indicated on the yearly calendar. Others may be added as necessary. These are required to fulfill the professional development hours for R.O.P. and for your educational licensure. Any questions or concerns pertaining to scheduled meetings must be directed to the Principal or Designee.
10. The work week for teachers consist of Monday, Tuesday, Wednesday, Thursday, and Friday each week unless otherwise scheduled. Teachers are required to be a part of two Parent/Teacher conferences each year. One will be in the fall and one is in the spring. They will be indicated on the yearly calendar.
11. Additional duties are assigned on a weekly basis. It is responsibility of every person to know his/her duty for the week. The Principal or Designee reserves the right to alter duty assignment or make additional assignments at his/her discretion.
12. Supervision begins upon arrival at AJATC. All teachers need to be mindful of the behavior, dress and language of students whenever the students are in the vicinity of the teacher. We are a team, if you hear a call for help over the radio, respond if you are not already responsible to other student. Please see Interactive Supervision policy.
13. At NO TIME is a teacher or paraprofessional to leave AJATC campus without clearing the absence or leave with the Principal or the Principal's designee.

Grading Expectations:

Rite of Passage **expects teachers** to:

1. Have weekly lessons plan turned in at the beginning of the academic week.
2. Highlight the plan for assessment for that week or unit.
3. Use both Formative and Summative Assessments.
4. Use both Authentic and Traditional Assessments.
5. Enter the grades for your students weekly. There must be at least (3) three grades per week.
6. Every nine week's grades must include: (2) Two test, (4) Four Quizzes, (1) One writing assignment, and 1 authentic assessment.
7. Provide immediate and specific feedback; Use feedback as an opportunity to help students improve and build relationships.
8. Not every student athlete should have the same average in hour class.
9. Differentiate instruction: Content, Process and Product
10. Keep up your grade book (in Arkansas this includes ESchool Grades.). Make sure your gradebook includes student presence and absentees, and date, assignment and score for each graded activity.

Guidelines for Fair & Effective Grading

1. Grades should reflect proficiency on well-defined standards-based learning targets that are clear to all stakeholders.
2. Grades should be based solely on academic performance using formative and summative assessment.
3. Students should be expected to complete work for credit (late-work accepted).
4. Students should be given a variety of ways to demonstrate their knowledge.
5. Feedback should be timely, specific, and related to learning targets.
6. Students should be given multiple opportunities to reach proficiency on specific, standard-based concepts and skills. (<http://theeeta.org>)

Teacher Responsibilities

It is the teacher's responsibility to always check with the office regarding any unusual technique or experiment to be used in the instructional program.

The teacher is responsible for the class under his/her supervision. All teachers shall stand at the door of his/her room to greet students as they enter the classroom.

Students must NEVER be left alone. If an extreme emergency arises making it necessary for the teacher to leave the classroom, he/she must notify the office/principal.

It is the teacher's responsibility to check with the principal regarding any deviation or change in schedule and any change that involves another class.

It is the teacher's responsibility to check the roll and attendance of students each class meeting. The office should be notified by radio or intercom immediately if a student is not accounted for.

It is the staff member's responsibility in the classroom to work with school personnel (teacher, custodians, cooks, administrative assistants, etc.) in a cooperative manner.

Staff members are expected to work cooperatively in solving problems that may arise. This should always be done in a highly professional manner.

Suggestions to help Coach Counselors feel a part of the classroom:

1. Write his/her name on the board near yours to show a team-teach approach.
2. Allow the Coach Counselor to add helpful and meaningful information to the lesson or discussion.
3. Allow the Coach Counselor to help conduct lesson if possible.
4. Allow the Coach Counselor to take roll, give out supplies, take up papers, etc.

Teacher Due Dates

Daily, teachers must:	✓ Check the chemical closet and sign the chemical log	✓ Complete bathroom log.	✓ Complete a room search form and submit any contraband to the principal.
Weekly, teachers must:	✓ Submit lesson plans, due every Monday	✓ Make sure all grades are updated in both their gradebook and entered into Eschool.	✓ On each Friday prior to leaving, teachers must submit the following documentation to the school office. <input type="checkbox"/> Weekly Attendance <input type="checkbox"/> Room search documentation
Monthly, teachers must:	✓ Turn in chemical logs to the office.		

Teacher Responsibilities of Classroom:

1. Be sure to instruct student athletes in the proper care of the classroom.
2. Teachers are directly responsible for the inventory, and care of the equipment and room which is assigned to him/her.
3. If your room is assigned bulletin board space. It is requested that you change the display when the theme is no longer timely or the board is in disrepair.
4. Report maintenance needs within the classroom immediately by filling out a maintenance request. These requests are found in the copier room of the Administration Building and can be returned to the same area.
5. Keep record of students who visit the restrooms, check the restrooms before the student enters and after he/she exits and report any damage that occurs.
6. Teacher has should use and post a seating chart for each class.
7. Teachers should select and post the name of classroom greeter for each class.
8. Teachers should write the educational goal (objective) for each class on the board.

Expectations in the Classroom: Norms

Rite of Passage has an established set of norms for all classrooms. These should be verbally recited at the beginning of each class at the end of the five (5) minute norm.

The R.O.P. classroom norms are:

1. We will enter the classroom on “No Talk” and complete the bell work/warm up assignment.
2. We will follow staff directives the first time.
3. We are respectful and considerate to all staff and peers.
4. We use appropriate language.
5. We demonstrate quality, effort and pride in our coursework assignments.
6. We demonstrate respect to property and use it appropriately.
7. We refrain from destroying and vandalizing property, including desk, chairs, writing utensils, and books.
8. We work and complete all assignments correctly.
9. We wear all clothing appropriately.
10. We take off hats, headbands, gloves, and coats and place them in the appropriate areas.
11. We keep all hands, feet, objects to self.
12. We sit up straight with our feet on the ground.
13. We obtain permission to use any classroom equipment or materials.
14. We abide by the expectation that there is only one student out of his/her seat at a time.
15. We stay in our seats throughout class time, unless otherwise directed by staff.
16. We refrain from humming, whistling, rapping, beating on desks or causing any distractions that interrupt learning.

The norms are here to help create a healthy and safe learning environment.

Homework expectations:

Homework is an extension of a classroom effort required to attain the goals of the curriculum. Homework is a learning activity, which should increase in complexity with the maturity of the pupil. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourages students to investigate for themselves, and to work independently.

The purpose of Homework is to:

1. Stimulate independence, responsibility, and age-appropriate self-direction.
2. Supplement, support and reinforce the school experience.
3. Provide for the continuation of learning outside the confines of the classroom.
4. Provide teachers with additional information on a student's comprehension.
5. Produce a lifetime learner.
6. Math and Science Homework should be assigned on Monday and Wednesday nights, English and Social Studies should be assigned on Tuesday and Thursday nights.

Transition Expectations

(Teachers are instrumental in execution)

1. All classroom teachers must be at their classroom doorway at 7:20 a.m. each morning and prior to every class to welcome and supervise students in the hallway and as they enter the classroom. Students are expected to quietly walk down the right-hand side of the hallway.
2. Students do not leave the classroom until the Head Coach Counselor comes to the door to let you know the students can be released. Then you as the teacher dismiss them. They should not congregate at the door waiting to be released. At the end of day, if called by units, the students should wait in their seats until released.

Contraband

Students are not to be in possession of contraband in the classroom. The teacher should retrieve any contraband from the students. If a security call is necessary to attain the contraband, please call security. In addition, teachers are not to bring contraband to school. Staff is required to carry a clear backpack or bag through the front gate.

Items that are considered contraband are:

- Cellphones, cameras and other electronic devices
- Glass containers
- Magazine to be distrusted to students
- Scissors, exacto-knife, paper cutters
- Perfume or lotions
- Any medicine including Aspirin, Tylenol, Tums, Allergy Medicine
- For the comprehensive list of items, please see your Principal.

Achieving expected behavior in the classroom

Rite of Passage has a set intervention method to manage students who are not following the classroom norms. To conform to the Norms of ROP, we use the 6 Levels of Intervention We use the lowest appropriate level for the welfare of our staff and student athletes. Appropriate Positive Reinforcement is sought for all Student Athletes.

The 6 (six) Levels of Intervention

1. Level 1: Non-Verbal Helpful (Informal)
2. Level 2: Verbal Helpful (Informal)
3. Level 3: Concerned Verbal (Formal)
4. Level 4: Request for Staff Support (Formal) Call for Assistance
5. Level 5: Time to Refocus (out of classroom) (Principal or Unit Manager may decide to place student in ReFocus.
6. Level 6: Intervention Call (Formal) Major Infractions, Student removed for safety reasons. (Principal or Unit Manager may decide to place student in ReFocus.

Teacher Planning Period

Teachers are given a planning time each day. Great teaching and instruction is often the result of quality planning. Use of the planning time will be evaluated to the same extent as are other important items in teacher evaluation.

Access to Principal, Counselor, or Special Education Administrator

The administrators of the school: Principal, Counselor and Special Education Administrator have an open door policy to the faculty and staff. One can visit any of them as the staff has time. Also, feel free to share any questions or concerns through email.

If a student-athlete needs to talk to any of the administrators, he or she should fill out a request in order to be seen. This helps not only help the administrator know what the student needs, but also allows documentation for both the student athlete and the administrator. The Principal, Counselor and Special Education Administrator request slips are found in the bins beside the office interface window. As a teacher, it is requested you keep some of these forms in the classroom for the student's convenience.

Upon the completion of the request, the student-athlete should place the request in the interface window. He or she may ask you to turn the request into the office, which you may do.

Showing or Streaming Media

1. Teachers may only show full length films when preapproved. For approval the movie must not be rated "R", All PG-13 movies must be reviewed for inappropriate language, excessive violence, inappropriate sexual content, or sexually offensive behavior. These will not be allowed in the classroom.
2. Teachers are not to "stream" media that is inappropriate in accordance to the above guidelines. In addition, movies are not to be "streamed".

Library

Students have access to reading materials appropriate for their age group, interests and reading levels and library services which complement the educational, vocational, life skills, and leisure time programs. (5E-01)

Procedure:

1. The Arkansas Juvenile Assessment and Treatment Center library will be coordinated and supervised by a qualified teacher with a library certification in Arkansas.
2. Library services will be available at least weekly to all students.
3. The library collection will contain a wide variety of formats. Reading materials will reflect varied racial, ethnic, linguistic and cultural interests. Selection of materials will be consistent with the student's reading abilities and be age-appropriate for a variety of levels.
4. The library will be organized by category and in alphabetical order for convenient use.
5. There will be a system in place for material inventory, material check out, circulation, information services, and maintenance of materials.
6. Annually, there will be a review of library programs to evaluate students' access to the library resources. Students will complete surveys to determine the needs of the population. The yearly review will also consider the use or misuse of the library and plans for updating material maintenance procedures.
7. There will be a congenial library atmosphere, both functional and inviting.

Safety Drills

Fire Drills, Disaster Drills, and Emergency Procedures

1. Scheduled and unscheduled fire drills are held at our school.
2. When a fire drill is in effect, the teacher should immediately prepare to assist the students and staff to exit safely from the building to the designated place. Teachers should have his/her radio, gradebook, keys and make sure to check the restroom is empty and locked.
3. Exit out of the building according to the fire exit pattern. Lead your students to the pavement in front of the Education Building or other designated area.
4. Students should be placed in a straight line, with the roll/grade book in hand, check for the presences of all students.
5. Notify security staff and any students not accounted for.
6. Do not return to the building until you have been instructed to do so.

Supplies

1. Supplies and materials that are needed for the classroom must be requested from the office staff via an email.
2. Supplies needed for a specific unit or lesson must be submitted to the Principal or designee, he/she upon approving the supplies will share with the teacher the method to gather those supplies.
3. In the closing weeks of the grading period the office staff announce to teachers to submit material for the next grading period.
4. Any and all monetary receipts must be submitted to the office for filing. Unapproved purchases will not be reimbursed.
5. There is a copier in the teacher work room. Please be mindful of copier use. Use only what you need for a successful lesson.
6. There are Ellis cutters, paper for bulletin boards, a computer, vending machines, a refrigerator, purified water spigot and a bathroom in the teacher work room.
7. There is a janitor closet in the hallway neat the staff restroom; you will find cleaning supplies there to keep your classroom clean.
8. In the office, there are the forms a teacher needs to do bathroom logs, DPN's, Chemical Logs, Incident Reports, and other paperwork. Weekly paperwork will be there as needed.

The students' **academic files** are in the office for research if needed. You must sign the log on the top of the cabinet to retrieve the file and sign the first page in the file to show access. These files are not to leave the office. They are confidential.

Survival of Substitutes

You aren't thinking about it right now, but sometime in your future you're going to miss a day of school. This is the IDEAL time to begin preparing for that event because the questions you have now are the same questions a substitute teacher might have. Later, with a routine established, you may forget to think about such details. Label a file folder or notebook "Substitute," and keep it in a place anyone would logically look.

Here are some suggestions to include for your substitute:

- Your schedule of classes;
- Opening activities: class roll, seating chart for regular activities

- Lesson plans or where to find the plan book (include alternate plans in case the lesson depends on resources only you have);
- Classroom expectations and discipline procedures (include any district policies and notes about special cases);
- Location of manuals and other materials to be used (including procedures for use of AV materials/ equipment);
- Names of pupils who can be depended upon to help;
- Procedures for regular and early dismissal; Floor plan of the building and procedures for emergency drills.

Discipline Rule Classifications

Major and Minor Rule Violations

Class A Rule Violations-MAJOR

1. Assault
2. Fighting
3. Escape
4. Sexual Misconduct
5. Sexual Harassment
6. Harmful Contraband
7. Misuse of Medication
8. Self-Mutilation
9. Willful Destruction of Property (with monetary damage)
10. Tampering with or having possession of Security Equipment
11. Attempting/Assisting/or planning an escape
12. Gambling

Class B Rule Violations-MINOR

13. Willful Destruction of Property (no monetary damage)
14. Intimidating or Threatening Behavior

15. Gang Related Activity/Affiliation
16. /Disruptive Behavior
17. Contraband (Non-Harmful)
18. Stealing/Theft
19. Horseplay (Non-congratulatory hands on)
20. Out of Area

Operation: I VALIDATE

ROP is an achievement-based program. Teachers are a part of this student achievement. The basis of achievement is measured through the eight program elements that comprise of operation VALIDATE.

- In order to be a graduate of the program students must complete the goals in his/her MAP (Measured Achievement Plan), give a VALIDATE speech and participate in a graduation ceremony. If one only completes eighty percent of the stated outcome, as determined by the treatment plan, a student may be considered a program “Completer”.
- Education: Five of the elements of MAP coincide with education units of time. A student must be consistently reaching educational goals as outline.

VALIDATE is the acronym for:

- V** Vocational
- A** Athletics
- L** Life Skills
- I** Individual Graduation Plans
- D** Demonstrated behavioral change
- A** After Care
- T** Treatment
- E** Education

Helpful Things to Know:

1. Keep your radio on your person at all time.
2. Keep your keys secured to waistband and placed in your pockets unless opening a door. If you lose them, call the office IMMEDIATELY.
3. Keep Classroom and office door locked at all times.
4. During the first few days, you will need to set up numerous online accounts.
 - An ROP account-This is where company email will be delivered. It will be set up with the help of human resources.
 - A DYS account-You will receive emails and information from the Department of Youth Services to this account. It will also be used to reach your ESCHOOL account.
 - An ESCHOOL account-The school counselor will help you set up this account. ESCHOOL is the Arkansas based system for grades and attendance. The school counselor will help you with this.
 - An Ultipro account-this is the system is used to request time off. In addition, one can review paycheck information, see paid time off accrument and various other information. Human Resources will help you with this also.
5. Family Day is our Parent-Teacher Conferences. Occur twice a year. On those days you will be required to be here at 8:00 a.m. and stay until dismissed about 12:00 noon. It is typically held in the gym. You will be responsible to bring your gradebook and any classwork that the parent might need to see.
6. At various times throughout the year there will be assemblies. These typically occur in the gym. You transition with your class students and sit among the student during the assembly.
7. Also, during the year there will be graduation ceremonies. You will be given the expectation for report time, dress code and duties. The graduation is followed by a reception in which you may be asked to serve.
8. There are mailboxes in the in the copy-room of the Administration building. Things you request from human resources, purchasing or other offices, will often be placed in those boxes.
9. You may eat meals in the Ram Hall for no cost. You must sign the meal journal and eat in the Ram Hall with the students and follow the Ram Hall norms. This is a great time to model appropriate behavior and community behavior and conversation.
10. You will be expected to write DPN's (daily progress notes) daily. You are to record behavior which is unbecoming. DPN's may also be written for positive behavior and helpful actions of the students.
11. When escorting a student from one building to another, one must report the information to control on the radios. The conversation might sound like, "Control two students and one staff leaving the Ram Hall to the Bear's Unit."

12. When one hears an assistance call on the radio, one is expected to respond unless one has students in his/her care.

Phone Numbers to Know

AJATC Control Number 501-682-9800

AJATC School Counselor 501-682-4853

AJATC School Administrative Assistant 501-683-4711

AJATC School Principal 501-683-2650

AJATC Human Resources 501-682-7197

DYS Tech Support 501-682-9716

Paid Time Off (PTO) and Paid Sick Time

Annual School (Year Round School) Schedule

Teacher/Year	Holidays	Discretionary Paid Time	Scheduled Paid Time
1-2 years	9 days	7 days	20 days
3-5 years	9 days	10 days	20 days
6 or more	9 days	12 days	20 days

Teacher Evaluation

Based on research for effective teaching, the teachers are based on the following performance standards.

- Performance Standard 1: Data Driven Planning: The teacher uses data to plan appropriate curricula, implement instructional strategies and use resources to promote learning for all students.
- Performance Standard 2: Instruction Delivery: The teacher promotes student learning by addressing individual learning differences and by using effective instructional strategies.
- Performance Standard 3: Assessment: The teacher analyzes assessment data to measure student progress and guide immediate and long-range instruction.
- Performance Standard 4: Learning Environment: The teacher provides a well-managed, safe student-centered environment that is academically challenging.

- Performance Standard 5: Communication: The teacher communicates effectively with students, staff, parents/guardians, and the community.
- Performance Standard 6: Professionalism: The teacher maintains a professional demeanor, participates in professional growth opportunities, demonstrate an understanding of the curriculum, and contributes to the profession.
- Performance Standard 7: Student Achievement: The work of the teacher results in acceptable, measurable student progress.

Glossary of ROP Acronyms, Terms and Definitions

We have a special language at AJATC here are some of the Acronyms and the meaning.

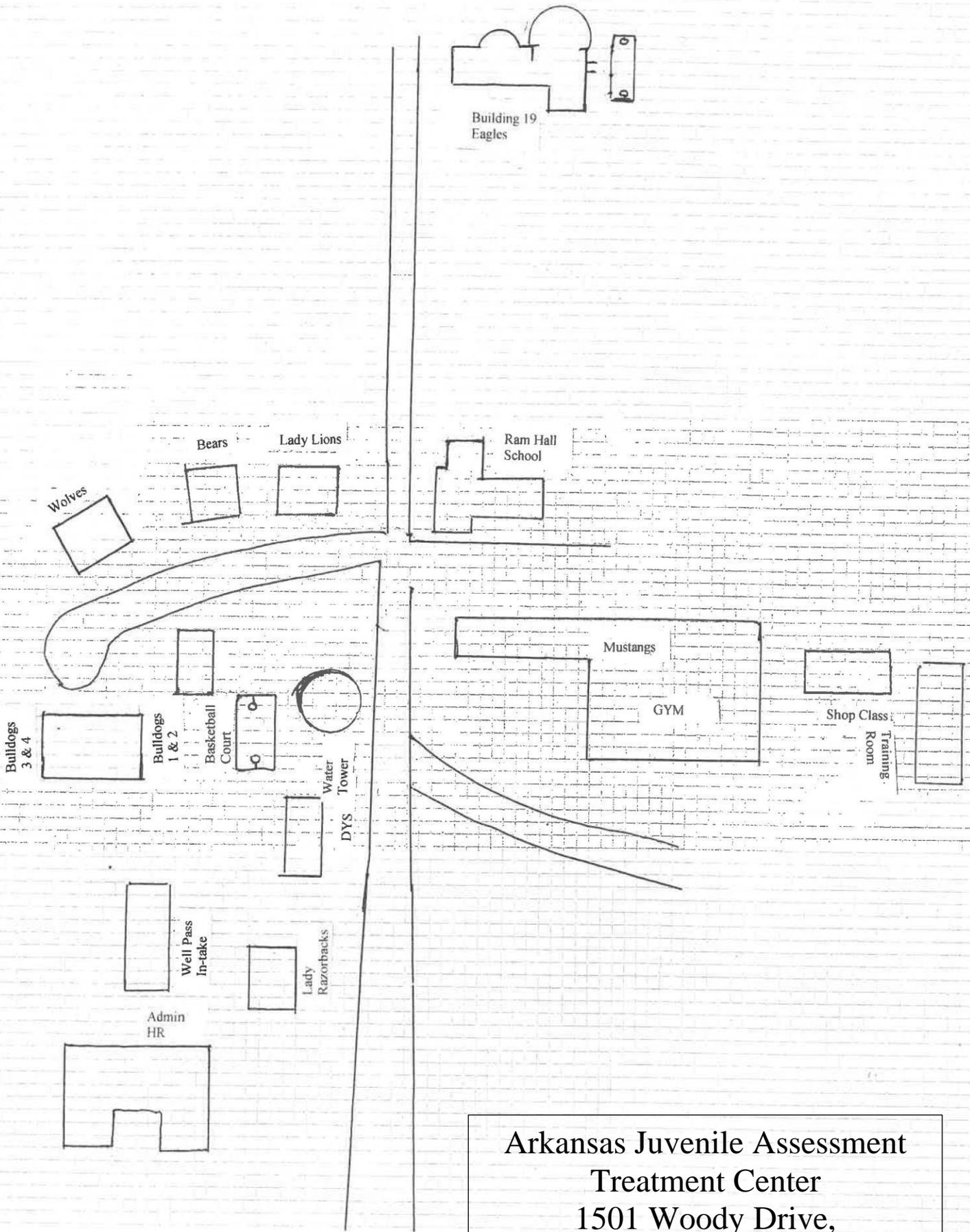
ACA	American Correctional Association
ANS	Awake Night Staff
CARF	Council on the Accreditation of Rehabilitation Facilities
CBT	Cognitive Behavior Therapy
CC	Coach Counselor
CD	Clinical Director
CEO	Chief Executive Officer (Ski Broman)
CM	Case Manager
CW	Case Worker (this is changing)
DGL	Director of Group Living
DH	Disciplinary Hearing
DPN	Daily Progress Notes
DSS	Director of Student Services
DYS	Division of Youth Services
EBP	Evidence Based Practices or Programs
FFA	Force Field Analysis (Green, Yellow, Red)
GED	General Education Equivalency
GL	Group Leader
HR	Human Resources
IR	Incident Report
IS	Interactive Supervision (not guards)
LOP	Loss of Privileges
MAP	Measured Achievement Plan
MDT	Multi-Disciplinary Team
MIR	Medical Incident Report
MPE	Major Program Element
PD	Program Director
RAM Hall	Dining Room
Recidivism	Recidivism is defined as a tendency to relapse into a previous condition or mode of behavior. This would include drug use, gang behavior, and being involved in negative conduct (including law violation).
PREA/SES	Prison Rape Elimination Act/Safe Environment Standards
PRP	Problem Resolution Process
RAMS	Respect, Attitude, Motivation, Spirit
ROP	Rite of Passage
RTC	Residential Treatment Center
SA	Student Athlete
SPED	Special Education
SPM	Safe Physical Management
SS	Shift Supervisor
UM	Unit Manager
13.44	A form referring the documentation/proof of staff training

Policies Not listed

The Human Resource Office in the Administration can answer many of your questions about benefits and policies.

In addition, the following policies are listed at <https://riteofpassage.sharepoint.com> The policy number is listed with the title.

- 100.109 Cellular Phones and Cameras in the Workplace
- 100.111 Video Surveillance Policy
- 100.203 Attendance and Punctuality Policy
- 100.204 Employee Sign-On Bonus Program
- 100.218 Return-to-work
- 100.404 Prohibited Discrimination, Harassment, and Retaliation Investigation Process
- 100.406 Current and Former Student Anti-Fraternization Policy
- 100.407 Child Abuse Reporting
- 100.408 Employee Grievance Policy
- 100.409 Evaluations Pay Increases-Decreases
- 100.410 Employee Standards of Conduct and Performance
- 100.411 Teacher Performance Evaluation Handbook
- 100.501 Leave of Absence Policy
- 100.502 Civic (Jury-Witness) Leave
- 100.601 Tobacco Free Environment
- 100.605 Telephone Usage Policy
- 100.607 Reduction in Force Policy
- 300.250 Child Internet Protection Compliance
- 500.101 Employee Email Policy
- 500.102 Movie and Videos
- 700-110 Safety and Health Requirements
- 700-111 First Aid and Medical Treatment
- 700-210 Workplace Threats and Violence Policy
- 700-211 Housekeeping and Material Storage Policy



Arkansas Juvenile Assessment
 Treatment Center
 1501 Woody Drive,
 Alexander, AR 72002

Rite of Passage
 Graduation Plan

Name: _____ **Total Credits:** _____ **Grade:** _____
5 credits to be a Sophomore ID: _____
10 credits to be a Junior DOA: _____
15 credits to be a Senior SPED: _____
22 credits to GRADUATE
(To include ALL Mandatory Courses)

MANDATORY COURSES			<u>Ed.Institution- Year</u>	<u>Sem.1</u>	<u>Ed.Institution-Year</u>	<u>Sem. 2</u>
English I	410000	1.0				
English II	411000	1.0				
English III	412000	1.0				
English IV	413000	1.0				
Algebra I	430000	1.0				
Geometry	431000	1.0				
Algebra II	432000	1.0				
Fourth Math:		1.0				
Physical Science	423000	1.0				
Biology	420000	1.0				
3rd. Science:Environ.	424020	1.0				
Civics	472000/Economics 474300	1.0				
World History	470000	1.0				
US History	471000	1.0				
PE (1/2)	485000	1.0				
Health (1/2)	480000	1.0				
Fine Arts (1/2)	450000,30,50	1.0				
Oral Comm.(1/2)	414000	(.5)				
Digital Learning		(1)				
Elective Requirements (6)		(.5/sem)				
CBA	792120					
Survey of Agri	491150					
Civics	472000					
PE						
Elective						

Plan: HS Diploma: _____ Focus: _____
 Student Signature : _____ Date: _____
 Counselor Signature: _____ Date: _____