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# **Arizona Charter Academy**

*Purpose, Character and Excellence in Education...*

## **MISSION**

Arizona Charter Academy's mission is to provide all students with purpose, character, and excellence in education through parental involvement, community collaboration, and career exploration.

## **PARENT/GUARDIAN/TEACHER COMMUNICATION**

We believe that communication is the key to providing a quality education for students. A student's educational experience will be much more rewarding and beneficial when Parent/Guardian and educators work together on behalf of the student. No one knows your student better than you. We always want to hear from you. We are open to suggestions and ideas.

If you wish to speak to your student's teacher, please arrange an appointment through the front office before or after school. If after talking with the teacher you believe you need additional support or assistance, please arrange an appointment to speak with the principal. Also, all staff is available by email via the schools web site, [www.azcharteracademy.com/staff links](http://www.azcharteracademy.com/staff_links).

The school office will be open at 7:00 a.m. to take calls from Parent/Guardian or students who might need to speak with a teacher. However, once the 1<sup>st</sup> bell rings (7:25) teachers will not be available for phone calls nor to meet until the end of dismissal (approx. 2:40). Voice mail is also available at the school should you call prior to the arrival of school personnel. The school phone number is (623) 974-4959.

## **ADMISSION PROCEDURES**

The school shall enroll all eligible pupils who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building.

- The school shall give enrollment preference to pupils returning to the school in their second or any subsequent year and to siblings of pupils already enrolled in the school.
- If capacity is insufficient to enroll all pupils who submit a timely application, the school shall select pupils via a lottery as capacity permits. Preference shall be given to siblings of all currently enrolled pupils when utilizing the lottery system.

- The school may give enrollment preference to and reserve capacity for pupils who are children of employees of the school, employees of the charter holder, members of the governing body of the school or directors, officers, partners or board members of the charter holder.

The school does not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, and/or athletic ability. The school does, however, limit admission to pupils within a given age group or grade level, as per classroom/building capacity.

The school may refuse to admit any pupil who has been expelled/ long term suspended from another educational institution or who is in the process of expulsion/ long term suspension.

### ENROLLMENT PROCEDURES/ORIENTATION

A pupil accepted for enrollment must, upon completion of Part One of the enrollment process, provide all of the following documents:

1. A complete/signed Part Two and Part Three of the application
2. A copy of birth certificate
3. A copy of most updated immunization records
4. A withdrawal slip from the prior school of enrollment (summer withdrawal – not required)
5. An official transcript or a copy of last report card/progress report (depending on grade level)
6. A copy of all standardized test scores

#### **The following items may also be required if applicable:**

1. A copy of any Structured English Immersion (SEI) Records and/or an Individualized Language Learner Plan (ILLP), required for all English Language Learners or ELL students
2. A copy of the most current Individualized Education Plan (IEP)
3. Copies of any other necessary documents pertaining to pupils education or placement

Upon receipt of the required items listed, the application will be forwarded to the appointed official in order to verify completeness. After verification the appointed official will contact the pupil and/or Parent/Guardian in order to schedule an orientation with an appointed official. All pupils accepted must attend an orientation with their Parent/Guardian prior to starting classes.

### ENROLLMENT CAPACITY POLICY BY GRADE LEVEL, CLASS, PROGRAM OR BUILDING

For grades **Kindergarten through 8<sup>th</sup> grade** the school will continue to accept students until 110% capacity is reached or 24 students. Each class may be over booked by 10% (approx 2 students) in the event of unforeseen no-shows at the discretion of the administration.

Enrollment preference will be given to pupils returning to the school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the school.

An exception to the above statements would be if a particular classroom is not adequate in size to hold a full class, as which time a smaller cap may be placed on that grade level or classroom.

**High School classes**, taught in direct instruction format, will only be booked to 100% capacity or 30 students per class. The class will be closed after 100% capacity is reached. When all direct instruction classes are capped new students will be placed in independent learning courses and will have limited direct instruction. Parents/Guardians will be notified of this during the time of enrollment, orientation and/or during the scheduling process.

The **total enrollment capacity** for the **elementary campus/building** will be set at a 24:1 student to teacher ratio (with optional 10% overbooking) and the **high school campus/building** will be set at a 30:1 student to teacher ratio. Admission to pupils within a given age group or grade level may be limited even if building capacity has not been reached in order to avoid overbooking of a particular class.

Once capacity is reached for any grade level, class, program or building a waiting list will be formed and students will continue to be selected for enrollment via a lottery, per ARS § 15-184. An exception will be that preference shall be given to siblings of a pupil previously selected through a lottery. Additionally, per ARS § 15-184, a charter school may limit admission to pupils within a given age group or grade level. A student with a former expulsion/long term suspension from any school or one that is in the process of expulsion/long term may be excluded from this process.

## IMMUNIZATIONS

An immunization history is required of EVERY student at the time of registration. In order to be in compliance with Arizona State Law regarding the immunization requirements for school enrollment, it is imperative that you immunize your student on a regular schedule in order to protect him/her from serious communicable diseases.

By state law, a student will not be allowed to attend school until either a record of the immunizations or acceptable exemption statements (available from our school office) is submitted.

\*For exemptions please see page 41 (Homeless Youth Information).

## HEALTH SERVICES

Health records will be kept in the front office for each student. It is the responsibility of the parent/guardian to provide current and accurate medical and emergency contact information to the front office. This information must be provided in writing on the medical/emergency form. This is for the student's protection in the event of an illness or accident that may occur during the school day.

## ACCIDENTS, ILLNESS, AND MEDICINE

First aid will be administered to students involved in minor accidents involving small cuts or scratches.

If it is necessary for a student to be sent home because of a serious accident or illness, the person designated as the first or second emergency contact will be notified if the Parent/Guardian(s) cannot be reached. If the emergency contact persons cannot be reached, the designated official will decide what steps to take. If, in his/her judgment, the student needs immediate medical attention, 911 will be called. The school will not be responsible for any incurred costs.

**All medications, including prescriptions and over-the-counter medication (Tylenol, Advil, etc.) must be kept in the front office.** The school, by law, cannot provide any type of over-the-counter (OTC) medication to students. If your student needs access to any OTC medication, it will need to be provided in its original **sealed package (unopened)** with proper identification. Any medications sent to school without proper identification will not be given. Proper identification is defined as prescription medication in a signed prescription bottle, not expired, and prescribed for the student. An OTC should be labeled clearly with the student's name. This pertains to inhalers as well. Students who need to take any medication during school hours need to indicate this medicine and dosage below. If the dosage and/or medication changes in any way please send a written verification, with a doctor's note, of this change to the office.

**Inhalers must have a label on the actual inhaler (not on the box). If the child is required to carry their inhaler the school must be provided with a doctor's prescription/note.**

Please refer to the "Zero Tolerance Policy" on page 29 for any misuse of any prescription drug, non-prescription drug, or drug paraphernalia.

***Please do not send your student to school if any of the following are present:***

- Fever with temperature of 100 degrees or more
- Severe cough, even without a fever
- Sore throat, if white spots can be seen in the back of the throat
- Vomiting or diarrhea during the evening or the night
- Contagious Viruses/Infections

Do not allow your student to return to school until he/she has been free from fever for 24 hours. Reasonable requests for the student to stay in from recess for one day will be honored. If additional time is needed, please contact the teacher with a written note or phone call. Parent/Guardian(s) are urged to keep students home when they show symptoms of illness. If symptoms occur while in school, Parent/Guardian(s) will be contacted and asked to arrange for the student to be taken home.

## SCHOOL HOURS

School starts promptly and is dismissed promptly at the following times:

- Elementary (K – 6)                    **7:30 a.m. – 2:15 p.m.**
- Junior High (7 – 8)                   **7:30 a.m. – 2:11 p.m.**
- High School (9 –12)                  **7:25 a.m. – 2:11 p.m. \*\***

\*\* High School times may vary depending on class schedule. Please call the High School office with any specific questions.

**Students may NOT arrive on campus earlier than 7:00 a.m.**

All elementary students (K-6<sup>th</sup>) who are not picked up by their Parent/Guardian by 2:45 p.m. will be automatically placed in the enrichment program and billed accordingly. CPS will be contacted if student has not been picked up by 6:00 PM.

Students in grades 7-12 must be off campus by 2:45 p.m. unless participating in a school authorized event. Students who are still on campus will be placed into a study hall/class and must adhere to all school rules and will be subject to the student code of conduct.

Parent/guardian or persons listed as emergency contacts who are picking up a student early will be REQUIRED to sign out the student from the front office. No exceptions will be permitted.

\* For the safety of student, photo ID may be required for student release.

## ATTENDANCE

Arizona Charter Academy has a high standard of Excellence in Education. This high standard includes the expectation that all pupils will attend classes promptly and on a regular basis to achieve the full educational benefit according to §§15-802 and §§15-803. **Absences should only occur when unavoidable.** While it is recognized that participation in certain events contribute to an individual's total development and that pupils with serious or contagious illnesses should not be in attendance, it is anticipated that absences will be minimal.

To encourage and improve school attendance, Arizona Charter Academy has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called **C.U.T.S. (Court Unified Truancy Suppression) DIRECT-CITE Program**. Attendance will be tracked very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is “**habitually truant**” if he/she has **five or more unexcused absences** from school OR is **absent more than ten percent (18 days)** of the required number of school days per year **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **18** excessive absences (excused OR unexcused), the student can be cited to the CUTS DIRECT-CITE Program through the Juvenile Court. The hearing will be held at the Juvenile Court Facility. Both parent(s)/guardian(s) and the child will be expected to appear at the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in the prosecution of the child at the Juvenile Court. If you, as a parent, receive a citation for Failure to Provide Education to your child and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

## ATTENDANCE STANDARDS

1. Arizona State law requires that pupils attend school from age six through the completion of Grade 10 or until the age of sixteen
2. Arizona Charter Academy requires documented absence reports from Parent/Guardian(s) as soon as possible and no later than 48 hours from return to school.
3. Pupil absences shall be excused for the following reasons:
  - A. Personal illness
  - B. Doctor or dental appointment. Efforts should be made to schedule appointments other than during school hours.
  - C. Serious illness of family member
  - D. Death of family member
  - E. Required court appearance of pupil
  - F. Absences for religious holidays or for religious purposes including participation in religious exercises.
4. All pupils shall be permitted to make up all work missed as a result of an excused absence. Teachers will allow reasonable access to make up work. All other absences are unexcused. For unexcused absences, teachers are not obligated to allow students to make up work.
5. Ditching will be considered an unexcused absence and the unexcused absence policy and the disciplinary action chart will be enforced.
6. The following steps are followed in dealing with daily absences:
  - A. Pupil and Parent/Guardian(s) will be given notice of absence (via phone or letter if applicable).
  - B. Pupil and Parent/Guardian(s) will be given an opportunity to respond.
  - C. Pupil and Parent/Guardian(s) will be informed of consequences of excessive absences/truancy if applicable.
7. As required by law, Arizona Charter Academy operates 180 school days per year. Consistent attendance at school each day is a significant factor in school success. Poor attendance behavior causes loss of retention of material learned, inhibits academic performance, and in some cases violates the state truancy law. It is the responsibility of the Parent/Guardian(s), as well as the student, to ensure that every student attends school regularly and works toward the goal of high school graduation. Students with ten (10) consecutive absences will be withdrawn from school and a letter sent home to the

Parent/Guardian(s) informing them of the action taken. Students who re-enroll after being withdrawn due to attendance issues may be subject to loss of credit.

### LOSS OF CREDIT

**A student who is absent from any given class ten (10) or more times, either excused or unexcused, per semester may not receive academic credit for that class. (A.R.S. 15-802, 15-803)**

- An appeal process is in place for those students who have extenuating circumstances.
- Please note that official documentation, such as doctor's note will be required to file an appeal.
- Students who are under the age of 16 and have ten or more absences may be cited to court for excessive absences.
- Parents will be notified by letter when students accumulate 3, 5, 8 and 10 absences.

### TARDINESS

It is very important for Arizona Charter Academy students to be punctual. Academic subjects will be taught in the first periods of the day; therefore, it is strongly recommended that all doctor, dentist, or other appointments be made **after school or after 1:30 p.m.** as this will give the student credit for a full day of attendance. There are two types of tardiness – *excused* and *unexcused*.

### EXCUSED TARDINESS

A student who arrives after school has started must report to the front office for a pass to class. Parent/Guardian(s) must sign the student in at the front office in order to receive an excused tardy.

### UNEXCUSED TARDINESS

Unexcused tardies may result in disciplinary action and may include placement in extended school day schedule.

### HIGH SCHOOL STUDENTS

Students with excused/unexcused absences or tardies may be placed in the extended school day schedule which includes before and after school hours. The time will be determined by an appointed school official. Parents/guardian will be notified.

### CHRONIC ILLNESS PROCEDURE

ARS 15-346 provides for adjunct accommodations for students with chronic health problems. This is defined as "...pupils who are unable to attend regular classes for intermittent periods of

one or more consecutive days because of illness, disease, or accident but who are not homebound.”

ARS 15-901 provides for at home instruction for students with chronic health problems. This is defined as “...a pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for periods of not less than three school months or a pupil who is ...unable to attend regular classes for intermittent periods of time totaling three school months during a school year.”

Students with existing chronic illness conditions should obtain chronic illness request forms from the front office at the beginning of the school year. When a new chronic condition is medically diagnosed, please notify the front office to obtain the chronic illness request forms. The Medical Certification Report form must be completed by a licensed MD, DO or podiatrist and is returned to the front office. Once received, a meeting will be scheduled by the appointed school official to write the Chronic Illness Instructional Plan.

In order for chronic illness status to override the excessive absence rule the parent must report the absences according to the regular attendance reporting procedures. This status allows teachers and the student to work out a manageable method for completing work. A student requesting chronic illness status after nine (9) absences will be considered only after complete medical documentation is received. If your student is absent from school due to chronic illness it would be expected that they would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence.

## **PHILOSOPHY OF STUDENT CONDUCT**

A positive learning environment in our school and a good state of student conduct starts with student, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the school has established guidelines designed to ensure a safe environment for all students and staff. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school guidelines will be expected to accept the appropriate consequences. This includes their time at school as well going to and from school, at sporting event and any school- sponsored events. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. To meet these goals we enlist the support of our community.

## **STUDENT RESPONSIBILITIES**

A responsibility is an obligation one has to ensure that the rights of all are protected. All students have the responsibility to:

- Attend school to receive an education.
- Be on time for all classes.
- Come to class with necessary materials.
- Complete all in-class and homework assignments and meet all deadlines.
- Obey school rules and school personnel. No one has the right to interfere with the education of others.
- Respect the person and property of others. Treat people and their property with respect.
- Respect public property.
- See that school correspondence to parents reaches home.

## DRESS CODE

A uniform dress code was adopted in order to contribute in a positive way to instruction and learning. The uniform consists of:

### ELEMENTARY K - 6

#### GIRLS

- Navy or khaki colored pants, capri's, jumper, skirt and shorts (**shorts and skirt length must be no shorter than the tip of the child's middle finger when arms are extended down by their sides**). These items must be "uniform" style and can be found in the uniform section of most retail outlets. They must be neat, clean, and free of holes.
- Maroon uniform shirt with the school's logo.
- All coats, sweaters, and sweat shirts must be buttoned or zippered. Only hooded sweatshirt (pullover) permitted to be worn is a hooded sweat shirt displaying the school's logo.

#### BOYS

- Navy or khaki colored uniform-style pants or shorts. They must be neat, clean, free from holes, and fit properly at the waist.
- Maroon uniform shirt with the school's logo.
- All coats, sweaters, and sweat shirts must be buttoned or zippered. Only hooded sweatshirt (pullover) permitted to be worn is a hooded sweat shirt displaying the school's logo.

### JUNIOR AND SENIOR HIGH SCHOOL

#### GIRLS

- Blue jeans or solid navy blue colored pants, capri's, jumper, skirt or shorts (**shorts and skirts length must be no shorter than the tip of the child's middle finger when arms are extended down by their sides**). They must be neat, clean, free of holes, and fit properly. No sweat or athletic shorts or pants.
- High school uniform shirt with the school's logo.

- All coats, sweaters, and sweat shirts must be buttoned or zippered. Only hooded sweatshirt (pullover) permitted to be worn is a hooded sweat shirt displaying the school's logo.

## BOYS

- Blue jeans or solid navy blue color uniform-style pants or shorts. They must be neat, clean, free from holes, and fit properly at the waist. No sweat or athletic shorts or pants.
- High school uniform shirt with the school's logo.
- All coats, sweaters, and sweat shirts must be buttoned or zippered. Only hooded sweatshirt (pullover) permitted to be worn is a hooded sweat shirt displaying the school's logo.

## ALL STUDENTS

- Proper shoes must be worn. **Slippers are not permitted.** Flip flops are permitted for JR and SR high school only. For elementary, all students to wear closed toed shoes.
- Students will not be permitted to wear the following: spiked jewelry, wallet chains, chain belts and extremely long belts or suspenders.
- Hair should be well-groomed and clean at all times. Hair with extreme styles and colors (i.e.; pink, blue, bright red, purple, orange, etc.) as the visible majority will not be allowed.
- Any disruptive or distractive mode of clothing or appearance that adversely impacts the educational process is not acceptable. This includes baggy pants, the display of gang colors in any combination, and visible undergarments of any kind.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol must be covered.
- Earrings and body piercings – Students are permitted to wear one set of studs or clear gauges. Spikes protruding from the back of the ear are not permitted. Hoop earrings are permitted only for female students. One visible body piercing (facial) will be allowed - **STUDS ONLY – NO HOOPS**
  - Violators will be placed in in-school suspension until compliant. Class work will be provided.
- Hats, sunglasses and hoods are permitted to be worn outside **only**.
- Hats may be worn inside only for religious, medical, or safety purposes.

## DOLLAR FOR DUDS

Every last day of the week is called Dollar for Duds. On Dollar for Duds days, students have the option to pay a dollar to wear non – uniform clothing. On these days, students who dress down are under the following dress code guidelines:

- Shoulder straps should be no less than 2 inches wide.
- Shirts may not expose midriffs, nor be deeply or narrowly cut in the front, back or under the arms, and see-through clothing is not allowed.
- Halter tops and strapless tops are not acceptable.

- Clothing must cover the entire buttocks.
- Inappropriate wording or logos will not be permitted.
- Holes in clothing are not permitted.

Students who choose not to participate in Dollar for Duds are under the standard dress code.

***The final decision in determining appropriate dress and appearance shall rest with administration.***

## DRESS CODE VIOLATIONS

**1<sup>st</sup> Violation:** If unable to remedy immediately, students will be excused for one day and allowed to return to class. The Parent/Guardian(s) will be called to be notified of the violation.

**2<sup>nd</sup> Violation:** Parent/Guardian(s) will be contacted, and must bring clothing or proper accessories required for student to be in dress code compliance. The student will be placed in in-school suspension until the violation is resolved.

**3<sup>rd</sup> Violation:** Continual abuse of dress code will result in further disciplinary actions for defiance. See page 25

Any student wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

This dress code applies to the campus of Arizona Charter Academy as well as school functions and activities sponsored by Arizona Charter Academy. It also applies when our students are at locations away from school in a capacity of representing Arizona Charter Academy at an event or function.

## STUDENT REWARDS

Arizona Charter Academy seeks to recognize those students who work hard and apply themselves diligently to their studies. There are several ways in which students can earn recognition.

- **Positive Awards** are given to students when they make a good choice.
- **Student of the Month (K-8)**
- **Honor Roll** is awarded at the end of each grading period to those students who meet **Honor Roll** requirements. The minimum requirement is an average of 80% and above in every subject. **Principals Honor Roll** is 90% average or above in every subject.

## **PROGRESS REPORTS**

Parent/Guardian(s) will receive quarterly student progress reports. Please contact teachers for additional progress updates or academic concerns via their school e-mail.

## **REPORT CARDS**

Report cards will be generated every quarter and distributed to Parent/Guardian(s) via mail or in person at Parent/Guardian/teacher conferences. This report will include a list of basic subject grades with teacher comments.

## **PROMOTION / RETENTION POLICY**

The School operates on the philosophical basis that any educational decision should be in the best interest of the students. The School is committed to a constant pursuit of educational excellence in meeting the cognitive, academic, affective, and linguistic needs of the students. When a student is not meeting the academic requirements, decisions are made to reflect the course of action that ultimately will benefit the student in a positive sense and is in the student's best interest.

The School encourages early identification of potential retainees in order to implement a plan of intervention designed to decrease the possibility of a final retention decision. We firmly believe in Parent/Guardian(s) participation and home support to help students overcome academic deficiencies. Education is a shared responsibility that involves administrators, teachers, students, and Parent/Guardian(s) working together toward a continuously improving educational program.

A.R.S. 15-341(16), 15-342(11), 15-521(3), 15-701(D), and Attorney General's Opinion I-81-145 state that the teacher shall make the decision to promote or retain a pupil in a grade in a common school (kindergarten through eighth grade) or to pass or fail a pupil in a course in high school. If a Parent/Guardian(s) or legal guardian chooses not to accept a decision of the teacher, the Parent/Guardian(s) or legal guardian may request in writing that the Governing Board review the teacher's decision. Nothing shall be construed to release the School from any liability relating to a child's promotion or retention. The final determination whether to accept or reject the teacher's decision is that of the Governing Board.

## **REGULAR EDUCATION**

All students are promoted based upon successful completion of prescribed curriculum and adherence to ninety percent (90%) attendance of the required school days.

The School standards, which students must achieve in reading, written communication, and mathematics for promotion, are identified by the state of Arizona. In addition to these standards, test scores, grades, teacher-principal recommendations, attendance, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the Parent/Guardian(s), determines it to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place a student in school programs where he/she will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with A.A.C. R7-2-301 and R7-2-401.

### SPECIAL EDUCATION

A student who does not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. The programs for such student may need modifications, which may include but not be limited to:

- Course substitution
- Curriculum method, evaluation, or materials modification
- Additional time to complete requirements

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by a multidisciplinary team on an individual basis. A student placed in special education will complete the course of study as prescribed in his/her individual promotion plan and implemented through individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

### ACCELERATION

When circumstances indicate that acceleration in grade placement is in the best interest of the student, close cooperation between the Parent/Guardian(s) and all school personnel involved is imperative. Each student will have individual consideration, and decisions will be made only after a careful study of facts relating to the student's growth and development. The student's academic achievement level and mental ability are important, but the physical and social characteristics are also determining factors. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place the student in the school program where the greatest success will result.

The final decision to accelerate a student rests with administration. Parent/Guardian(s) involvement in all steps of the process is vital. Parent/Guardian(s) consent to the acceleration of a student should be in writing.

If the Parent/Guardian(s) do not approve of a decision regarding the acceleration of the student, they may appeal the decision to administration. Further appeal, if necessary, may be made to the Governing Board.

## RETENTION PROCEDURES

- The teacher/team and principal will send a progress report notice during each 9-week grading period if the student is not meeting academic requirements.
  - The teacher/team checks the appropriate areas identifying problems the student is having and checks the recommended improvement plans.
  - The teacher/team may request a Parent/Guardian(s) conference.
- **First 9-week grading period:** the teacher/team and principal will have a conference with or verbally contact the Parent/Guardian(s) of each student who is failing two (2) or more subjects.
  - The first potential retainee notice shall be delivered at this time.
- **Third 9-week period:** the teacher/team and principal will have a conference with or verbally contact the Parent/Guardian(s) of each student who is failing two (2) or more subjects.
  - The second potential retainee notice shall be delivered at this time.
- **During or before the last two (2) weeks of school:** the teacher/team and principal will have a conference with or verbally contact the Parent/Guardian(s) of each student who is failing two (2) or more subjects.
  - The Parent/Guardian(s) will be notified at this conference of the possible retention of the student.
  - A final retention decision notice shall be delivered to or sent by certified mail to the Parent/Guardian(s) during the last week of school.
- Parent/Guardian(s) who wish to appeal the teacher/team's decision shall notify administration in writing within ten (10) days after the date of the notice.
- Upon receipt of written notification from the Parent/Guardian(s), the administration shall schedule a hearing by the Governing Board.

## HIGH SCHOOL GRADUATION REQUIREMENTS

Arizona Charter Academy has set graduation requirements to meet State Standards. Students must meet all graduation requirements including the AIMS requirements before they will be permitted to participate in the commencement ceremonies. While the completion of these requirements is necessary for high school graduation and will allow admittance to a college, it does not ensure entrance into all colleges, trade schools, etc. Anyone planning on higher education should determine the entrance requirements of the particular school.

**Please note, each high school student must pass all three sections of the Arizona Instrument to Measure Standards (AIMS) test.**

For further information pertaining to graduation requirements, please reference the course catalog or speak with the school guidance counselor.

## DUAL CREDIT FOR COLLEGE COURSES

Arizona Charter Academy allows juniors and seniors to earn dual credit at local colleges. The courses taken at college will earn high school credit as well as college credit. Please check with the school administrations for a list of colleges the school has partnered with.

- The Parent/Guardian(s)/student will be responsible for paying tuition, fees, and textbook expenses for the college course.
- It is the Parent/Guardian(s)/student's responsibility to enroll, take any required testing, and pay all tuition and fees for the college classes as required by the college.
- All payments should be dealt with directly through the college.
- All grades and progress reports for the classes taken through the college will come directly from the student's professor(s). Arizona Charter Academy accepts the grade submitted by the college. These grades cannot be modified.
- It is the student's responsibility to turn in his/her transcript/report card to the high school to receive the appropriate credit. Credits will be administered as follows:
  - Any course under the 100 level: 3 credit college course = ½ credit high school
  - Any course at the 100 level or above: 3 credit college course = ½ credit high school and be weighted at honor's level for grade point.
- Neither the college nor the high school will be responsible for the loss of money due to the withdrawal from the class.

## BULLYING / HARASSMENT POLICY

Arizona Charter Academy has chosen to use the Olweus [pronounced OI-VEY-us] Bullying Prevention Program for bullying prevention. This program has been recognized as a scientific-research-based program by the Arizona Department of Education. The Olweus Bullying Prevention Program is a comprehensive, school-wide program designed for use in elementary, middle, or junior high schools. Its goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors such as vandalism and truancy. The Olweus Program has been implemented in more than one dozen countries around the world.

## PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING AND CYBER BULLYING

The Arizona Charter Academy School is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation, bullying or cyberbullying.

*Harassment, intimidation, or bullying* can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Harassment, intimidation or bullying means any intentional written, verbal, or physical act when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

*Cyber bullying* includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, bullying, cyberbullying or other distinguishing characteristic.

This policy is not intended to prohibit expression of religious, philosophical, or political views provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, bullying or cyberbullying may still be prohibited by other school policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, bullying or cyberbullying also constitutes violations of this policy.

Cross-References: Disciplinary Action Chart  
Section H Nondiscrimination  
Section G, H, L, M, and Q Exceptional Misconduct

Legal Reference: HB 2368

Adopted: April 20, 2005

## Sexual Harassment

All individuals associated with Arizona Charter Academy including, but not necessarily limited to, the Board of Director's, the administration, the staff and the students are expected to conduct themselves at all times to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions effecting, such individual; or
- Such conduct has the purpose of effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or education environment.

### SEXUAL HARASSMENT MAY INCLUDE, BUT IS NOT LIMITED TO:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movements, leering, gestures or display of sexually suggestive objects, pictures or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendations or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or effect the educational opportunities, grades, and/or learning environment of a student.

***NOTE: ANYONE WHO IS SUBJECT TO SEXUAL HARASSMENT OR KNOWS OF THE OCCURRENCE OF SUCH CONDUCT SHOULD NOTIFY THE ADMINISTRATION.***

### INFORMAL COMPLAINT PROCESS

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, bullying, cyberbullying or sexual harassment. At the building level, programs may

be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled in a consistent manner with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, bullying, cyberbullying or sexual harassment especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the school harassment, intimidation, bullying, cyberbullying and sexual harassment policy without identifying the complainant, Parent/Guardian(s), or because the school believes the complaint needs to be more thoroughly investigated.

### FORMAL COMPLAINT PROCESS

Anyone may initiate a formal complaint of harassment, intimidation, bullying, cyberbullying or sexual harassment even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The school will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witnesses. Student complainants and witnesses may have a Parent/Guardian or a trusted adult with them, if requested, during any school initiated investigatory activities. The principal or designated school official may conclude that the school needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

A. All informal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions, or circumstances alleged to have occurred that may constitute harassment, intimidation, bullying, cyberbullying or sexual harassment. The designated school official may draft the complaint based on the report of the complainant, for the complainant to review and sign.

B. Regardless of the complainant's interest in filing a formal complaint, the designated school official may conclude that the school needs to draft a formal complaint based on the information in the officer's possession.

C. The designated school official shall investigate all formal, written complaints of harassment, intimidation, bullying, cyberbullying or sexual harassment and other information in the designated school official's possession that the officer believes requires further investigation.

D. When the investigation is completed, the designated school official shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, administration shall take further action on the report.

E. The principal shall respond in writing to the complainant and the accused within thirty days, stating:

1. That the school intends to take corrective action; or
2. That the investigation is incomplete to date and will be continuing; or
3. That the school does not have adequate evidence to conclude that bullying, harassment, intimidation, cyberbullying or sexual harassment occurred.

F. Corrective measures deemed necessary will be instituted as quickly as possible but in no event more than thirty days after the principal's written response, unless the accused is appealing the imposition of discipline, and the school is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

G. If a student remains aggrieved by the principal's response, the student may pursue the complaint as one of discrimination pursuant to Disciplinary Action Chart, Section G, Nondiscrimination or a complaint pursuant to Disciplinary Action Chart, Section H, complaint Concerning staff or Programs.

Students will be provided with age-appropriate information on the recognition and prevention harassment, intimidation, bullying, cyberbullying or sexual harassment and their rights and responsibilities under this and other school policies and rule at student orientation sessions and on other appropriate occasions, which may include Parent/Guardian(s). Parent/Guardian(s) shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation, bullying, cyberbullying and sexual harassment.

Cross References: Disciplinary Action Chart  
Section H - Nondiscrimination  
Section G, H, L, M, and Q - Exceptional Misconduct

Legal Reference: Statute HB 2368

Adopted: April 20, 2005

## DISCIPLINE POLICIES

### SCHOOL – WIDE RULES

- Be Safe
- Be Respectful
- Be Responsible

### CELL PHONE & ELECTRONIC DEVICES USAGE

Cell phones & electronic devices **MAY NOT** be turned on, used, seen, or heard on campus. If a student violates the cell phone/electronic devices policy, the staff will confiscate the device from the student. Once a device is confiscated, the student's Parent/Guardian(s) will have to come in to pick up the device. If cell phone/electronic devices are a continual problem, the student will be banned from being able to have a cell phone/electronic device on campus. Students may also be subject to further disciplinary action for defiance or disruption.

**Arizona Charter Academy will not be responsible for the loss, theft, or damage of any item the student chooses to bring to Arizona Charter Academy, whether in the student's or school's possession.**

### LOST SCHOOL MATERIALS

If a student loses his/her textbook, packs, or library book, he/she will be responsible for replacing them. Replacement textbooks are \$50.00 each. The cost of the library book is based on the replacement cost of that particular book.

### CLOSED CAMPUS

For the safety of our students, Arizona Charter Academy is a closed campus. Once a student has arrived on the school campus he/she may not:

- Leave campus for any unexcused reason, including going out for lunch.
- Go to the parking lot or car unsupervised.

Arizona Charter Academy is not responsible for students who leave before or after school without parent permission.

## ZERO TOLERANCE POLICY

Participation in any of the following behaviors may result in immediate suspension or expulsion from Arizona Charter Academy for up to one calendar year and possible criminal prosecution.

- Possession of a weapon or the use of any object as a weapon while in school or at a school-related activity.
- Possession, use, sale, or distribution of drugs or alcohol while in school or at a school related activity. This includes prescription drugs.

## DISCIPLINARY ACTION CHART

Type I Infractions	Range	First Offense	Repeated or Flagrant Offense
Transportation Misconduct	Minimum Maximum	A K	F K
Cheating or Plagiarism	Minimum Maximum	A F	C I
Defiance of Authority	Minimum Maximum	B H	C K
Disorderly Conduct*	Minimum Maximum	A H	C K
Forgery**/Dishonesty	Minimum Maximum	C G	C J
Cell Phones – Use of on campus w/o permission	Minimum Maximum	A G Or loss of Cell Phone	F H Or loss of Cell Phone
Gambling*	Minimum Maximum	A H	C I
Harassment/Discrimination	Minimum Maximum	A G	E H
Littering**	Minimum Maximum	A E	C G
Parking	Minimum Maximum	A C	C H
Physical Aggression	Minimum Maximum	A G	C H
Abusive / Inappropriate Language	Minimum Maximum	A F	F H
Tardiness	Minimum Maximum	A B	C I
**Theft (under \$10.00)	Minimum Maximum	C F	F H
Trespassing/Loitering	Minimum Maximum	A J	I K
Skipping Class/School Ditching	Minimum Maximum	F K	F J
Property Damage	Minimum Maximum	A G	C K
Dress Code	Minimum Maximum	A C	C G

Type II Infractions	Range	First Offense	Repeated or Flagrant Offense
*Dangerous Object ~ use or possession	Minimum Maximum	C K	May be subject to expulsion for the first offense
* Weapons – use / possession of firearm	Zero Tolerance	J K	May be subject to expulsion for the first offense
Gang Association/Activity	Minimum Maximum	A K	May be subject to expulsion for the first offense
Type III Infractions	Range	First Offense	Repeated or Flagrant Offense
Drugs or alcohol ~use, possession or distribution	Zero Tolerance	J K	May be subject to expulsion for the first offense
Tobacco ~ use, possession or distribution	Minimum Maximum	F K	May be subject to expulsion for the first offense
Hate Crime/Racial Harassment	Minimum Maximum	B K	May be subject to expulsion for the first offense
Intimidation/Bullying/Cyberbullying	Minimum Maximum	F K	May be subject to expulsion for the first offense
* Fighting ~ with an object	Minimum Maximum	H K	May be subject to expulsion for the first offense
Fighting	Minimum Maximum	F K	May be subject to expulsion for the first offense
*Threats of Physical Attack ~ weapon Bomb Scare	Minimum Maximum	H K	May be subject to expulsion for the first offense
Threats of Physical Attack ~ without weapon	Minimum Maximum	C K	May be subject to expulsion for the first offense
*Robbery ~ with a weapon	Zero Tolerance	J K	May be subject to expulsion for the first offense
*Theft/Larceny ~ over \$10.00	Minimum Maximum	C K	May be subject to expulsion for the first offense
Sexual Harassment/Sexual Offenses	Minimum Maximum	H K	May be subject to expulsion for the first offense
*Vandalism ~ arson, destruction of property	Minimum Maximum	F K	May be subject to expulsion for the first offense
*In cases of theft and destruction of property, restitution is mandatory.			
Multiple offenses in a combination of categories may result in long-term suspension or expulsion.			

This is a progressive discipline policy, which means that each successive offense merits a stronger consequence. Action taken by the school authority will fall between the minimum and maximum category identified on the disciplinary action chart. Employment of discipline alternatives is at the discretion of the school authority. Multiple offenses in a combination of categories may result in long-term suspension or expulsion.

\* Offenses are a violation of local, state, or federal law. School authorities may notify appropriate police authorities. Such consequences are apart and in addition to those taken by the school.

**\*\* In cases of theft and destruction of property, restitution is mandatory.**

### LEGEND OF DISCIPLINARY ACTION CATEGORIES

- A. Conference with school official (teacher, counselor, administrator) who will attempt to reach an agreement with the student as to acceptable behavior
- B. Formal conference between the student and one or more school officials. A record is kept of the student's commitment to corrective behavior.
- C. Parent/Guardian(s) involvement by telephone, letter, or personal conference
- D. Temporary or permanent removal from class means the student is not to attend one or more classes for a specified period of time. During this period of removal, the student may be assigned appropriate on campus duties or alternative classes.
- E. Out-of-school detention means the student is detained before school, during lunch period, or after school for a specific purpose.

For F – K, please see pages 32 – 39 for further information.

- F. Community Service
- G. In-school suspension
- H. Short-term Suspension
- I. Emergency Removal, Suspension, or Expulsion
- J. Long-term suspension
- K. Expulsion is the permanent removal from Arizona Charter Academy.

### QUESTIONS REGARDING DISCIPLINARY ACTION

When resolving any conflict, it is advisable to adhere to the following chain of command.

1. First try talking to the teacher or staff directly involved.
2. Schedule a meeting with parties involved and the principal.

## DETENTION

For minor infractions of the code of conduct or other policies and regulations, Principal and teachers may detain students after school hours or have the students serve detentions before school hours. Breaks may be served at teacher's discretion. Parent/guardian will be notified of an after-school detention and student must serve it within 3 days of notification.

## COMMUNITY SERVICE HOURS

A student may be required to conduct community service hours either at the school or an approved community organization as a form of discipline. The hours of service and date of completion will be determined by the administration. If a student refuses to complete the community service hours the child may be subject to additional hours of community service or other disciplinary actions. In addition, an appropriate individualized assignment and/or loss of privilege associated with the offense may be included with community service hours.

Community Service projects include activities such as picking up trash, vacuuming, working with the janitorial staff, assisting with the after school program, and other such tasks around the school. Community service hours may be completed at an approved organization through the administration. The organization must be a community based business such as the West Side Food bank, local retirement centers, or the public library.

## USE OF PHYSICAL INTERVENTION BY SUPERVISORY PERSONNEL

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical intervention shall not be construed to constitute corporal punishment within the meaning above. Similar physical intervention will be appropriate in self-defense, in the defense of other students and school personnel.

## ASSESSMENT FOR DAMAGES

Students who mark, carve, or do any other damage to school furniture or property will be assessed a minimum repair cost of \$25.00 as well as being subject to other discipline. If damage is severe to any school property, Parent/Guardian(s) will have to pay to have it replaced. Parent/Guardian(s) are responsible for his/her student's actions and will be legally held liable for the assessment and replacement cost if necessary. School records and other items may be withheld by the school if payment of assessment has not been made in a timely manner. Parent/Guardian(s) shall be responsible for all costs of collection including attorney fees if necessary.

## IN-SCHOOL SUSPENSION

Our policy states that students will not disrupt other students from learning. If your student's behavior reaches this level, he/she will be removed from the classroom and placed in a designated in-school suspension area. Parent/Guardian(s) will be informed.

Students may receive in-school suspension for attendance-related offenses and minor, but persistent, acts of misbehavior (i.e., tardiness, unexcused absences, disruption of class, and/or "cutting" class). While serving an in-house suspension the student will be subject to the following guidelines:

1. Bathroom breaks only.
2. School days to last the duration of the school's open hours.
3. Responsible for assigned school work for the days served

A student's Parent/Guardian(s) shall be notified of a suspension by telephone or other appropriate means as soon as reasonably possible.

Any student who has in-school suspension from class shall be prohibited from participation in or attending any extracurricular competition, performance, or function for the length of the suspension.

A student who has in-school suspension must earn his/her entrance back into the class. This may require a parent/ guardian conference prior to return. It is up to the Principal's discretion as to whether or not he/she feels the student has made the improvement necessary to attend classes.

## SHORT-TERM SUSPENSION

If the principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the principal/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the principal/designee his or her defense or position concerning the alleged violation in written format. After the conclusion of the investigation, the principal/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time not to exceed 10 days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request a campus administrative review of the discipline data and decision to suspend. Homework can be provided at the request of the parent. **It is the responsibility of the student to turn in homework in the time frame designated by each classroom teacher.** There is no level of appeal higher than the principal for a suspension of 10 days or less. Any student who is suspended from class shall be prohibited from campus, participation in or attending any extracurricular competition, performance, or function for the length of the suspension.

## LONG-TERM SUSPENSION

If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the principal/designee with misconduct, which may result in long-term suspension or expulsion, the parent/guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student. The suspension shall be in accord with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent/guardian in writing. The school administrator/designee shall also notify the school office to schedule a long-term suspension hearing.
- If a long-term suspension hearing is scheduled, the school will deliver or send by certified mail, notice of the hearing to the student's parent/guardian at least five working days prior to the hearing. The notice shall contain:
  - The time, date and place of the hearing. The name of the hearing officer.
  - A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
  - A copy of the discipline policies and A.R.S. 15-840 through 15-844.
  - A statement that the student and his or her parent/guardian are entitled to various procedural rights as described in this policy.
  - A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or parent/guardian will have an attorney present.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. In the event the school is unable to contact the parents or guardians after taking reasonable steps to do so, the school may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student/parent fail to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia. At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent/guardian within five working days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.

- State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the parent/guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

Any student who is suspended from class shall be prohibited from campus, participation in or attending any extracurricular competition, performance, or function for the length of the suspension.

## EXPULSION

The hearing officer may recommend that a student be expelled from the school . That recommendation will be forwarded to the Governing Board, who will act on it. Parent/guardian may appeal the recommendation for expulsion based on one of the following reasons:

- There was substantial non-compliance with discipline policies.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the parent. The Governing Board will review the decision from the hearing officer and the parent's appeal and will hear evidence from the school and/or school officials and the student's family. No new evidence can be admitted at the appeal hearing.

The Governing Board will conduct the hearing in executive session. Unless requested in writing by the parent/guardian, the executive session will be closed. If the parent/guardian disagree that the hearing, held by the board, should be held in executive session, it shall be held in an open meeting unless:

- If only one student is subject to the proposed action and disagreement exists between that student's parent/guardian, then the board, after consultation with the student's parent/guardian, shall decide in executive session whether the hearing will be in executive session.
- If more than one student is subject to the proposed action and disagreement exists between the parents/guardians of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parent/guardian and legal counsel from attending any executive session pertaining to the proposed disciplinary action or from having access to the minutes and testimony of such executive session or from recording such a session at the parent's/legal guardian's expense.

Any student who is suspended from class shall be prohibited from campus, participation in or attending any extracurricular competition, performance, or function for the length of the suspension.

### EMERGENCY REMOVAL, SUSPENSION, OR EXPULSION

The principal or designee may order the removal or suspension of a student if the principal or designee believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in class, with the ability of the student's classmates to learn, or with the operation of school or school-sponsored activity.

The Principal or designee may order the immediate expulsion of a student if the Principal or designee reasonably believes that action is necessary to protect persons or property from imminent harm.

The student or parent/guardian may, within 48 hours, request a written notice of the reason for expulsion if one has not been received. Within five (5) days of the receipt of a written reason for expulsion, the student or parent/guardian(s) must request in writing to the principal or designee for a review of the expulsion by the administration, or his/her designee if the expulsion is intended to be challenged. The administration shall review the expulsion within 30 days of the receipt of the written request by the principal or designee. **NOTICE: The school shall make reasonable efforts to notify the parent/guardian(s) prior to removing a student from school premises. If the parent/guardian(s) cannot be notified prior to removal, the parent/guardian(s) shall be notified as soon as possible of the reasons for removal.**

Any student who is suspended from class shall be prohibited from campus, participation in or attending any extracurricular competition, performance, or function for the length of the suspension.

### DUE PROCESS

Students in the school have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied. Appointed official may request this to be submitted in writing.

## STUDENT INTERROGATIONS, SEARCHES & ARRESTS

### INTERVIEWS

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the school official or peace officer.

### WHEN CHILD ABUSE IS ALLEGED

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the personnel of the school will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

### SEARCHES

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student exists. Disrobing of a student is overly intrusive for purposes of most student searches and is will not be conducted.

Items provided by the school such as lockers, desks, storage areas, etc. or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy and the aforementioned may be inspected at any time with or without reason, or with or without notice, by school personnel.

Personal searches may be conducted by a school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items, which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- Searches of the pockets, shoes and socks of the student, jackets, etc.
- Any object in the student's possession such as a purse, backpack or briefcase.

School officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" includes all substances or materials prohibited by school policy or state law including, not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- any material or item which presents an imminent danger of physical harm or illness, and/or
- any materials otherwise not properly in the possession of the student involved.

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Contraband materials as identified in the introduction above may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent or guardian of the student from whom the items were seized
- offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized
- turned over to law enforcement officers or
- destroyed.

#### SEARCH WARRANTS

If a search warrant is served, school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

#### ARRESTS

When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification, and complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the student within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

#### POLICE PRESENCE ON CAMPUS

Through a partnership with the cities of Surprise and El Mirage, Arizona Charter Academy may employ police officers to provide an added layer of safety on school grounds. It is expected that police officers will maintain a professional presence as law enforcement while on school facilities or attending school events. Additionally, it is expected that police officers will be

professionally equipped with standard issued gear, and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

## **GUIDELINES FOR ACCEPTABLE COMPUTER USE**

The purpose of installing Local Area Networks (LAN) and Wide Area Networks (WANs) is to advance and promote instruction and facilitate communication. While computers and the corresponding network structure are powerful tools for education, their use must be carefully supervised. Users need to be informed and educated about the tremendous responsibilities and computer etiquette that accompany the rights of access they are granted. The use of technology involves serious ethical considerations just as other areas of society do. School staff members shall report to the Principal any incidents of unauthorized or unacceptable access or use, including the names of those responsible, if known.

1. **Students can only use computer equipment if the Parent/Guardian(s) and student have signed the Internet/Computer Use Policy of the Student/Parent/Guardian(s) Handbook Acknowledgement page and a copy of it is on file in the student's file.**
2. All hardware (i.e. cpu, monitor, keyboard, mouse, printer, any and all peripheral devices, etc) is the property of the school.  
**Discipline – damage to property – Suspension and restitution minimum \$25 up to replacement of equipment.**
3. All files and programs on the computers and networks are the property of the school. Users shall not erase, rename, or make unusable in any fashion any other individual's files or programs.  
**Discipline – damage to property – Suspension and restitution minimum \$25 up to replacement of system software and files.**
4. The issuance of logins, passwords, files and network rights are privileges. Users shall bear the responsibility of keeping their accounts secure and shall not authorize anyone other than a faculty or staff member to use their name, login, password, or files.  
**Discipline – Illegal authorization of password – Loss of privileges for a time to be determined by administration and any restitution incurred to secure network.**
5. Users shall not exchange passwords or attempt to discover another user's password, whether within a LAN or at a remote location via telecommunications.  
**Discipline – Loss of privileges for a time to be determined by administration and any restitution incurred to secure network**
6. Users shall not illegally copy software that is provided by the school, an instructor, or any other source. It is generally illegal to copy any copyrighted software unless an exception is noted in the software documentation itself. *The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.*  
**Discipline – Illegal Copying of Software – Authorities notified; suspension & possible expulsion.**
7. Users shall not use school computers or networks for any purpose other than legitimate learning purposes. Users must not use a computer for unlawful purposes, including

illegal copying or installation of software. All software shall be installed by the school staff only.

8. Users shall not alter, change, or transfer software or files provided by the school, teachers, or other users in any way unless involved in a supervised learning activity designated by school employees.
9. Users shall not copy any software onto a school workstation or network. All authorized software installations are the responsibility of school staff; other installation of software, personal or otherwise, onto hard drives or networks is unauthorized and in violation of school policy.

**Discipline – damage to property – Suspension and restitution.**

10. Users shall not intentionally write, produce, generate, copy, propagate or attempt to introduce any computer code (virus) designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.

**Discipline – damage to property – Suspension and restitution.**

11. Users shall not use the computer to annoy or harass others with unacceptable language, images, or threats. Users also shall not access, store, retain, or download any unacceptable, obscene, or objectionable information, language, or images.

**Discipline – Unacceptable language, images, information –detention & possible suspension.**

**12. For threats – Expulsion.**

13. Users shall not intentionally damage the system, intentionally damage information not belonging to them, intentionally misuse system resources, or allow others to misuse system resources.

**Discipline – damage to property – Suspension and restitution.**

14. Users shall not tamper with, remove components from, or otherwise deliberately interfere with the operation of computers, networks, printers, or other associated peripherals. Such actions will be considered acts of vandalism and/or theft.

**Discipline – damage to property – Suspension and restitution.**

15. Since user-created programs and files are a form of personal property, users shall respect the personal property rights of others. Unauthorized tampering, copying, or manipulation of information by one user involving another user's property will not be tolerated.

**Discipline – unauthorized use or access – Suspension and restitution.**

16. The contents of a user's files on a network will be considered private, and users will be expected to respect the same rights of privacy associated with other hard copy forms of personal documents. However, the school reserves the right to inspect user directories for inappropriate materials or executable files and programs that are unauthorized and may affect the operation of the network. Such files are subject to removal when found.

Use of remote computer resources through telecommunications shall be governed by the same policies and rules designated for local area use. Users will be held accountable for their conduct when logged on to remote systems accessible through telecommunications channels.

## STUDENT INTERNET POLICY

It is the policy of the Board to mandate and expect that students will use the Internet in a responsible manner. Accordingly, the Board has established a policy and procedures for the use of the Internet along with rules governing the behavior of students who access the Internet. Students who do not comply with the standards of behavior outlined in the student conduct and discipline plan or with the Internet rules below may lose their privilege to use the computer / Internet and/or be subject to other disciplinary action.

### PROCEDURES FOR USE

1. The school will allow every student access to the Internet provided if the Parent/Guardian(s) and student have initialed the Internet/Computer Use Policy of the Student/Parent/Guardian(s) Handbook Acknowledgement page. **No student will be allowed to use Internet without this form on file.**
2. The school will allow every student access to the Internet provided Parent/Guardian(s) of students do not object, in writing, to a student having such access. If a Parent/Guardian(s) objects, they shall fill out the objection form, sign it, and have it placed on file at the school the student attends.
3. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:
  - A. Internet safety and security, including:
    - the importance of understanding what materials are inappropriate to minors
  - B. Responsible use of the Internet, including:
    - abiding by copyright laws
    - understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner's permission, "hacking," or unauthorized disclosure, use, or dissemination of anyone's personal information
  - C. Measures the school has taken to restrict access to materials harmful to minors, including:
    - implementing Internet filtering
    - requiring adult supervision during student use of the Internet

### INTERNET RULES

1. **Students shall:**
  - adhere to same standard of conduct expected and required in a classroom
  - follow rules for applying for password
  - follow rules for using resources, time limits and printing instructions
  - log off the system as soon as finished to provide others with the opportunity to access the system

- report violations of these rules
- 2. Students shall not: Give or provide personal information to anyone on the internet, create chat rooms or:**
  - lend their logins and passwords to anyone else
  - create a computer virus and place it on the network
  - send a message that is inconsistent with the school's code of conduct, written or implied
  - send messages that are inappropriate, obscene, sexist, contain obscenities, racial, ethnic, or gender-based slurs, contain inflammatory or abusive language
  - circumvent or attempt to circumvent the school's Internet Protection Filter or firewall.
  - Use or attempt to use the school's internet to view or distribute obscene material.
  - gamble via the Internet
  - send any message with someone else's name on it
  - read files without the owner's permission
  - interfere with the ability of other users to make effective use of school computing and network resources
  - give or provide personal information to anyone on the internet
  - create chat rooms or personal profiles for the purpose of distribution on the internet with the use of school computers

### COMPUTER/NETWORK VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware/software of any type, data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the school network. This includes, but is not limited to, the uploading or creation of computer viruses. Consequences will vary from a minimum of \$25 fee and up.

### SCHOOL INTERNET POLICY ENFORCEMENT

***The Technology Director or appropriate administrator will review alleged violations of School Network Acceptable Use Procedures on a case-by-case basis. Clear violations of procedures, which are not promptly remedied by the user, may result in referral for disciplinary action, minimum fee of \$25, termination of Internet/network services, suspension, and/or expulsion of the user from school.***

### BIRTHDAY TREATS AND CLASSROOM PARTY POLICY

Please note the following guidelines:

1. Please make arrangements with the teacher for celebrations in order to choose the best time to bring treats.
2. Treats for the class must be store-bought and in original packaging.
3. Please bring enough treats for everyone in the class.
4. Invitations for outside school parties must be distributed outside of school hours.

## FIELD TRIPS

Parent/Guardian(s) will be informed by letters about field trips before they occur. Field trips will require a signed permission slip by Parent/Guardian and may require a fee. All clubs / sports will require a general permission slip signed by Parent/Guardian(s) at the beginning of the season. Parent/Guardian(s) will be notified of schedule changes but will not be required to sign a new permission slip. If there is a problem with any financial request, please contact the school office. If you desire that your student not attend a trip, arrangements for on-campus supervision will be made with your child's teacher. Students, siblings and other family members from other classes are not permitted to attend another class's field trip.

## PARENT/GUARDIAN VOLUNTEERS

At Arizona Charter Academy, we highly value and appreciate our Parent/Guardian volunteers. There are many areas in the school in which volunteers are needed. The following are comments that answer some questions that you might have concerning our school and campus:

Parent/Guardian volunteers must follow any and all rules and procedures established by the Governing Board of the School. (Arizona Statute requires that Parent/Guardians volunteers who have regular, unsupervised contact with the students must be fingerprinted in accordance with A.R.S.§ 15-183(F) and 15-512. For further information, you are welcome to pick up a volunteer packet at the front office.)

- *Fingerprints:* Individuals are not allowed to work unsupervised in the classroom with students without a State of Arizona DPS fingerprint card. Fingerprint card applications are available at the school office.
- *Sign-In Book:* There is a Sign-In Book at the front desk. You are required to sign in when you are on campus and receive a volunteer badge. **Volunteer badges are to be worn at all times**
- *Confidentiality:* Volunteers must keep all student information and issues of school personnel confidential.
- *Discipline:* Volunteers may not discipline students in any way. They may not give permission to any student to leave the school campus. These matters should always be referred to the nearest teacher or staff member.
- *Dress Code:* All volunteers are expected to dress in a manner that is professional, neat, and clean. Bare midriffs, halter tops, backless or short tops are not allowed. Clothing with any words or advertising promoting the use of cigarettes, liquor, or inappropriate symbols that could cause embarrassment or educational disruption should not be worn. Shoes are to be worn at all times.
- *Volunteer Orientation:* We want our volunteers to have a rewarding and successful time at our school; therefore, we require that all volunteers attend an orientation class before working with students. The orientation class will go over school policies, regulations, and

expectations and will give the volunteer opportunity to ask any questions they may have. These orientations will be held at the beginning of the year and as needed.

## **SECURITY CAMERAS**

Arizona Charter Academy does have security cameras installed in the offices, classrooms, hallways, other common areas, and grounds for the safety and security of the students and staff. The security cameras will be reviewed periodically by the administration of the school. The school will follow all appropriate laws in the event there is a need for third parties, including law enforcement, requesting access to the security tapes. By accepting this handbook, Parent/Guardian(s) and students of this school acknowledge their awareness of these cameras and express their understanding and consent of the administration maintaining video surveillance of the school and its grounds and the administration's intent to use these video surveillance tapes to maintain the health and safety of the students and staff and to promote the educational program of Arizona Charter Academy.

## **STUDENT SURVEYS**

All schools receiving funds under any U.S. Department of Education program must notify Parent/Guardian(s) of their right to inspect certain student surveys and to opt their children out of those surveys and other activities that collect, disclose, or use personal information from students, including materials designed to sell or market student information to others. The types of surveys include those created by third parties (outside of the school) and their subject matter is specified below. Parent/Guardian(s) must be notified of their rights before the survey is distributed to students. Schools must involve Parent/Guardian(s) in establishing policies that annually notify Parent/Guardian(s) of this right at the beginning of each school year and when substantive changes are made to related school policies. The notice to Parent/Guardian(s) must state the specific or approximate dates during the school year when activities are scheduled. Currently, surveys are scheduled to be administered to students in the fall, winter and spring in order to receive input about the school operations. If a survey asks students for information in any of the following eight categories, schools must give Parent/Guardian(s) the right to inspect the survey:

- Political affiliations or beliefs of students or their family.
- Mental and psychological problems of students or their family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of students or their Parent/Guardian(s).
- Income (other than that required by law to determine eligibility for program participation or financial assistance).

Schools must provide the survey to Parent/Guardian(s) within a reasonable amount of time after the request and before surveys are distributed to students. Schools must also involve Parent/Guardian(s) in developing and adopting policies that establish the right of Parent/Guardian(s), upon request, to inspect student surveys and opt. their children out.

## **HOMELESS YOUTH INFORMATION**

Schools must disseminate notice of homeless children's education rights in schools; family, domestic abuse, and runaway shelters; soup kitchens, and wherever services to homeless children and families are offered. Schools are required to notify Parent/Guardian(s) of homeless children (and unaccompanied youth) of the following rights:

- The availability of a local school staff person as a liaison for homeless children.
- Immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- The availability of educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth.
- Enrollment and transportation rights, including transportation to the school of origin. "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.
- Written explanation of why a homeless child is placed other than in a school of origin or school requested by the Parent/Guardian(s) with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for Parent/Guardian(s) to participate in the education of their children

## **PARENT/GUARDIAN RIGHT TO KNOW**

Parent/Guardian(s) of students in Title I schools are guaranteed annual notification of their "right to know" about teacher qualifications by their school. That means Parent/Guardian(s) may request and receive from the office information regarding the professional qualifications of the student's classroom teachers, including: (a) whether the teacher is state-certified; (b) whether a teacher is teaching under emergency or other provisional status; and (c) the

baccalaureate degree major of the teacher and any other graduate degree major or certification.

As per No Child Left Behind Statute, the school provides appropriate services based on each student's Title I status. If you would like more information regarding our Title I program, please contact the principal.

## **TITLE I**

Arizona Charter Academy is a Title I – school- wide school.

Title I regulations require that each school served under Title I jointly develop with and distribute to Parent/Guardian of participating children, a written Parent/Guardian(s) involvement policy agreed on by the Parent/Guardian(s) that describes the requirements of (c) through (f) as listed below and outlined in Title I law:

### **C. POLICY INVOLVEMENT**

Each school served under this part shall –

1. Convene an annual meeting, at a convenient time, to which all Parent/Guardian(s) of participating children shall be invited and encouraged to attend, to inform Parent/Guardian(s) of their school's participation under this part and to explain the requirements of this part, and the right of the Parent/Guardians to be involved;
  - Arizona Charter Academy conducts an open house meeting during the month of August each school year which all Parent/Guardian, students and teachers are encouraged to attend in order to participate in policy changes or updates.
2. Offer a flexible number of meetings, such as meetings in the morning or evening;
  - Arizona Charter Academy offers a minimum two time slots for Parent/Guardian(s) to choose from in order to be able to attend these meetings.
3. Involve Parent/Guardian(s), in an organized, ongoing, and timely way in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school Parent/Guardian(s) involvement policy;
  - In addition to the meeting held at the beginning of the school year and the Parent/Guardian/teacher conferences throughout the school year, Arizona Charter Academy also conducts an annual review meeting with all Parent/Guardian whose children participate in the Title I program. This meeting allows for Parent/Guardian feedback, suggestions, complaints

and comments as well as an additional opportunity to get involved in the school improvement program.

4. Provide Parent/Guardian(s) of participating children –
  - I. timely information about programs under this part;
  - II. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
  - III. if requested by Parent/Guardian(s), opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- Parent/Guardian is informed that Arizona Charter Academy is a Title I School upon enrollment and via the school's website. Students are notified upon receipt of previous test scores and/or completion of diagnostic test data if they qualify.
5. If the school-wide program plan is not satisfactory to the Parent/Guardian of participating children, submit any Parent/Guardian comments on the plan when the school makes the plan available to the local educational agency.

#### D. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent/Guardian involvement policy, each school shall jointly develop with Parent/Guardian for all children served under this part a school-level Parent/Guardian compact that outlines how Parent/Guardian, the entire school staff, and students will share the responsibility for improved student academic achievement.

An advisory committee is created at the open house meeting held at the beginning of the school year. Parent/Guardian, students and teachers may volunteer for this committee. This committee is responsible for creation and updates of the school-level Parent/Guardian compact as needed on an annual basis.

#### E. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of Parent/Guardian and to support a partnership among the school involved, Parent/Guardian, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

1. Shall provide assistance to the Parent/Guardian of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

- Progress Reports

- Report cards issued
  - AIMS test scores mailed to Parent/Guardian
  - AIMS workshop to understand the data
  - Parent/Guardian / Teacher Conferences
2. Shall provide materials and training to help Parent/Guardian to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster Parent/Guardian involvement;
- Parent/Guardian Nights
  - Parent/Guardian / Teacher Conferences
  - Principal Meetings
  - Web-site with links for educational resources
  - AIMS tutoring guides
  - Homework tips
  - Character Education Booklets
  - Handouts on reading/math tips
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of Parent/Guardian, in the value and utility of contributions of Parent/Guardian, and in how to reach out to, communicate with, and work with Parent/Guardian as equal partners, implement and coordinate Parent/Guardian programs, and build ties between Parent/Guardian and the school;
- Bi-monthly professional development
  - Require frequent Parent/Guardian communication via notes, phone logs, and meetings
  - Parent/Guardian / Teacher conferences
  - Provide positive notes to mail home to Parent/Guardian
4. Shall, to the extent feasible and appropriate, coordinate and integrate Parent/Guardian involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parent/Guardian as Teachers Program, and public preschool and other programs and conduct other activities, such as Parent/Guardian resource centers that encourage and support Parent/Guardian in more fully participating in the education of their children;
- Arizona Charter Academy serves grades K-12.
5. Shall ensure that information related to school and Parent/Guardian programs, meetings, and other activities is sent to the Parent/Guardian of participating children in a format, and to the extent practicable, in a language Parent/Guardian can understand;

Arizona Charter Academy offers all Title I documents in either an English or Spanish version at the preference of the Parent/Guardian.

6. May involve Parent/Guardian in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
7. May provide necessary literacy training from funds received under this part if the school has exhausted all other reasonably available sources of funding for such training;
8. May pay reasonable and necessary expenses associated with local Parent/Guardian involvement activities, including transportation and child care costs, to enable Parent/Guardian to participate in school-related meetings and training sessions;
9. May train Parent/Guardian to enhance the involvement of other Parent/Guardian;
10. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children, with Parent/Guardian who are unable to attend such conferences at school, in order to maximize Parent/Guardian involvement and participation;
11. May adopt and implement model approaches to improving Parent/Guardian involvement;
12. May establish a school Parent/Guardian advisory council to provide advice on all matters related to Parent/Guardian involvement in programs supported under this section;
13. May develop appropriate roles for community-based organizations and businesses in Parent/Guardian involvement activities; and
14. Shall provide such other reasonable support for Parent/Guardian involvement activities under this as Parent/Guardian may request.
15. Shall conduct, with the involvement of Parent/Guardian, an annual evaluation of the content and effectiveness of the Parent/Guardian involvement policy in improving the academic quality of the school's program.

#### F. ACCESSIBILITY

In carrying out the Parent/Guardian involvement requirements of this part, schools and schools, to the extent practicable, shall provide full opportunities for the participation of Parent/Guardian with children with limited English proficiency, Parent/Guardian with children with disabilities, and Parent/Guardian of migratory children, including providing

information and school reports in a format, and to the extent practicable, in a language such Parent/Guardian can understand.

- Arizona Charter Academy offers flexible meeting times for Parent/Guardian to maintain involvement in the schools activities. Many of the staff are bilingual in the Spanish language and are able to provide further assistance to Parent/Guardian that are Spanish speaking only. All documents for the Title I program are provided in an English and Spanish version at the preference of the Parent/Guardian.

## **CHILD FIND PROCEDURES**

If you suspect that your child may have a disability, please see the front office personnel. We can help.

\*Birth to 2.9 years old, AZEIP (Arizona Early Intervention Program) can assist you

\*Children 2.9 to Kindergarten, the Public School of your residence will assist you

\*Kindergarten to 22 years old, Arizona Charter Academy can assist you.

## **FERPA**

### **Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an

attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires a school to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

## **THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's Parent/Guardian and staff of the school of attendance. Also, with Parent/Guardian permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

## **DIRECTORY INFORMATION**

A school may designate information in education records as “directory information” and may disclose it without Parent/Guardian consent, unless notified that the school is not to disclose the information without consent. The law defines “directory information” as follows:

- The student’s name
- address
- telephone listing
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- most recent or previous educational agency or institution attended by the student.

