



ARIZONA **C**HARTER **A**CADEMY

Student/Parent Handbook

16011 N. Dysart Rd.

www.azcharter.com

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MISSION STATEMENT AND MOTTO

Arizona Charter Academy's mission is:

- To empower all its students to be responsible, productive and global citizens.
- Student college/Career Readiness Outcomes
- Apply creative and critical thinking to solve problems.
- Display cultural awareness, pride and respect for themselves and others.
- Utilize technology effectively.
- Active participation in the community.
- Articulate and support viewpoints through written and verbal expression.

Our motto is: *Purpose, Character and Excellence in Education.*

Purpose of Handbook

The purpose of this Handbook is to inform the parents and students of the policies and procedures and operations of Arizona Charter Academy. For purposes of this handbook, the term parent means the student's caregivers as identified in the student's registration documents as the person or people with whom the student resides.

Parent and Student Responsibility

The parent is required to review this Handbook and share the appropriate information with his/her child. All parents must sign the handbook in order to have their student attend Arizona Charter Academy. The signature of the parent indicates that both the student and the parent agree to abide by all school policies and rules.

PARENTS/GUARDIANS/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 parents/guardians and educators work together on behalf of the student.

If you wish to speak to your student's teacher, please arrange an appointment with the teacher to meet before or after school. The school office opens at 7:00 a.m. to take calls from parents/guardians, or students who might need to speak with a teacher. However, once the 1st bell rings (7:25 a.m. K-8), teachers will not be available to accept phone calls or attend meetings. If, after talking with the teacher, you believe that you need additional support or assistance, please arrange an appointment to speak with the principal. Teachers are also available through email links on our website. Classroom observations need to be arranged with the teacher ahead of time. No parent will be allowed to stay once the 1st bell has rung (7:25 a.m.).

Electronic Communications Policy.

Arizona Charter Academy works to secure and protect its website, including email communication. As we are all aware, however, use of the internet poses a number of risks that need to be considered by all users. Arizona Charter Academy cannot guarantee the security and confidentiality of all web-based communication and will not be liable for improper disclosure of confidential information that is not caused by the intentional misconduct by the school or its employees. The school offers parents the option of using electronic communication. Choosing this option allows the parent to receive all general updates, notifications, announcements, newsletters and school policies via electronic mail. This is not intended to replace verbal, in- person communication. If you choose not to use the electronic communication option, all written communication will be made available for review in the front office.

Who Has Access to Information

Arizona Charter Academy works under the assumption that both parents have equal rights as guardians. *If this is not the case, and there is a court order limiting custody, communication or visitation, it is the responsibility of the parent to submit a copy of the Court Order to the school office.* The school may not limit any parental rights unless the Court Order is on file with the school. Parents are the only persons who may receive written communication from the school about the student unless there is an appropriate written request to provide information to other parties.

PARENTS WHO ARE SEPARATED OR DIVORCED POLICY

The staff of Arizona Charter Academy are focused on the education of your child(ren) and providing a warm and safe environment where we all come together in the best interest of the child(ren). We understand that separation and/or divorce can be stressful for all parties involved; our purpose is to set guidelines in order to continue a productive relationship with your child(ren) being the priority. As a school our legal responsibility is to follow all court orders. That is why we ask you to read the following:

1. It is both parents' / guardians' responsibility to communicate with each other about the child's education, events and other important information. We will not call the other parent for you.
2. Either parent/legal guardian is allowed to enroll the child, and/or obtain a copy of educational records. Unless there is a court order in our records that restricts a parent's rights, please do not ask us to restrict the other parent's involvement.
3. Both parents/legal guardians are allowed to sign an "Emergency Contact" form. This means other persons (such as nannies, grandparents, etc.) can be authorized to pick up your children. Both parents/legal guardians are allowed to see the names of authorized persons on each other's forms. Unless instructed by the Court, please do not ask us to eliminate any names on the other's form. If you have legal concerns regarding a certain authorized person, please refer these requests to your lawyer.
4. Additionally, we will not:
 - Call to inform the other parent if the other parent picked up their child.
 - Prevent either parent's/legal guardian from making decisions, or being involved in your child(ren)'s education, unless required by law.
5. Parent Teacher Conferences can be scheduled jointly or separately it is up to the parent(s) to schedule accordingly. We cannot guarantee that conferences will not be held back to back. ACA will do its best to accommodate all parties.
6. Information relating to your child's education and school activities can be found on the school website, please check frequently. You can always call the front office and/or email the teacher. The expectation is for the parents to take the initiative.
7. Should issues between parents disrupt the educational process we will ask parents to leave the premises. Parents can reinstate contact by requesting a meeting with school administration.

***It is the parents' responsibility to provide any pertinent and current custody orders; or provide updates to current orders already on file. If no order(s) is on file both parents will have equal access to their child(ren).**

Please call our office if you have any questions regarding our policies. Most problems can be resolved quickly and your call will prevent misunderstandings.

VISITORS

Arizona Charter Academy works diligently to ensure that all students at our school have a safe place to learn and grow. We encourage parents and other interested citizens to visit schools and classrooms as long as such visits do not disrupt school operations or interfere with the educational process. Parents, citizens and members of the governing board shall have reasonable access to observe classes, activities and functions at the schools upon advance notice to, and authorization by, the building principal or designee. Arrangements to meet with a teacher must be made 24 hours prior to the visit.

In order to ensure that no unauthorized persons enter buildings and that the educational process or other school operations are not disrupted, all visitors to the schools shall report to the school office when entering and exiting, and must receive authorization before visiting other parts of the building. All visitors must display a visitor's badge while on campus. All campus contact must be initiated through the front office. This requirement does not apply when visitors are attending an athletic event or other school program in areas typically used for large group assembly such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the principal or designee has determined that the visit furthers the educational program of the school or the career or educational aspirations of the student.

To promote the general health, welfare, and well-being of all who enter school property, and pursuant to state law, smoking, chewing, or any use of tobacco products by staff, students, or visitors is prohibited on all school property. No visitor shall carry or possess a weapon, explosive device, knife (with a blade of 2 ½ inches or more) or any other dangerous or illegal instrument on school-owned premises unless he/she is a peace officer or has obtained specific authorization from the principal. Persons violating the criminal law by using, selling, or distributing any controlled substance on school grounds, on school buses transporting students, or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.

The school prohibits all registered sex offenders from property owned by the school, as well as any property that is immediately adjacent to property owned by the school, and from attending any school sponsored activity or event. Arizona Charter Academy employees, vendors, and contractors visiting a school site must wear their employee badge at all times and register with the office when arriving.

Unauthorized persons shall not loiter on school property at any time. Students may not accept drop offs of any type on Market Street or areas surrounding the campus. All school employees are expected to help enforce the loitering rule and state law that prohibits loitering and interfering with normal school activities by informing the administration of suspected loitering. Law enforcement shall be called if persons violating this policy refuse to comply.

PHILOSOPHY OF STUDENT CONDUCT

Arizona Charter Academy is recognized by the Arizona Department of Education as a Positive Behavior Intervention and Support (PBIS) school.

A positive learning environment in our school and a good state of student conduct starts with students, 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 and policies will be expected to accept the appropriate consequences. This includes their time at school as well as going to and from school, at sporting events, and any school-sponsored events. It also includes students' activities on social media and other non-school related activities that may have an effect on the educational environment. 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.
- Follow the PBIS rules.

SCHOOL HOURS

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

Elementary (K – 5)	7:30 a.m. – 2:45 p.m.
Middle School (6 – 8)	7:30 a.m. – 3:05 p.m.

Late Arrival Mondays:

Elementary (K – 5)	8:45 a.m. – 2:45 p.m.
Middle School (6 – 8)	8:45 a.m. – 3:05 p.m.

Students may NOT arrive on campus earlier than 7:00 a.m. Tuesday—Friday. For late arrival Monday, students may not arrive earlier than 8:15 a.m.

All elementary students (K-8) who are not picked up by their parents/guardians by 3:15 p.m. will be automatically placed in the enrichment program and billed accordingly. Arizona Department of Child Services (DCS) will be contacted if student has not been picked up by 5:30 p.m. Middle School students (6-8) not participating in an extra-curricular activity must be off campus by 3:15 p.m. Loitering on campus after 3:15 will result in further disciplinary consequences. Loitering on neighboring business properties might result in a citation for trespassing.

Parents/guardians or persons listed as emergency contacts who are picking up a student early are REQUIRED to sign the student out with the front office. No exceptions will be allowed.

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

CLOSED CAMPUS

For the safety of all 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.
- This policy includes students staying for after school activities.

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

AFTER-SCHOOL ACTIVITIES (6-8)

All students participating in after-school sponsored activities are required to immediately report to their school designated activities, practices, or study hall. Students who fail to report are subject to removal from the school-sponsored activity. Students attending practices or activities after 4 p.m. are required to leave campus after school and then return no earlier than fifteen minutes before the practice/activity or attend a school sanctioned supervised activity. The school will not be liable for students who leave campus or arrive before the fifteen-minute window. Student spectators need to leave campus and return when the event doors are open to the public.

ATTENDANCE

It is expected that all students will attend classes promptly and on a regular basis to achieve the full educational benefit. **Absences should only occur when unavoidable.** While it is recognized that students with serious or contagious illnesses should not be in attendance, it is anticipated that these absences should be minimal.

To 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** total absences (excused OR unexcused), the student can be cited to the CUTS DIRECT-CITE Program through the Juvenile Court. At that time, a hearing will be held at the Juvenile Court Facility. Both parents/ guardians and the student will be expected to appear at the hearing. Consequences at the hearing may include the following: required attendance of the parent and the student at an education class (to be held on Saturdays), work hours assigned to the student, 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.

ATTENDANCE POLICY

- Arizona Charter Academy requires documented absence reports from parents/ guardians as soon as possible, and no later than 48 hours from return to school.
- Student absences shall be excused at the discretion of the administration for reasons such as, but not limited to:
 - Personal illness
 - Doctor or dental appointment. *If possible, please schedule appointments outside of school hours.*
 - Serious illness of family member
 - Death of family member
 - Required court appearance of student
 - Absences for religious holidays or for religious purposes including participation in religious exercises.
- All students 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. For unexcused absences, teachers are not required to allow students to make up work. (Final decision will rest with administration.)
- Ditching is considered an unexcused absence.
- The following steps are followed in dealing with daily absences:
 - Student and parents/guardians will be notified of absence.
 - Student and parents/guardians will be given an opportunity to respond.
 - Student and parents/guardians will be informed of consequences of excessive absences/ truancy.
- Students with ten (10) consecutive absences will be withdrawn from school and a letter sent home to the parents/guardians informing them of the action taken.

TARDINESS

It is very important for Arizona Charter Academy students to be punctual. It is strongly recommended that all doctor, dentist, or other appointments be made **after school hours**. There are two types of tardies: excused and unexcused. An excused tardy is when a student who arrives after school has started reports to the front office with their parents/guardians for a pass to class. Parents/guardians must sign the student in at the front office in order to receive an excused tardy. An unexcused tardy is when a student arrives after school has started without parents/guardians to sign them in.

Getting to school on time and into the classroom with all other students significantly contributes to academic and social success and allows students to be part of the group. Teachers' lesson plans even at the beginning of the day or session are carefully constructed to introduce new concepts or routines that are vital to student learning. Late arrivers interrupt precious instructional time and make it difficult for those arriving as well as those already seated to attend and stay focused at the task at hand. Missing even a few minutes can cause children to fall behind or feel left out. Most importantly, however, arriving on time impresses upon your child the importance of school and helps develop valuable habits and responsibilities that in the future will help them succeed both in school and the work place.

Students arriving late to school must report to the front office with a parent and be signed in by 7:30 a.m. A child is considered late for school if he or she is not in the classroom by 7:30 a.m. ready to begin the school day.

An EXCUSED TARDY includes:

- Documented illness or injury
- Medical, dental or counseling appointment
- Bereavement/family funeral
- Major religious observances
- Court appearance
- Extraordinary family circumstances (excused at the discretion of the administration)

Tardiness caused by sleeping in, babysitting, accompanying other people to appointments, and non-emergency family situations will not be excused.

Below is a copy of the school's unexcused tardy policy:

- After 5th unexcused tardy – Warning phone call to parent
- After 10th unexcused tardy – Letter to parent
- After 15th unexcused tardy – Meeting with parent and citation to CUTS program

In addition, students who have excessive tardiness may miss the next class activity/ fieldtrip or special event and students in grades 6-8 may be required to attend Saturday School. Excessive tardiness is defined as being tardy more than 10% of the current school session.

CLASSROOM REQUESTS

- Parents wishing to make a request for their child for the upcoming school year are to make the request in writing to the principal by utilizing the ***Classroom Request Form***.
- It is not possible to honor all requests. Teaching assignments may need to be changed late in the summer and requested teachers may not be available.
- A written request, or lack of a request, will have **no** influence on the care and quality of education given to each child.
- Parents are cautioned not to request placement or non-placement based upon what they may have heard about a teacher or teachers from other parents or community members. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your child could have with the same teacher.
- Requests for a child not to be placed with another child, for whatever reason, must be noted in writing on the ***Classroom Request Form***. Given other circumstances and teacher recommendations, it is not always possible to honor these requests.
- Requests for a child to be placed with another child will not be considered.
- Siblings will not be placed together in the same classroom.
- **ONLY WRITTEN REQUESTS RECEIVED BY THE SPECIFIED DUE DATE, WILL BE CONSIDERED.**
- All parent requests received by the deadline date will be strongly considered. However, the final placement decision is based upon a variety of factors. The final decision is made by the principal.
- Please understand consideration of many factors, including but not limited to academic and social considerations, total class size, male/female ratio, and heterogeneous grouping are used in the placement decisions. The **final** decision on all student placements rests with the principal after due consideration of staff recommendations and parent requests. We will do our best to place students per parent requests, however as stated we may not always be able to.

SCHOOL SUPPLY POLICY

School supplies are collected and used as community supplies in grades K-5th as a general rule. Special pencils, notebooks, binders, etc. do remain in the possession of each student. Community supplies are items like Kleenex, general pencils, post its, etc. If a student withdraws from ACA within a 14 school days, the school will return supplies or a check will be issued if an approved receipt of the school supplies is provided. After 14 days, supplies will not be returned.

HOMEWORK POLICY

ACA grades K-8 is standards based grading. However, homework is still an integral piece of student learning. Students who repeatedly do not turn in homework will fall under disciplinary action. Grades 6-8 will have a formal policy with regards to missing homework.

Repeated missing work is defined as:

5 or more total missing daily assignments per quarter will lead to disciplinary action.

Progressive discipline:

- After-school detention
- Parent meeting in person – with a signed contract

If offense continues, this could lead up to but limited to: removal from electives, Saturday school, retention, up to long term suspension for repeated detention.

MIDDLE SCHOOL DAILY WORK ASSIGNMENT GUIDELINES

6th Grade:

1. Daily work assignments are considered late if submitted after the teacher's established due date.
2. The highest grade a student may earn on a late daily work assignment is a 70%.
3. Daily work will be accepted 10 school days after the teacher's established due date. If turned in one day late will receive up to 70%, after that it will be 50% credit.

7th Grade:

1. Daily work assignments are considered late if submitted after the teacher's established due date.
2. The highest grade a student may earn on a late daily work assignment is a 65%.
3. Daily work will be accepted 5 school days after the teacher's established due date. If turned in one day late will receive up to 60% credit, after that it will be 50% credit.

8th Grade:

1. Daily work assignments considered late if submitted after the teacher's established due date.
2. The highest grade a student may earn on a daily assignment submitted after the teacher's established due date will be a 60%.
3. Daily work will be accepted 3 days after the due date for up to 60% credit. If turned in one day late will receive up to 60% credit, after that it will be 50% credit.

PROGRESS REPORTS

Parents/guardians can access electronically student progress reports. Please contact teachers for additional progress updates or academic concerns through their school e-mail.

**Parent paper copies will be provided upon request only.*

REPORT CARDS

Report cards will be generated every quarter and distributed to parents/guardians electronically for all grades, or in person at parents/guardians/teacher conferences. Grades are calculated per quarter.

PROMOTION/RETENTION POLICY

Education is a shared responsibility that involves administrators, teachers, students, and parents/guardians. Retention of students is a process that is followed when it has been determined 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. All students are promoted based upon successful completion of academic achievement levels.

The school practices early identification of potential retainees in order to implement a plan of intervention designed to decrease the possibility of a final retention decision. When circumstances indicate that retention is in the best interest of the student, 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 will 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 Arizona Administrative Code AAC§§ R7-2-401 and the IDEA. Final retention/promotion rests with school administration.

SPECIAL EDUCATION RETENTION

A student who does not meet regular promotion requirements must meet the course of study and promotion requirements for special education pursuant of A.A.C. R7-2-401 and the IDEA. 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 education promotion plan. 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.

GENERAL EDUCATION RETENTION PROCEDURES

- First quarter grading period: the teacher/team will have a conference with or verbally contact the parents/guardians of each potential retainee.
- Second quarter grading period: the teacher/team will have a conference with or verbally contact the parents/guardians of each potential retainee.
 - A potential retained notice shall be mailed at this time.
- Third quarter grading period: the teacher/team will have a conference with or verbally contact the parents/guardians of each potential retainee.
 - A potential retained notice shall be mailed at this time.
- During the last two (2) weeks of school: the teacher/team will have a conference with the Parents/guardians of each student who is being retained:
 - The parents/guardians will be notified of the retention of the student.
 - A final retention decision notice shall be delivered to or sent by mail to the parents/guardians during the last week of school.

ACCELERATION

When circumstances indicate that acceleration in grade placement is in the best interest of the student, close cooperation between the parents/guardians and all school personnel involved is imperative. Each student will be given 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. Parents/guardians involvement in all steps of the process is vital. Parents/guardians consent to the acceleration of a student should be in writing.

HEALTH SERVICES

Student health records will be kept in the front office. It is the responsibility of the parents/guardians to provide current and accurate medical and emergency contact information to the front office. The information must be provided in writing on the medical/emergency card and submitted to the front office. This is for the student's protection in the event of an illness or accident that may occur during the school day.

IMMUNIZATIONS

An immunization history is required of ALL students at the time of registration. In compliance with Arizona state law regarding the immunization requirements for school enrollment, it is imperative that students are immunized on a regular schedule in order to protect them from serious communicable diseases. By state law, a student will not be allowed to attend school until either a record of the immunizations or an acceptable exemption statement (available from our school office) is submitted.

*For exemptions, please contact the school's front office.

ACCIDENTS, ILLNESS, AND MEDICINE

Arizona Charter Academy does NOT have a nurse. First aid will be administered by school staff 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 parents/guardians cannot be reached. If the emergency contact persons cannot be reached, the designated official will decide what steps to take. If, in his or 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)**, labeled clearly with the student's name. Any medications sent to school without proper identification will not be given. Proper identification for prescription medication is defined as prescription medication in a signed prescription bottle, not expired, and prescribed for the student. This pertains to inhalers as well. Students who need to take any medication during school hours need to indicate this medicine and dosage on their emergency card. If the dosage and/or medication changes, please send a written verification, with a doctor's note, of this change to the office.

Inhalers/diabetic medical supplies must have a label on the actual inhaler and supplies (not on the box). If the child is required to carry their inhaler/diabetic medical supplies, the school must be provided with a doctor's prescription/note. Please refer to the Discipline Action Chart for any misuse of any prescription drug, nonprescription drug, or drug paraphernalia.

Do not send your student to school if any of the following symptoms 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 including lice/lice eggs

Do not allow your student to return to school until he/she has been free from symptoms for 24 hours. Reasonable requests for the student to stay in from recess will be honored. If symptoms occur while in school, the parents/guardians will be contacted and asked to arrange for the student to be taken home.

CHRONIC ILLNESS PROCEDURE

Students with chronic illness conditions should obtain Chronic Illness Request Form from the front office at the beginning of the school year, or as needed. When a new chronic condition is medically diagnosed, please notify the front office to obtain a Chronic Illness Request Form. The form must be completed by a licensed health professional as defined in ARS §§15-346 and 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.

DRESS CODE

A uniform dress code was adopted in order to contribute in a positive way to instruction and learning. Dress code checks will be done on a consistent basis. Please refer to the dress code violation policy below. The uniform consists of:

Elementary- Grades K-5

TOPS

- Maroon, black, or gray with school logo (purchased from school).
- Spirit Shirts may be worn on Late Arrival Days and Early Release Days with proper uniform bottoms.
- Shirts worn underneath the polo shirt must be school colors.

BOTTOMS – Boys

- Black or khaki colored uniform-style pants or shorts. They must be neat, clean, and free from holes and tears and fit properly at the waist.
- Denim, athletic, nylon, or knitted type shorts/pants/skirts are not permitted.

BOTTOMS - Girls

- Black or khaki colored pants, capris, 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 and tears.
- Denim, athletic, cargo, nylon, or knitted type shorts/pants/skirts are not permitted.
- Tight and/or leggings worn under skirt/dress/shorts must be solid school colors.

OUTERWEAR

- School color jackets will be allowed inside school buildings. Outerwear in non-school colors or with prints are limited to outside only.
- Only pullover sweatshirts with the ACA logo are allowed. Shirts worn under sweatshirts must be school colors.

FOOTWEAR

- Proper shoes must be worn at all times. Closed toed shoes only.

Middle School - Grades 6-8

School colors referenced throughout the 6-8 Dress Code refer only to maroon, black, khaki, gray or white.

POLOS

- Maroon, black, or gray with school logo (purchased from school).
- Polos must fit neatly and not be oversized.
- Shirts worn underneath the polo shirt must be school colors.
- For boys, polo shirts may be worn un-tucked as long as the shirt is no longer than the top of the back pant pocket. Tucked shirts must be worn with a belt.
- For girls, no cleavage or midriff may be exposed.
- Undergarments must not be visible.

DRESS SHIRTS

- Collared shirts, dress shirts, and dress blouses in a school color. Striped shirts are allowed if using school colors only.
- T-shirt material is not allowed.
- Tops must be button up or dressy style, fit neatly, and not be oversized or undersized.
- Tops worn underneath the dress shirt must be school colors. For boys, shirts must be tucked in.
- For girls, dress button down tops do not have to be tucked in.
- For girls, no cleavage or midriff may be exposed.
- School color sweaters or sweater vests can be worn.
- Undergarments must not be visible.
- Shoulder straps should be no less than 2 inches wide.

OUTERWEAR

- School color jackets will be allowed inside school buildings. Outerwear in non-school colors or with prints are limited to outside only.
- Only pullover sweatshirts with the ACA logo are allowed. Shirts worn under sweatshirts must be school colors.

BOTTOMS- Boys

- Khaki, black, or gray dress pants or walking shorts (cotton twill only).
- Athletic, cargo, nylon, or knitted type shorts/pants are not permitted.
- Pants and shorts must be worn at the waist. If shirt is tucked in, a belt must be worn.
- Undergarments must not be visible.
- 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 and tears.

BOTTOMS- Girls

- Solid black, gray or khaki capris, dress pants, or walking shorts (cotton twill only).
- Khaki pants are uniform style ONLY
- Black pants can include 5 pockets, no embellishments
- Shorts and skirts must be no more than 2 inches above the knee. Skirt slits should not be more than 2 inches long.
- Denim, athletic, cargo, nylon, or knitted type shorts/pants/skirts are not permitted.
- Undergarments must not be visible.
- 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 and tears.
- Tight and/or leggings worn under skirt/dress/shorts must be solid school colors.

DRESSES/SKIRTS- Girls

- Solid khaki, black, gray, maroon, or white. Striped or print dresses/skirts are allowed if using school colors only.
- No denim or athletic jersey knit materials.
- Must fit neatly and not overly tight.
- Dresses must be no more than 2 inches above the knee. No cleavage may be exposed.
- Undergarments must not be visible.
- Shoulder straps should be no less than 2 inches wide.

FOOTWEAR

- Shoes of choice, but no slippers are allowed.
- Socks/shoe laces must be school colors.
- Same color for both socks, only solid color, striped or argyle.
- Shoes must be worn at all times.

PE/HEALTH & WELLNESS CLOTHING

- Tennis shoes are required.
- Dress out with sweats/shorts and a T-shirt.
- Shirts may not expose midriffs, nor be cut low in the front, back or under the arms, and see-through clothing is not allowed.
- Clothing must cover the entire buttocks and be no shorter than the tip of the child's middle finger when arms are extended down by their sides.
- No cleavage may be exposed.
- Undergarments must not be visible.
- PE clothing cannot be worn under regular school clothes.

ACCESSORIES & MISCELLANEOUS (K-8)

- Boys with a tucked in shirt must wear a solid black, brown, gray, white or maroon dress belt with buckle - no design or embellishments.
- Students will not be permitted to wear the following: spiked jewelry, wallet chains, chain belts and extremely long belts or suspenders.
- Piercings – Spikes protruding from the face or the ear are not permitted. Piercings displaying defamatory writing, obscene language or any symbols are not permitted.
- Only natural eye color contacts may be worn.
- 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 more than a quarter of hair will not be allowed.
- Hats, sunglasses and hoods are permitted to be worn outside only.
- Hats may be worn inside only for religious, medical, or safety purposes.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of gangs, drugs, sex or alcohol must be covered.
- Appearance must be clean and neat.

DRESS DOWN/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 Dollar for Duds 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 cut low in the front, back or under the arms, and see-through clothing is not allowed.
- Halter tops and strapless tops are not acceptable; No visible undergarments
- Clothing must cover the entire buttocks and be no shorter than the tip of the child's middle finger when arms are extended down by their sides.
- Inappropriate wording, pictures, or logos will not be permitted.
- Sweatpants and pajamas are not allowed.
- Leggings should be covered by a top that covers the entire buttocks.
- Clothing must be neat, clean, and free of holes and tears.
- No cleavage may be exposed.

Students who choose not to participate in Dollar for Duds must wear a regular school uniform. If a student dresses down and does not pay a dollar, the cost will be billed to the parents/guardian.

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

DRESS CODE VIOLATIONS

1st Violation: If unable to remedy immediately, students will get one grace day and will be allowed to return to class. The parents/guardians will be called to be notified of the violation.

2nd Violation: Parents/guardians will be contacted, and must bring clothing or proper accessories required for student to be in dress code compliance. The school may provide appropriate clothing if available. The student will be placed in in-school suspension until the violation is resolved.

3rd Violation: Student will no longer be able to dress down for the rest of the school year. Continual abuse of dress code will result in further disciplinary actions for defiance. See Disciplinary Action Chart.

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.

The dress code applies to all students who attend Arizona Charter Academy, as well as school sponsored functions. It also applies to students who are away from school in a capacity of representing Arizona Charter Academy.

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; such as:

- Red tickets for demonstrating PAWS
- Student of the Month
- Academic Achievement Awards
- Awards Ceremonies
- Spirit Assembly

NOTICE OF NON-DISCRIMINATION

ACA does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in the admission of, access to, or treatment of students, nor in employment, educational programs, or activities. Inquiries concerning provisions of Title VI, Title IX, Section 504 of the Individuals with Disabilities Education Act (IDE A), and the Americans with Disabilities Act (ADA) may be referred to the Academic Director/Heather Henderson.

BULLYING/HARASSMENT POLICY

BULLYING POLICY

Arizona Charter Academy has chosen to use the Olweus Bullying Prevention Program and other scientific research-based programs. It 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.

Arizona Charter Academy is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons; free from harassment, intimidation, bullying, or cyber-bullying.

Bullying occurs when a student or group of students engage in any form of behavior that includes, **but is not limited to**, such acts as intimidation and/or harassment **that form a pattern of such behavior, repeated over time, and that**:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property.
- is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm.
- occurs when there is a real or perceived imbalance of power or strength.
- may constitute a violation of law.

Cyber-bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices. This includes telephonic devices, social networking and other internet communications, school computers, networks, forums, and mailing lists, or other District owned property, and by means of an individual's personal electronic media and equipment.

HARASSMENT

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics.

Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media. Students are prohibited from bullying on school grounds, school property, school buses, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on computers, networks, forums, or mailing lists.

SEXUAL HARASSMENT

All individuals associated with Arizona Charter Academy including, but not necessarily limited to, the school board, 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 education; or
- Submission to or rejection of such conduct is used as a basis for education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational 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 actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied
- Engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

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 cyber-bullying 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 cyber-bullying also constitutes violations of this policy.

NOTE: ANYONE WHO IS SUBJECT TO BULLYING, CYBER-BULLYING, HARASSMENT, INTIMIDATION, OR SEXUAL HARASSMENT, OR KNOWS OF THE OCCURRENCE OF SUCH CONDUCT, SHOULD NOTIFY THE ADMINISTRATION.

REPORTING/COMPLAINT PROCESS

Students may report harassment, intimidation, bullying, cyber-bullying, or sexual harassment to any staff member. The procedures to be followed are:

- Completion of Bullying, Harassment, Intimidation Report Form.
- At the time a student reports bullying, the Principal or designee shall provide the student who has allegedly been bullied with a written copy of student rights, protections, and support services available to the student and shall notify the parents/guardians of the report.
- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session.
- The administrator shall provide a written notice of the completed investigation to all parties directly involved.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, bullying, cyber-bullying, 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 parents/guardians. Parents/guardians shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation, bullying, cyber-bullying, and sexual harassment.

False reporting will be subject to disciplinary action.

THREAT ASSESSMENTS

Students may be required to participate in an individual threat assessment to be conducted by a principal designee. Reasons that a student would be required to participate in a threat assessment include, but are not limited to:

- Verbal or written threats
- Intimidation or harassment
- Violent behavior
- Any situation deemed by the administration to be a disruption to the learning environment

NOTICE OF NON-DISCRIMINATION AND DESIGNATION OF SECTION 504 COORDINATOR AND TITLE IX COORDINATOR

NON-DISCRIMINATION POLICY

ACA DOES NOT DISCRIMINATE IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES. ACA has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Education regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Academic Director. *ACA, Heather Henderson, has been designated as the **Section 504 Coordinator** to oversee, coordinate, and implement the efforts of ACA to comply with Section 504.*

NOTICE OF DESIGNATION OF SECTION 504 COORDINATOR

Heather Henderson
hhenderson@azcharter.com
623-974-4959

HYPERLINK "mailto:"**NOTICE OF DESIGNATION OF TITLE IX COORDINATOR**

Heather Henderson
hhenderson@azcharter.com
623-974-4959

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. ***It is against the law for ACA to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.***

SUMMARY OF SECTION 504 GRIEVANCE PROCEDURE FOR FILING A SECTION 504 COMPLAINT

The Section 504 procedure is explained in full in the Anti-Discrimination Policy and Procedures which are available online and upon request in hard copy from the Academic Director. Please review the Policy and Procedure carefully. Any questions should be referred to the Academic Director Title IX Procedures are a separate procedure and also available online and upon request from the Academic Director.

- Grievances must be submitted to the Academic Director who is the Section 504 Coordinator within 180 days of the date the person filing the grievance becomes aware of the alleged discriminatory action. Prompt submission allows for better investigation and resolution of complaints.
- A complaint shall be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be an adequate, impartial and reliable investigation. Among other things this means that the investigation must be thorough and unbiased, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of ACA relating to such grievances.

- The Section 504 Coordinator will issue a written decision on the grievance no later than 60 days after its filing or provide a written explanation of the delay.
- Either party may appeal the decision of the Section 504 Coordinator by writing to the Academic Director within 15 business days of receiving the Section 504 Coordinator's decision.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

ACA will make appropriate arrangements to ensure that disabled persons are provided accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped for the blind, or assuring a barrier-free location for the proceedings. Upon notice of the request, the Section 504 Coordinator will be responsible for such arrangements.

CELL PHONE AND ELECTRONIC DEVICES USAGE

When a student brings cell phones or other electronic devices (including but not limited to personal gaming devices, smart watches, and music player devices) to school, please remember:

- Arizona Charter Academy is NOT responsible for the loss, damage, and/or theft of any of these electronic devices.
- These items must be in the off position and not be displayed for use during the entire school day from bell to bell, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource.
- For school related use, please refer to the Bring Your Own Device policy.
- Misuse of electronic devices may result in consequences in addition to confiscation of the device. Once a device is confiscated, the student's Parent/Guardian(s) will have to come in to pick up the device. The third time a student violates the cell phone/electronic devices policy the staff will confiscate the device for 2 weeks.
- 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.
- Disciplinary consequences will be assigned to any student who is in violation of the Student Internet Policy and/or BYOD Policy.

LOST SCHOOL AND SPORTS MATERIALS

If a student loses his/her textbook, school resources, library book, team sports equipment or sport uniform he/she will be responsible for replacing them. Replacement textbooks are \$75.00 each. The cost of the library book is based on the replacement cost of that particular book.

BEVERAGES IN SCHOOL

Only water will be allowed to drink in school buildings. Beverages such as coffee, ice tea, sports drinks, soda and juice are not permitted. Water must be in clear containers only.

MICROWAVE POLICY

Microwave use is prohibited for all students in grades K-5. For students in grades 6-8, microwave use is allowed during lunch. Microwavable food items that require hot liquids are restricted. This includes items such as ramen noodles, macaroni and cheese, etc. Microwavable popcorn is also prohibited. Students are advised to only bring microwavable items that take less than 3 minutes to heat. Increased length of use can hinder student's ability to heat food and cause a shortage in available time to eat.

Food heated in a microwave can become quite hot; therefore, parents are responsible for monitoring food the students bring to school to assure compliance with the microwave policy. Also, foods heated in the microwave may contain or have been in contact with nuts or other allergens. Students must remain in attendance while heating anything in the microwave. If a microwave is running while unattended, students are encouraged to power down the unit. Metallic objects including aluminum foil, metal utensils and dishes are not allowed. Only microwaves provided by the school in the lunchroom area are permitted for student use.

STUDENT DISCIPLINE

It is the responsibility of all students to immediately inform staff member about any possible threat to a student or staff member safety, health, or property. Withholding such information may be considered a Discipline Violation. No student may disrupt another student's learning. Classroom disruptions of any kind may be considered Discipline Violations.

DISCIPLINARY ACTION CHART

The school reserves the right to discipline students for off-campus behavior at school organized events, or for events that occurred before the student is enrolled, and for behavior which has an impact on the educational environment. In such cases, the school may, at its sole discretion, schedule a hearing to determine whether the student is allowed to enter or continue at the school. The school may also honor the disciplinary consequences imposed by the student's previous school.

Arizona Charter Academy enforces a progressive discipline policy, which means that each successive offense may merit a stronger consequence. Action taken by the school authority will range between the minimum and maximum category identified on the disciplinary action chart. When an offense has a specific impact on a student and/or staff member at Arizona Charter Academy, the student who is at fault may be required to deliver an apology to those affected by the behavior/offense.

Any offense that involves a consequence of in-school suspension or higher, will also result in the loss of privilege to participate in the next special event such as field trip, dance, paw party, etc. Any offense if deemed serious enough by the administration may be subject to emergency removal, suspension or expulsion. 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.

Type 2 and Type 3 offenses are expellable offenses subject to expulsion on the first offense. The Disciplinary Action Chart is not an all-inclusive list of offenses

DISCIPLINARY ACTION - GRADES K-2

Type 1 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Cheating or plagiarism (loss of credit for assignment)</i>	Min. Max.	School Conf. (A) Parent Contact (C)	Parent Contact (C) ISS (G)
<i>Contraband</i>	Min. Max.	School Conf. (A) Comm. Service (F)	Parent Contact (C) LTS (J)
<i>Defiance/Disrespect towards authority/Insubordination</i>	Min. Max.	Formal Conf. (B) Perm/Temp Removal (D)	Parent Contact (C) LTS (J)
<i>Destruction of school property</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	Comm. Service (F) LTS (J)
<i>Disorderly conduct/Disruption</i>	Min. Max.	School Conf. (A) STS (H)	Parent Contact (C) ACA Removal (K)
<i>Electronic devices (Subject to additional consequences per CPEDU Policy)</i>	Min. Max.	Parent Contact (C) Detention (E)	Detention (E) ISS (G)
<i>Forgery/Falsification</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	Parent Contact (C) ISS (G)
<i>Horseplay/Roughhousing</i>	Min. Max.	School Conf. (A) Detention (E)	Parent Contact (C) STS (H)
<i>Inappropriate language</i>	Min. Max.	School Conf. (A) Detention (E)	Parent Contact (C) STS (H)
<i>Indecent exposure</i>	Min. Max.	Parent Contact (C) STS (H)	Perm/Temp Rem. (D) LTS (J)
<i>Instigation</i>	Min. Max.	School Conf. (A) Detention (E)	Parent Contact (C) STS (H)
<i>Littering</i>	Min. Max.	School Conf. (A) Comm. Service (F)	Parent Contact. (C) Comm. Service (F)
<i>Lying</i>	Min. Max.	School Conf. (A) Comm. Service (F)	Parent Contact (C) STS (H)
<i>Physical Aggression</i>	Min. Max.	School Conf. (A) Comm. Service (F)	Parent Contact (C) STS (H)
<i>Public display of affection</i>	Min. Max.	School Conf. (A) Parent Contact (C)	Parent Contact (C) Detention (E)
<i>Public sexual indecency</i>	Min. Max.	Parent Contact (C) STS (H)	Detention (E) LTS (J)
<i>Technology Infraction * (subject to loss of network/internet privileges)</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	Comm. Service (F) STS (H)
<i>Truancy</i>	Min. Max.	Parent Contact (C) Detention (E)	Detention (E) STS (H)
<i>Verbal abuse/profanity to an adult (ARS 15-507)</i>	Min. Max.	STS (H) LTS (J)	LTS (J)

DISCIPLINARY ACTION - GRADES K-2

Type 2 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Alcohol -use/share/possession/distribution</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) ACA Removal (K)
<i>Assault</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) ACA Removal (K)
<i>Bullying/cyber-bullying</i>	Min. Max.	Comm. Service (F) STS (H)	STS (H) ACA Removal (K)
<i>Burglary/breaking and entering (second or third degree *</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Dangerous object — use/share/sale/ intent to sell/ possession/distribution</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) ACA Removal (K)
<i>Drug (OTC) — use/share/sale/ intent to sell/ possession/distribution</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) ACA Removal (K)
<i>Endangerment</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) ACA Removal (K)
<i>Fighting</i>	Min. Max.	Comm. Service (F) STS (H)	STS (H) ACA Removal (K)
<i>Harassment/intimidation/hazing</i>	Min. Max.	Comm. Service (F) STS (H)	STS (H) ACA Removal (K)
<i>Hate crime/racial harassment</i>	Min. Max.	Parent Contact (C) ISS (G)	STS (H) ACA Removal (K)
<i>Interference or disruption of educational institution</i>	Min. Max.	Comm. Service (F) STS (H)	STS (H) ACA Removal (K)
<i>Sexual materials</i> <i>(subject confiscation of materials)</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	Comm. Service (F) ACA Removal (K)
<i>Sexual harassment</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	ISS (G) ACA Removal (K)
<i>Theft *</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	ISS (G) ACA Removal (K)
<i>Tobacco/E-Cigarettes/Vaporizers - use/share/possession/distribution</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) ACA Removal (K)
<i>Vandalism *</i>	Min. Max.	Comm. Service (F) STS (H)	STS (H) ACA Removal (K)
<i>Verbal Threat</i>	Min. Max.	Comm. Service (F) ISS (G)	STS (H) ACA Removal (K)

DISCIPLINARY ACTION - GRADES K-2

Type 3 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Arson of an occupied structure *</i>	Min. Max.	LTS (J) ACA Removal (K)	ACA Removal (K)
<i>Arson of structure or property *</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Bomb threat</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Burglary (first degree) *</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Drug (illicit/inhalants/prescribed) — use/sell/share/intent to sell/possession/distribution</i>	Min. Max.	Parent Contact (C) LTS (J)	LTS (J) ACA Removal (K)
<i>Fire alarm misuse (subject to potential fine from proper authorities)</i>	Min. Max.	Comm. Service (F) STS (H)	STS (H) ACA Removal (K)
<i>Robbery *</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Threat of physical attack — weapon/chemical (including threats to self)</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Weapons — use or possession</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)

LEGEND OF STUDENT DISCIPLINE 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. Parents/guardians involvement by telephone, letter, or personal conference.
- D. Temporary or permanent removal from class, during which time, the student may be assigned appropriate on campus duties or alternative classes.
- E. Detention; may be assigned before or after school, or during lunch.
- 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

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

DISCIPLINARY ACTION - GRADES 3-5

Type 1 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Cheating or plagiarism (loss of credit for assignment)</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	Parent Contact (C) LTS (J)
<i>Contraband</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	Comm. Service (F) LTS (J)
<i>Defiance/Disrespect towards authority/Insubordination</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	Comm. Service (F) LTS (J)
<i>Disorderly conduct/Disruption</i>	Min. Max.	Parent Contact (C) ISS (G)	STS (H) LTS (J)
<i>Electronic devices (Subject to additional consequences per CPEDU Policy)</i>	Min. Max.	Parent Contact (C) Detention (E)	Comm. Service (F) STS (H)
<i>Endangerment</i>	Min. Max.	Detention (E) STS (H)	STS (H) ACA Removal (K)
<i>Extortion</i>	Min. Max.	Parent Contact (C) ISS (G)	STS (H) LTS (J)
<i>Forgery/Falsification</i>	Min. Max.	Parent Contact (C) ISS (G)	STS (H) LTS (J)
<i>Gambling (Subject to restitution)</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	ISS (G) STS (H)
<i>Gang association/activity</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	ISS (G) ACA Removal (K)
<i>Graffiti or tagging*</i>	Min. Max.	School Conf. (A) Comm. Service (F)	Parent Contact (C) STS (H)
<i>Horseplay/Roughhousing</i>	Min. Max.	School Conf. (A) Detention (E)	Parent Contact (C) STS (H)
<i>Inappropriate language</i>	Min. Max.	Parent Contact (C) Detention (E)	Comm. Service (F) STS (H)
<i>Indecent exposure</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) LTS (J)
<i>Instigation</i>	Min. Max.	Detention (E) STS (H)	STS (H) LTS (J)
<i>Leaving school without permission/Ditching</i>	Min. Max.	Parent Contact (C) STS (H)	Comm. Service (F) STS (H)
<i>Littering</i>	Min. Max.	School Conf. (A) Comm. Service (F)	Parent Contact (C) ISS (G)
<i>Lying</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	Detention (E) STS (H)
<i>Physical aggression</i>	Min. Max.	Detention (E) STS (H)	STS (H) LTS (J)
<i>Public display of affection</i>	Min. Max.	Parent Contact (C) Detention (E)	Comm. Service (F) STS (H)

DISCIPLINARY ACTION - GRADES 3-5

Type 1 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Public sexual indecency</i>	Min. Max.	Parent Contact (C) STS (H)	ISS (G) LTS (J)
<i>Technology Infraction *</i> (subject to loss of network/internet privileges)	Min. Max.	Parent Contact (C) STS (H)	STS (H) LTS (J)
<i>Truancy</i>	Min. Max.	Parent Contact (C) Comm. Service (F)	Comm. Service (F) STS (H)
<i>Trespassing/loitering</i>	Min. Max.	Parent Contact (C) ISS (G)	STS (H) LTS (J)
<i>Verbal abuse/profanity to an adult</i> (ARS 15-507)	Min. Max.	STS (H) LTS (J)	LTS (J)
<i>Verbal abuse/obscenity/profanity/provocation</i>	Min. Max.	Detention (E) ISS (G)	STS (H) LTS (J)
Type 2 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Alcohol -use/share/possession/distribution</i>	Min. Max.	Detention (E) STS (H)	LTS (J) ACA Removal (K)
<i>Assault</i>	Min. Max.	ISS (G) STS (H)	LTS (J) ACA Removal (K)
<i>Bullying/cyber-bullying</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	LTS (J) ACA Removal (K)
<i>Burglary/breaking and entering (second or third degree *)</i>	Min. Max.	ISS (G) STS (H)	LTS (J) ACA Removal (K)
<i>Dangerous object — use/share/sale/ intent to sell/ possession/distribution</i>	Min. Max.	Comm. Service (F) STS (H)	LTS (J) ACA Removal (K)
<i>Drug (OTC) — use/share/sale/ intent to sell/ possession/distribution</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) LTS (J)
<i>Fighting</i>	Min. Max.	ISS (G) STS (H)	LTS (J) ACA Removal (K)
<i>Harassment/intimidation/hazing</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	LTS (J) ACA Removal (K)
<i>Hate crime/racial harassment</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	LTS (J) ACA Removal (K)
<i>Interference or disruption of educational institution</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Sexual Materials</i>	Min. Max.	Comm. Service (F) STS (H)	STS (H) ACA Removal (K)
<i>Sexual harassment</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) ACA Removal (K)
<i>Theft *</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	May be subject to expulsion for the first offense

DISCIPLINARY ACTION - GRADES 3-5

Type 2 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Tobacco/E-Cigarettes/Vaporizers - use/share/possession/distribution</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Vandalism *</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	May be subject to expulsion for the first offense
Type 3 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Arson of an occupied structure *</i>	Min. Max.	LTS (J) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Arson of structure or property *</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Bomb threat</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Burglary (first degree) *</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Drug (illicit/inhalants/prescribed) — use/sell/share/intent to sell/possession/distribution</i>	Min. Max.	STS (H) LTS (J)	May be subject to expulsion for the first offense
<i>Fighting with an object</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Fire alarm misuse</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Robbery *</i>	Min. Max.	STS (H) LTS (J)	May be subject to expulsion for the first offense
<i>Sexual Misconduct</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) ACA Removal (K)
<i>Threat of physical attack — weapon/chemical (including threats to self)</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Weapons — use or possession</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense

LEGEND OF STUDENT DISCIPLINE 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. Parents/guardians involvement by telephone, letter, or personal conference.
- D. Temporary or permanent removal from class, during which time, the student may be assigned appropriate on campus duties or alternative classes.
- E. Detention; may be assigned before or after school, or during lunch.
- F. Community service
- G. In-school suspension
- H. Short-term suspension and/or alternative to suspension program
- I. Emergency removal, suspension, or expulsion
- J. Long-term suspension
- K. Expulsion is the permanent removal from Arizona Charter Academy

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

DISCIPLINARY ACTION - GRADES 6-8

Type 1 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Cheating or plagiarism (loss of credit for assignment)</i>	Min. Max.	Parent Contact (C) ISS (G)	ISS (G) LTS (J)
<i>Contraband</i>	Min. Max.	Parent Contact (C) ISS (G)	ISS (G) LTS (J)
<i>Defiance/Disrespect towards authority/Insubordination</i>	Min. Max.	Parent Contact (C) STS (H)	Comm. Service (F) LTS (J)
<i>Disorderly conduct/Disruption</i>	Min. Max.	Parent Contact (C) STS (H)	STS (H) LTS (J)
<i>Electronic devices (Subject to additional consequences per CPEDU Policy)</i>	Min. Max.	Parent Contact (C) ISS (G)	ISS (G) STS (H)
<i>Endangerment</i>	Min. Max.	Detention (E) STS (H)	STS (H) ACA Removal (K)
<i>Extortion</i>	Min. Max.	ISS (G) STS (H)	STS (H) LTS (J)
<i>Forgery/Falsification</i>	Min. Max.	ISS (G) STS (H)	STS (H) LTS (J)
<i>Gambling (Subject to restitution)</i>	Min. Max.	Parent Contact (C) STS (H)	ISS (G) STS (H)
<i>Gang association/activity</i>	Min. Max.	ISS (G) STS (H)	STS (H) ACA Removal (K)
<i>Graffiti or tagging *</i>	Min. Max.	Comm. Service (F) STS (H)	STS (H) LTS (J)
<i>Horseplay/Roughhousing</i>	Min. Max.	ISS (G) STS (H)	STS (H) LTS (J)
<i>Inappropriate language</i>	Min. Max.	Comm. Service (F) ISS (G)	ISS (G) STS (H)
<i>Indecent exposure</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Instigation</i>	Min. Max.	ISS (G) STS (H)	STS (H) LTS (J)
<i>Leaving school without permission/Ditching</i>	Min. Max.	Comm. Service (F) STS (H)	ISS (G) LTS (J)
<i>Littering</i>	Min. Max.	Comm. Service (F) STS (H)	ISS (G) STS (H)
<i>Lying</i>	Min. Max.	Parent Contact (C) ISS (G)	Detention (E) STS (H)
<i>Physical aggression</i>	Min. Max.	ISS (G) STS (H)	STS (H) LTS (J)
<i>Public display of affection</i>	Min. Max.	Parent Contact (C) ISS (G)	Comm. Service (F) STS (H)

DISCIPLINARY ACTION - GRADES 6-8

Type 1 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Public sexual indecency</i>	Min. Max.	ISS (G) STS (H)	STS (H) LTS (J)
<i>Technology Infraction *</i> (subject to loss of network/internet privileges)	Min. Max.	Parent Contact (C) STS (H)	STS (H) LTS (J)
<i>Truancy</i>	Min. Max.	Parent Contact (C) ISS (G)	ISS (G) LTS (J)
<i>Trespassing/loitering</i>	Min. Max.	ISS (G) STS (H)	STS (H) LTS (J)
<i>Verbal abuse/profanity to an adult</i> (ARS 15-507)	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Verbal abuse/obscenity/profanity/provocation</i>	Min. Max.	ISS (G) STS (H)	STS (H) LTS (J)
Type 2 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Alcohol -use/share/possession/distribution</i>	Min. Max.	STS (H) LTS (J)	May be subject to expulsion for the first offense
<i>Assault</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Bullying/cyber-bullying</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Burglary/breaking and entering (second or third degree *</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Dangerous object — use/share/sale/ intent to sell/ possession/distribution</i>	Min. Max.	STS (H) LTS (J)	May be subject to expulsion for the first offense
<i>Drug (OTC) — use/share/sale/ intent to sell/ possession/distribution</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Fighting</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Harassment/intimidation/hazing</i>	Min. Max.	STS (H) LTS (J)	LTS (J) ACA Removal (K)
<i>Hate crime/racial harassment</i>	Min. Max.	STS (H) LTS (J)	STS (H) LTS (J)
<i>Interference or disruption of educational institution</i>	Min. Max.	ACA Removal (K)	May be subject to expulsion for the first offense
<i>Sexual Materials</i>	Min. Max.	ISS (G) STS (H)	ST (H) ACA Removal (K)
<i>Theft *</i>	Min. Max.	Comm. Service (F) ACA Removal (K)	May be subject to expulsion for the first offense

DISCIPLINARY ACTION - GRADES 6-8

Type 2 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Tobacco/E-Cigarettes/Vaporizers - use/share/possession/distribution</i>	Min. Max.	ISS (G) STS (H)	STS (H) ACA Removal (K)
<i>Vandalism *</i>	Min. Max.	ISS (G) STS (H)	ST (H) ACA Removal (K)
Type 3 Offense	Range	First Offense	Repeated or Flagrant Offense
<i>Arson of an occupied structure *</i>	Min. Max.	ACA Removal (K)	May be subject to expulsion for the first offense
<i>Arson of structure or property *</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Bomb threat/Death threat</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Burglary (first degree) *</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Drug (illicit/inhalants/prescribed) — use/sell/share/intent to sell/possession/distribution</i>	Min. Max.	LTS (J) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Fighting with an object</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Fire alarm misuse</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Robbery *</i>	Min. Max.	LTS (J) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Sexual Misconduct</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Threat of physical attack — weapon/chemical (including threats to self)</i>	Min. Max.	STS (H) ACA Removal (K)	May be subject to expulsion for the first offense
<i>Weapons — use or possession</i>	Min. Max.	LTS (J) ACA Removal (K)	May be subject to expulsion for the first offense

LEGEND OF STUDENT DISCIPLINE 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. Parents/guardians involvement by telephone, letter, or personal conference.
- D. Temporary or permanent removal from class, during which time, the student may be assigned appropriate on campus duties or alternative classes.
- E. Detention; may be assigned before or after school, or during lunch.
- F. Community service
- G. In-school suspension
- H. Short-term suspension and/or alternative to suspension program
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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 type of service, 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. **Agreeing to the ACA student handbook by both the student and parent is inclusive of understanding community service will occur both after school and/or on Saturdays. Refusal to adhere to the enforcement of the community service can lead to long term suspension from ACA.** 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.

SATURDAY SCHOOL

Saturday School is an opportunity for students to serve a consequence in lieu of a more serious one such as a formal suspension. In addition to disciplinary consequences, students may be required to attend Saturday School to complete missing assignments. Saturday School is a 3-hour assignment, occurring from 8:00 to 11:00 a.m. on specific Saturdays. Specific dates of attendance will be assigned to students. Students are expected to bring school materials and assignments to complete during Saturday School.

Failure to attend two Saturday School sessions within a semester may result in long-term suspension. A student who does not attend Saturday School when required is subject to detention, suspension, and/or expulsion.

TUTORING AND SUMMER SCHOOL

At the discretion of teachers and administrators, students may be required to attend tutoring or study sessions at any time during the school day or after school.

- To improve academic performance, students are subject to being assigned to mandatory after-school tutoring, Saturday School, and/or Summer School.
- Students who pass their courses and final comprehensive assessments, but demonstrate academic skill deficiencies may be required to attend Summer School at the discretion of school administration.
- Students are responsible for transportation home when they are assigned to mandatory after-school tutoring and for transportation to and from Saturday School and/or Summer School.

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. Similar physical intervention will be appropriate in self-defense, and 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 in addition to other discipline. If administration deems the damage to any school property is severe, Parents/guardians will have to pay to have it replaced. Parents/guardians are responsible for student's actions and will be 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. Parents/guardians shall be responsible for all costs of collection including attorney fees if necessary.

IN-SCHOOL SUSPENSION

Students may receive in-school suspension for various offenses. While serving in-school suspension, the student will be responsible for assigned school work for the days served. A student's parents/guardians will 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 administration's discretion as to whether or not he/she feels the student has made the improvement necessary to attend classes.

SHORT-TERM SUSPENSION (1-10 DAYS)

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short-term suspension to any person, other than the school principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any off-campus suspension, a student is not permitted on school property or at school functions/events. Classroom assignments will be provided, upon parent request, during a short-term suspension.

LONG-TERM SUSPENSION (11 OR MORE SCHOOL DAYS)

If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 11 days or expulsion, the accused student will be afforded his or her due process rights pursuant to ARS 15-840-15-844. Prior to any Long-Term Suspension, the student is placed on Short-Term Suspension and the same rules described in the Short-Term Suspension paragraph above are invoked. During this time the School Principal/Designee will conduct an investigation of the incident. The student and other witnesses will be interviewed and allowed to provide information. If after the investigation a school administrator believes that a long-term suspension/expulsion may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parents/guardians in writing. The school administrator/designee will also notify the school office to schedule a long-term suspension/expulsion hearing.

- 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 parents/guardians 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 parents/guardians 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 and that agreement is confirmed in writing. 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/expulsion may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parents/guardians within five working days after the hearing. If the decision is to impose a long-term suspension or expulsion, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension or expulsion.
- Explain that absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.
- If a long term suspension, the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the parents/guardians about suspension/expulsion appeal procedures.

Any student who is long term suspended from class shall be prohibited from campus, participation in or attending any extracurricular competition, performance, or function for the length of the suspension. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer and will only be allowed in exceptional circumstances. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer and will only be allowed in exceptional circumstances.

To receive credit for assignments missed during a long-term suspension, students are required to complete missed assignments after returning to school. If the student is allowed to make up work while on Long Term Suspension the student must follow the procedure for short-term suspension. The student may be required to come to school after regular hours to take exams and quizzes during his/her Long-Term Suspension.

Student Disciplinary Records

The school administration makes every reasonable effort to thoroughly investigate, accurately document, and fairly adjudicate student misconduct. Disciplinary records related to the current school year are maintained by the School in the student's disciplinary file. The student's disciplinary file is made available for inspection by a parent upon request. Before parents inspect the disciplinary file, the file is adjusted to comply with the Family Educational Rights and Privacy Act (FERPA). In compliance with FERPA, all documents with information about any other students involved in disciplinary events are removed from the file prior to such inspection. The student's disciplinary file, including disciplinary information related to the current school year, is available for inspection only if the request is made before the end of the school year during which the Discipline Violation occurred. When responding to requests for student disciplinary records and information from law enforcement agencies or court officials, the school follows procedures mandated by the Family Educational Rights and Privacy Act (FERPA).

EXPULSION

Expulsion is defined as the permanent withdrawal of the privilege of attending any school in the district unless the Governing Board reinstates the privilege. If the hearing officer recommends that a student is to be expelled from the school, this recommendation will be forwarded to the Governing Board. Parents/guardians may appeal the recommendation for expulsion to the Governing Board based on one of the following reasons:

- There was substantial non-compliance with discipline policies.
- The student'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 review the decision from the hearing officer 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 parents/guardians, the executive session will be closed. If the parents/guardians 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 parents/guardians, then the board, after consultation with the student's parents/guardians, 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 parents/guardians 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 has been expelled from school may be prohibited from campus, participation in or attending any extracurricular competition, performance, or function.

EMERGENCY REMOVAL, SUSPENSION OR EXPULSION

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

The student and parents/guardians may, within 48 hours, request a written notice of the reason for expulsion if one has not been received. To challenge the expulsion decision, the parent or student must submit a written request within five (5) days of the receipt of a written reason for expulsion. The request to review the expulsion must be in writing and directed to the principal or designee. 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 parents/guardians prior to removing a student from school premises. If the parents/guardians cannot be notified prior to removal, the parents/guardians 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.

CONTACT OF LAW ENFORCEMENT AUTHORITIES

If the student is considered an IMMEDIATE threat to himself or others, or engages in conduct required by law to be reported to law enforcement authorities, the staff-member registering the offense must notify the principal/designee. It is the principal/designee's responsibility to contact local law enforcement.

DUE PROCESS

Arizona Charter Academy is committed to assuring due process rights for students involved in disciplinary actions. 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 officials may request this to be submitted in writing.

STUDENT INTERROGATIONS, SEARCHES AND 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 a law enforcement officer.

When child abuse is alleged, school personnel will cooperate with child protective services workers or law enforcement's requesting to interview a student attending the school. If a student is taken into temporary custody in according with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If law enforcement enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, school officials will make an attempt to notify and inform the parents/guardians of the law enforcement presence, unless directed not to by the law enforcement. If the parent does not consent or cannot be reached, the law enforcement and parents will need to make contact and arrangements.

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.

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.
- Disrobing of a student is overly intrusive for purposes of most student searches and will not be conducted.

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 will be made to cooperate with law enforcement officers.

Arrests

When a law enforcement enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, 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.

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. Police officers will be 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.

DISTRICT'S COMPUTER ACCEPTABLE USE POLICY

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. The following is Arizona Charter Academy's policies for acceptable computer use:

1. Students can only use computer equipment if the parent/guardian and student have signed the Internet/Computer Use Policy of the student/parent/guardian 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, networking, etc.), software programs and files on the computers and network are the property of the school. Users shall not erase, rename, or make unusable in any fashion any other individual's files or programs.
3. 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.
4. Users shall not exchange passwords or attempt to discover another user's password, whether within a LAN or at a remote location via telecommunications.
5. Users shall not illegally copy software that is provided by the school, an instructor, or any other source.
6. Users shall not use school computers or networks for any purpose other than school designated purposes.
7. 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.
8. 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.
9. Users must not use a computer for unlawful purposes, including illegal copying, installing or running of software.
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, software or network.
11. Users shall not use the computer to 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.
12. 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.
13. 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.
14. Since student created documents and files, either hard copy or electronic, 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.

15. 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
16. The use of USB Drives is strictly forbidden for students and any use, regardless how, will include the Technology Department's involvement to ensure safety and proper use.
17. Use of remote computer resources through telecommunications shall be governed by the same policies and rules designated for local area use. For further clarification see BYOD section.

Students who do not comply with ACA's policy will be subject to immediate disciplinary action including but not limited to loss of computer privileges, suspension and notification of proper authorities.

STUDENT INTERNET POLICY

It is the expectation of the school that students will use the Internet in a responsible manner. Accordingly, the school has established policies 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 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 and student have initialed the Internet/Computer Use Policy of the student/parent/guardian Handbook Acknowledgement page. **No student will be allowed to use Internet without this form on file.**
2. Each year, prior to use, each student shall receive and discuss information from his/ her teacher regarding:
 - Internet safety and security, including the importance of understanding what materials are inappropriate to minors
 - Responsible use of the Internet
 - Measures the school has taken to restrict access to materials harmful to minors

INTERNET RULES

Students shall not:

1. Give or provide personal information to anyone on the internet.
2. Distribute or view messages that are inappropriate, obscene, sexist, contain obscenities, racial, ethnic, or gender-based slurs, inflammatory or abusive language and or considered cyber bullying.
3. Circumvent or attempt to circumvent the school's Internet Protection Filter or firewall.
4. Create chat rooms or personal profiles for the purpose of distribution on the inter-net with the use of school computers.

Non-compliance to these policies may result in loss of privileges, notification of authorities, restitution and disciplinary action including suspension or expulsion.

BRING YOUR OWN DEVICE (BYOD)

Student Agreement for the Acceptable Use of Student Owned Devices as part of the Bring Your Own Device (BYOD) initiative.

This agreement may only be executed by students who have previously returned an “Acknowledgements and Permissions” form signed by their parent allowing them to use the internet at school. This agreement provides additional authorization to access the ACA student wireless network using personal devices. It does not supersede any information in the “ACA Student Handbook”.

ACA teachers and administration believe that providing network access for students’ personal electronic devices will enhance the educational experience for ACA students by expanding students’ access to the resources provided by the internet. For this reason, ACA has set up a student wireless network.

1. **Acceptable Devices** - Students may only access the student wireless network with devices that are their own personal property.
2. **Content** - Filtered access to the Internet will be provided for student owned devices.
3. **Personal Responsibility** - The school/district assumes no responsibility for the loss of, theft of or damage to any personal device that a student connects to the student wireless network or any information on that device.
4. **Security** - Students shall not impair the security of the ACA network. This expectation includes but is not limited to:
 - Students are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the ACA student wireless network. Devices without up to date security programs may be denied access to the network.
 - Students are expected to safeguard all network passwords. Students should not share network passwords with others. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
 - Students are expected to log onto the student wireless network only with their account and not to allow others to use their account or to use the accounts of others, with or without the account owner’s authorization.
5. **No IT Support** - Students are responsible for setting up and maintaining the devices that they connect to the network. The school/district will not provide IT support for student owned devices.
6. **Authorized Use** - Students may use the student wireless network for educational purposes only that are authorized by the teacher of that class.
7. **Unauthorized Networks** - Students may not create unauthorized wireless networks to access ACA’s student wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
8. **No Use of Wired Networks** - Students may use only the ACA student wireless network for personal devices. They may not attach personal devices to the ACA wired network.
9. **Consequences of Inappropriate Use** - Students who misuse ACA’s student wireless network will be subject to discipline which may include loss of access to student wireless or all internet access and/or other appropriate disciplinary or legal action in accordance with the Student Handbook and applicable laws.

The Technology Director or appropriate administrator will review alleged violations of School Network Acceptable Use Policy on a case-by-case basis. Clear violations of policies, which are not promptly remedied by the user, may result in referral for disciplinary action, termination of Internet/network privileges, suspension, and/or expulsion of the user from school. Damage to ACA technology devices, such as computers, will result in a minimum fine of \$25.

ELECTRONIC MAIL POLICY

The following is Arizona Charter Academy's policy in regard to access and disclosure of electronic mail messages created, sent or received by students using the school's e-mail system. The school reserves the right to amend or modify this policy at any time as may be required. Individuals using this system expressly consent to monitoring of their activities. Any student who violates this policy or uses the electronic mail system for improper purposes may be subject to disciplinary action.

1. The use of the e-mail system is reserved solely for the conduct of school functions. Students may not use the e-mail system to solicit for commercial ventures, religious or political causes, outside organizations, or other non-educational related solicitations.
2. The e-mail system shall not be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain profanity, sexual implications, racial slurs, gender-specific slurs, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
3. The school reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the e-mail system for any purpose. There should be no expectation of personal privacy or ownership of any e-mail, including attachments, created, sent, or received via, or stored on, the school e-mail system.
4. The school will attempt to block/delete with security software any potentially dangerous emails, such as those that are infected with a computer virus or that might have embedded links to corrupt Internet sites. However, there may be some email messages that "slip past" such software. It is important that users NOT open any email from unrecognized senders or if the email looks suspicious. The school's network security requires everyone's participation and diligence. Any student who discovers a violation of this policy shall notify the IT department.
5. School policy prohibits the use of school email for use in social media, inclusive of registration, group membership, and communication.

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 a third party, including law enforcement, requesting access to the security tapes. By accepting this handbook, Parents/guardians 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.

BIRTHDAY TREATS AND CLASSROOM PARTY POLICY

Please note the following guidelines:

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

RULES FOR DISTRIBUTION OF FLYERS AT SCHOOL BY STUDENTS

The school district expects the primary focus of each school at all times to be the academic program of the school and the safety of its students. Accordingly, it expects time at school to be devoted to teaching and learning and intends to protect this time from unnecessary disruptions. The district also acknowledges the interests of students to express their opinions and share their beliefs. The purpose of these rules is to emphasize the purpose of school time while also accommodating the First Amendment right of students. Therefore, each school shall allow distribution of flyers by students, subject to the following rules and procedures. These procedures and rules shall be applied in a uniform and consistent manner without respect to the content of the flyer. Flyers from outside organizations are subject to different procedures.

1. An actual sample of any flyer to be distributed by a student shall be submitted to the school's principal at least two (2) school days prior to the time the student desires to distribute the flyer. No distribution shall occur during the first two weeks or the last two weeks of a school year or during testing/examination times.
2. The availability of any student flyer must be to a group or groups of students (e.g., the entire school, particular grade levels) and may not be to individually named students. A student may not distribute flyers only to an organization's members at school.
3. All flyers distributed by students shall clearly indicate that the flyer is not official school communication and that the school does not endorse the content of any specific flyer.
4. Students may NOT distribute flyers during any classroom time. Flyers may be distributed only between classes, during lunch periods, or before or after school.
5. The school may elect to further limit or identify places for distribution of flyers by students and all such limitations shall be applied equally to all distribution of flyers. All designated places for distribution will be substantially equivalent and no place for distribution shall be located in an area that may imply school endorsement of the communication contained in the flyer.
6. Receipt of flyers by students shall be purely voluntary and all students may freely turn away a flyer. No student shall be coerced, intimidated, or otherwise made to feel obligated to accept any student flyer.
7. Any violation of this policy must be immediately reported to the school administration and shall be addressed consistently with the disciplinary code.

FIELD TRIPS

Parents/guardians will be informed by written communication about field trips before they occur. Field trips will require a signed permission slip by Parents/guardians and may require a fee. All clubs / sports will require a general permission slip signed by Parents/guardians at the beginning of the season, 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 are not permitted to attend another class's field trip. Detailed field trip policies are available upon request.

FIELD TRIP CANCELLATION AND REFUNDS

Arizona Charter Academy may postpone or cancel school trips when necessary to ensure the safety of students, teachers, and volunteer chaperones and for other appropriate reasons. When the school cancels a trip, the school shall refund trip money to students in accordance with the refund policies of the companies and organizations providing services for the trip. School staff will clearly outline for parents any conditions or deadlines that may apply in cases where trip fees cannot be reimbursed. A refund is not available to a student who pays for a trip but for any reason cannot attend.

SCHOOL VOLUNTEERS

At Arizona Charter Academy, we highly value and appreciate our volunteers. 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 volunteers opportunity to ask any questions they may have. These orientations will be held as needed and volunteer opportunities will be explained.

Volunteers must follow any and all rules and procedures established by the Governing Board of the school. Volunteers may be required to have background checks. Arizona Statute requires that 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, please pick up a volunteer packet at the front office.

STUDENT SURVEYS/PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Arizona Charter Academy will directly notify parents of these policies at the start of each school year and after any substantive changes. Arizona Charter Academy will also directly notify parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Currently surveys are administered to students in fall, winter and spring. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys.

HOMELESS YOUTH INFORMATION

This policy is intended to be in direct compliance with the Arizona Revised Statutes, Arizona Administrative Code and McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

Definitions

The term “homeless students” means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory students who qualify as homeless because the children are living in circumstances described above.
- The term “unaccompanied youth” includes a youth who is not in the physical custody of a parent or legal guardian.

Liaison for Homeless Students

Arizona Charter Academy has designated the following individual to act as the school’s homeless coordinator:

Gloria Ramos
16011 N Dysart Rd.
Surprise, AZ 85374
Phone 623-974-4959 ext. 304; Fax 623-974-4840

Admission of Homeless Students

Arizona Charter Academy shall immediately, if the class/program is not at capacity, admit the homeless student even if the student is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.

- Arizona Charter Academy shall immediately contact the school last attended by the student to obtain relevant academic and other records.
- If the student needs to obtain immunizations, or immunization or medical records, Arizona Charter Academy shall immediately refer the parent or guardian of the student to the liaison for homeless students who shall assist in obtaining necessary immunizations, or immunization or medical records.
- Homeless children and youths will not be stigmatized or segregated on the basis of their status as homeless.

If a dispute arises over school selection or enrollment in a school the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. An explanation of the appeals process is available in the school office.

PARENT/GUARDIAN RIGHT TO KNOW

In accordance with the Elementary and Secondary Education Act (ESEA) are guaranteed annual notification of their “right to know” about teacher qualifications by their school. That means parents/guardians 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.

If you would like to receive this information, please contact:

ACA Human Resources
16011 N Dysart Rd.
Surprise, AZ 85374
Phone 623-974-4959; Fax 623-974-4840

TITLE I

Arizona Charter Academy is a school wide Title I school. Title I regulations require that each school served under Title I jointly develop with and distribute to parents/guardians of participating children, a written parents/guardians involvement policy agreed on by the parents/guardians that describes the requirements of (c) through (f) as listed below and outlined in Title I law:

POLICY INVOLVEMENT

Each school served under this part shall:

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating children shall be invited and encouraged to attend, to inform parents/guardians of their school's participation under this part and to explain the requirements of this part, and the right of the parents/guardians to be involved;
 - Arizona Charter Academy conducts an open house meeting during the month of August each school year which all parents/guardians, 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 of two time slots for parents/guardians to choose from in order to be able to attend these meetings.
3. Involve parents/guardians, 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 parents/guardians involvement policy;
 - Arizona Charter Academy also conducts an annual review meeting with all parents/guardians whose children participate in the Title I program. This meeting allows for parents/guardians feedback, suggestions, complaints and comments as well as an additional opportunity to get involved in the school improvement program.
4. Provide parents/guardians of participating children timely information about programs under this part; 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 if requested by parents/guardians, 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.
 - Parents/guardians are 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 parents/guardians of participating children, submit any parents/guardians comments on the plan when the school makes the plan available to the local educational agency.

SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parents/guardians involvement policy, each school shall jointly develop with parents/guardians for all children served under this part a school-level parents/guardians compact that outlines how parents/guardians, 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. Parents/guardians, students and teachers may volunteer for this committee. This committee is responsible for creation and updates of the school-level par-ends/guardians compact as needed on an annual basis.

BUILDING CAPACITY FOR INVOLVEMENT

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

1. Shall provide assistance to the parents/guardians 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
 - State test scores mailed to parents/guardians
 - State testing workshop to understand the data
 - Parents/Guardians/Teacher Conferences
2. Shall provide materials and training to help parents/guardians to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parents/guardians involvement;
 - Parents/Guardians Nights
 - Parents/Guardians/Teacher Conference
 - Principal Meetings
 - Web-site with links for educational resources
 - State testing tutoring guides
 - Homework tips
 - Character Education Programs
 - Handouts on reading/math tips
3. Shall educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of contributions of parents/guardians, and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parents/guardians programs, and build ties between parents/ guardians and the school;
 - Weekly professional development
 - Require frequent parents/guardians communication via notes, phone logs, and meetings
 - Parents/Guardians/Teacher conferences
 - Provide positive notes to mail home to parents/guardians

4. Shall, to the extent feasible and appropriate, coordinate and integrate parents/guardians involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the parents/guardians as Teachers Program, and public preschool and other programs and conduct other activities, such as parents/guardians resource centers that encourage and support parents/ guardians in more fully participating in the education of their children.
5. Shall ensure that information related to school and parents/guardians programs, meetings, and other activities is sent to the of participating children in a format, and to the extent practicable, in a language parents/guardians can understand;
6. Shall provide materials and training to help parents/guardians to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parents/guardians involvement;
 - Parents/Guardians Nights
 - Parents/Guardians/Teacher Conference
 - Principal Meetings
 - Web-site with links for educational resources
 - State testing/AIMS tutoring guides
 - Character Education Programs
 - Handouts on reading/math tips
7. Shall educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of contributions of parents/guardians, and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parents/guardians programs, and build ties between parents/ guardians and the school;
 - Provide professional development
 - Require frequent parents/guardians communication via notes, phone logs, and meetings
 - Parents/Guardians/Teacher conferences
 - Provide positive notes to mail home to parents/guardians
8. Shall, to the extent feasible and appropriate, coordinate and integrate parents/guardians involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the parents/guardians as Teachers Program, and public preschool and other programs and conduct other activities, such as parents/guardians resource centers that encourage and support parents/ guardians in more fully participating in the education of their children.
9. Shall ensure that information related to school and parents/guardians programs, meetings, and other activities is sent to the of participating children in a format, and to the extent practicable, in a language parents/guardians can understand;

ACCESSIBILITY

In carrying out the parents/guardians involvement requirements of this part, schools and schools, to the extent practicable, shall provide full opportunities for the participation of parents/guardians with children with limited English proficiency, parents/ guardians with children with disabilities, and parents/guardians of migratory children, including providing information and school reports in a format, and to the extent practicable, in a language such parents/guardians can understand. Parents or advocates who require an accommodation must

notify the school five (5) days before the scheduled meeting or event, or as soon as possible in cases needing immediate attention.

Arizona Charter Academy offers flexible meeting times for parents/ guardians to maintain involvement in the school's activities. Many of the staff are bilingual in the Spanish language and are able to provide further assistance to parents/guardians 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 parents/guardians.

FAMILY EDUCATIONAL RIGHTS AND 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 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.

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

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. Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
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

** ACA strives to meet your needs in a timely manner, we require a minimum of 48 business hours' notice for student records. There could a fee associated with copying records.*

SECTION 504 OF THE REHABILITATION ACT OF 1973

Pursuant to Section 504 of the Rehabilitation Act of 1973, Arizona Charter Academy has a duty to identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students (FAPE).

Purpose: The purpose of Section 504 is to assure that disabled students have educational opportunities and benefits equal to those provided non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. Section 504 is not an aspect of special education.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the appropriate school's Section 504 coordinator. The Section 504 Coordinators are:

NOTICE OF DESIGNATION OF SECTION 504 COORDINATOR

Jordan Beckman
jbeckman@azcharter.com
623-974-4959

A formal written request for placement needs to be turned into the school.

Section 504 and Student Discipline: When a student, who is eligible under Section 504, violates the discipline code of the school and is recommended for a suspension of more than 10 days during the school year, a manifestation determination conference must be held.

THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) SPECIAL EDUCATION PROGRAMS

The school will ensure that all children who have suspected disabilities are identified, located and evaluated. The process of identifying, locating and evaluating students with disabilities is important to the provision of educational opportunities for all students. Children, aged birth through three years, and suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services. Children aged 2.9 years – 5 years are screened by the district public school closest to your residence. This process is guided by a variety of laws and regulations regarding identification, evaluation, development of program, placement, and the provision of services enacted at both the state and federal levels.

Procedural Safeguards

Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate education. A copy of the procedural safeguards notice shall be given to the parent upon the initial referral for evaluation. If a parent suspects their child of having a disability, birth – age 22, they should contact the administration at the school. If the school and the parents/guardians do not agree on the

identification, evaluation, educational placement of a child with a disability, and provision of FAPE (free appropriate public education), either the school or parent/legal guardian may request any of the following through the Arizona Department of Education/Exceptional Student Services:

- Mediation – The Arizona Department of Education (ADE) will provide a facilitator trained in the mediation process to assist both the school and parent/legal guardian in resolving the issues.
- Early Resolution – The Arizona Department of Education will provide trained staff to assist both the school and parent/legal guardian in resolving the issues. This is normally handled by phone and the final resolution provided in writing by ADE.
- State Complaint – The Arizona Department of Education provides trained investigators to review all records when a parent/legal guardian files a state complaint in writing. ADE will determine if the school is or is not in compliance and issue the findings in writing.
- Due Process – A parent/legal guardian or the school may initiate a due process hearing. A due process is overseen by a hearing officer and is the most formal method of resolution.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) STUDENT DISCIPLINE

When a student who is receiving special education services is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), the following procedures must be followed.

A recommended suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent/legal guardian is notified in writing that a possible suspension and/or expulsion is being considered.

Upon request, the parent/legal guardian will be provided with a copy of the procedures/ safeguards at any time during a disciplinary procedure with the student. For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff that is most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services). The student and the student's parent/legal guardian are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP, if student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion may not occur. However, the student's educational program will be reviewed and revised, and the multidisciplinary evaluation team may determine a change of placement/ location of services. (34 C.F.R. 300.519 – 300.526) If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team. In the case of a drug, weapon and/or serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting.

If there are any questions, the administrator should contact the Director of Special Education Services. The findings and all conference notes are forwarded to the district's hearing officer. If necessary, special education staff may be invited to the hearing. If the parents/guardians do not agree with the findings of the IEP conference, they may file due process. If it is deemed that the student is a threat to the educational environment, the school may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519 – 300.526)

DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA)

Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Arizona Charter Academy, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, Arizona Charter Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the school in writing. The primary purpose of directory information is to allow Arizona Charter Academy to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team. In the case of a drug, weapon and/or serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting.

If you do not want Arizona Charter Academy to disclose directory information from your child's education records without your prior written consent, you must notify the principal in writing. Arizona Charter Academy has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution attended
- Dates of attendance
- Grade level

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)