

**Phoenix Advantage
Charter School**



**2017-2018
Parent and Student Handbook
And
Student Conduct Guide**

Letter from the Principal

July 2017

Dear Parents and Guardians:

Thank you for choosing Phoenix Advantage Charter School for your child! The School's leadership team, faculty, and staff welcome you to a new and exciting school year. You will find that your child's education and the level of expertise and staff has increased dramatically for this school year. All of our teachers are highly qualified and have a strong passion for improving education. We expect 2017-2018 to be the absolute best year Phoenix Advantage has ever experienced.

The 2017-2018 Parent and Student Handbook and Student Conduct Guide are designed as a guide for you, your child and our school community. I encourage you to thoroughly read both sections of this handbook and discuss them with your child. This handbook is prepared in an effort to keep families informed of the procedures at Phoenix Advantage Charter School. Parents are the child's first teacher and are the school's partners in the important job of educating this diverse community. This handbook includes contact information for the school's leadership team, general information about our proven curriculum and instructional design, and specific school policies and procedures which, if followed consistently, will contribute to the development of a strong community and assist us in becoming an excelling school. The *Student Conduct Guide* describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment for all students.

Phoenix Advantage Charter School is very proud of the faculty and staff who work with your child each day. Please feel free to contact your student's teacher if you have questions or concerns or would like additional information about the work that your student is doing in class. The school also has available the resumes for all of the staff. These are on file and available for public inspection during normal school hours of operation.

Should you have a question that is not answered within these pages, please feel free to contact me, another member of our school leadership team, or your child's teacher.

At Phoenix Advantage Charter School, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Sincerely,

Leanne Bowley

Leanne Bowley
CEO, Superintendent & Principal

Contact Information

3738 North 16th Street
Phoenix, Arizona 85016
602-263-8777

website www.phoenixadvantage.org
email lbowley@phoenixadvantage.org

HOURS OF OPERATION

7:30am – Breakfast service begins and staff is on duty to monitor students
8:00am – Instruction begins

Students are not allowed on campus prior to 8:00am unless they are enrolled in the Eagles' Nest enrichment program.

Reporting an Absence

Please contact the school as early as possible to report absences. The phone number is 602-263-8777 or you may contact us via email at kpaulley@phoenixadvantage.org

School Overview

CORE BELIEFS:

Phoenix Advantage Charter School believes that the entire Eagle family deserves EXCELLENCE:

- Excellence in administration, teaching and staff
- Excellence in instruction and student achievement
- Excellence in high expectations and hard work
- Excellence in structure, routine and organization
- Excellence in character and behavior
- Excellence in activity, play and exercise so we are ready to learn

VISION:

Phoenix Advantage Eagles have an unwavering commitment to academic excellence.

MISSION:

Phoenix Advantage prepares students for the choices and challenges in a complex world.

Leadership

Leadership team members are:

- ❑ Ms. Leanne Bowley, Superintendent & Principal
- ❑ Mrs. Maureen Judge, Dean of Students
- ❑ Ms. Gina Lucy, Director of Curriculum & Assessment
- ❑ Ms. Janelle Beltramini, Teacher Coach

Chain of Concern

Phoenix Advantage Charter School maintains an open-door policy of communication to all parents, students, staff, and community. At the same, all concerns should be addressed at the lowest level possible. Any student or parent with a concern should follow the proper line of contact to address the issue. The chain of concern is:

1. Teacher or activity sponsor, i.e. Eagles' Nest Director, club sponsor, food service personnel
2. Dean of Students
3. Principal

Curriculum

Curriculum at Phoenix Advantage are changing from a focus on one product for each subject to using a variety of top-rated materials to reach our students in the most effective way that assists them in advanced comprehension, critical thinking and more. However, we ensure that all students are fully exposed to grade level material by implementing the use of standards checklist. Teachers work through the standards quarterly and ensure that all grade level material is covered while documenting mastery rates. Each week, teachers create mini lessons addressing any academic deficiencies Quarterly benchmark assessments are administered to monitor student progress toward mastery.

ENGLISH & LANGUAGE ARTS

English & Language Arts at Phoenix Advantage is based on the Arizona State Standards for Career and College Readiness. These standards can be found on the ADE website:

<http://www.azed.gov/standards-practices/englishlanguageartsstandards/>

Phoenix Advantage Charter School uses a variety of traditional physical and technology based materials to meet these standards:

1. Open Court Reading, of SRA/McGraw-Hill, provides:
 - a. An educational philosophy based on scientific research and nearly 40 years of practical experience.
 - b. A program that has been proven successful in schools nationwide.
 - c. A well-defined plan of systematic, explicit instruction for teaching the strategies and skills necessary for reading.
2. Prentice Hall
3. Newberry Award Winning Novel Studies
<http://www.ala.org/alsc/awardsgrants/bookmedia/newberymedal/newberyhonors/newberymedal>
4. Writer's Choice from McGraw Hill
<http://glencoe.mheducation.com/sites/0078298156/index.html>
5. Write 2000 <https://www.amazon.com/Write-Source-2000-Thinking-Learning/dp/066946774X>
6. Think CERCA – www.thinkcerca.com
7. Early Interventions in Reading <http://www.mheonline.com/go/insider/sra-early-interventions-in-reading/>

MATHEMATICS

Mathematics at Phoenix Advantage is based on the Arizona State Standards for Career and College Readiness. These standards can be found on the ADE website: <http://www.azed.gov/standards-practices/mathematics-standards-2/>

Phoenix Advantage Charter School uses a variety of materials to meet these standards:

- Engage New York <https://www.engageny.org>
- Number Worlds <http://www.mheducation.com/prek-12/explore/number-worlds.html>
- Khan Academy <https://www.khanacademy.org/> (*Parents make sure you have your child's log-in as you can monitor their work at home and can have them work during vacations and on weekends to fill any gaps they have in their learning!*)
- Manipulatives and games for high student engagement

SCIENCE

The science program gives students a solid foundation of knowledge about life, Earth, physical, and health science. At the same time, students master the scientific thinking processes necessary to solve problems. Harcourt Science features the following:

- Interactive activities that help sharpen science-thinking skills and reinforce content mastery. A complete multimedia glossary helps to clarify key terms in science.
- News features are designed to keep student up-to-date in what is happening the world of science.
- Harcourt Science links with Smithsonian Web sites that are correlated to individual lessons.

SOCIAL STUDIES CURRICULUM

Social Studies at Phoenix Advantage is based on the Arizona State Standards for Career and College Readiness. These standards can be found on the ADE website:

<http://www.azed.gov/standards-practices/academic-standards/social-studies-standard/>

To challenge our students and to ensure that they engage fully in understanding our world and its beautiful culture we use several materials:

- Engage New York <https://www.engageny.org/resource/new-york-state-k-12-social-studies-resource-toolkit>
- Our extensive library of historical non-fiction texts
- www.icivics.org – this is a website that is very highly rated for teaching history in an engaging way and PACS students LOVE it!

MUSIC AND PHYSICAL EDUCATION

Rotating classes in Music Education and Physical Education are offered daily.

HOMEWORK

Our staff has committed to making your child work very hard at school every day. They will be coming home with tired brains. Therefore, we have adopted a policy of limited homework assigned by the teacher is for *skill practice*, not the introduction of new information. All parents are encouraged to read to or be read to by their child for a minimum of 30 minutes a day every day.

FIELD TRIPS

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. A permission slip must be signed by a student's parent in order for the student to participate in a field trip. **Students without signed permission slips will remain at the school in another class.**

Babies and children under 18 who are not enrolled in the class may not accompany the chaperones.

Parent Involvement and Communications

VOLUNTEERING

Parents are encouraged to participate in School-related activities, including activities pertaining to curriculum and instruction, such as classroom work or storytelling. Volunteers may also be involved in monitoring the playground, student drop-off and pick-up, crosswalk, and assisting with School events. In addition, parents are encouraged to contribute their time and talent to assisting in extracurricular activities and community outreach projects. Volunteers are to follow all policies and procedures defined by the law and the School. The Principal reserves the right to relieve the volunteer of his or her responsibilities.

During School Hours Volunteers May . . .

- Assist with small reading and math groups
- Share about your work or career
- Help teachers with classroom décor -- posters, bulletin boards, hallway art displays
- Help during reading and math groups
- Photocopy homework or project packets
- Supervise or play with children during lunch
- Clean school equipment or school grounds
- Volunteer with student clubs

After School Hours Or From Work Or Home Volunteers May . . .

- Contact a paper or printing company and offer to collect outdated or unwanted paper products
- Organize a family drive to enlist in Target, Office Depot, or Wal-Mart Card Programs that donate to the school
- Share any fund raising experiences and ideas
- Provide general grounds maintenance
- Organize the School Uniform Exchange
- Organize Scholastic book orders for teachers
- Shop for school supply donations – pencils, pens, paper towels, wet wipes, bleach wipes, Ziploc bags are needed throughout the year
- Request your office to donate art supplies
- Photocopy homework and project packets

PARENT CONFERENCES

Formal parent/teacher conferences are scheduled twice a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for dates. Phoenix Advantage Charter School has an open door policy, and parents are encouraged to visit their children's classrooms anytime. Informal conferences may also be scheduled with teachers or school leaders at any time throughout the year.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be sent home to parent's mid-quarter to provide specific information about student progress in each subject. At the end of each quarter, parents will receive a report card with cumulative data on their child's performance and progress.

TEXTBOOKS AND SUPPLIES

Phoenix Advantage Charter School furnishes all textbooks and instructional materials, and they remain the school property. Parents are required to reimburse the school for lost or damaged books, before new books are issued. Students are asked to furnish some of their own supplies. The list of supplies by grade level is available from the classroom teacher or the front office.

School Uniforms

To help create an environment conducive to learning, all students are required to wear uniforms. This policy is designed to allow students to focus their attention on academics.

Kindergarten – Fifth Grade Students		6 th Grade – 8 th Grade Students	
Girls		Boys	
<u>BOTTOMS</u>	Khaki, or navy blue long or short pants and knee-length skirts. No floor length skirts, baggy or wide legged pants, leggings, sweat pants, basketball shorts, joggers, denim or corduroy.	Khaki, or Navy long pants or shorts. No sagging, sweat pants, basketball shorts, joggers, denim or corduroy.	Khaki, or navy blue long or short pants and knee-length skirts. No floor length skirts, baggy or wide legged pants, leggings, sweat pants, basketball shorts, joggers, denim or corduroy.
NO TORN CLOTHING IS ALLOWED – All garments must be in good repair. No holes			
<u>TOPS</u>	<u>Both girls and boys in grades K-5 wear red polo shirts with collars (school logo permitted) Navy blue sweatshirts are permitted.</u> No hoods of any type are permitted! No jackets of any kind may be worn in the classroom at any time. Only white long or short sleeve T- shirts may be worn under the polo shirts.	<u>Both boys and girls in grades 6-8 wear gray polo shirts with collars (school logo permitted) Navy blue sweatshirts are permitted.</u> No hoods of any type are permitted! No jackets of any kind may be worn in the classroom at any time. Only white long or short sleeve T- shirts may be worn under the polo shirts.	
<u>SHOES</u>	Students at Phoenix Advantage are going to be exercising, playing and being active on our playground every day. Safety is important. Students are required to wear black or dark color closed-toe shoes. The shoelaces must be black or white. High-heeled shoes, open-toe sandals, open heeled shoes, or slippers are not permitted.		
<u>BELTS</u>	Belt buckles may not have any type of design or color other than black, or brown. Students must wear a belt if there are belt loops on their pants, or skirts.		
<u>SOCKS</u>	Students may wear navy blue, black or white crew socks without stripes or logos. Girls may wear white or blue tights without stripes.		
<u>JEWELRY</u>	Students may not wear anything around their necks. Female students are permitted to wear one small pair of simple stud earrings per ear. Hoop or hanging earrings of any size are not permitted. Male students are not permitted to wear any earrings. Nose rings, eyebrow rings, lip rings, tongue rings and belly-button rings are not allowed. One ring per hand is allowed. One bracelet per wrist is allowed.		
<u>HAIR & GROOMING</u>	Students must keep their hair neat, clean and out of their eyes. Students may not wear drastic or unnatural hair colors or styles, <i>e.g.</i> , shaved letters, numbers, or designs. No make-up permitted for students K-5. Students in grades 6-8 may wear natural makeup. Only clear nail polish is permitted. No artificial nails are permitted. Principal has discretion as to what is acceptable.		

Consequences for Uniform Violations:

Offense #1: Phone call to parent/guardian – student to wear school t-shirt/pants if available

Offense #2: Parent meeting with Dean of Students

Families Helping Families School Uniform Bank

Families Helping Families Uniforms Bank is maintained at the school for families in need and for children who soil their clothes during the school day and require a change. If a financial need exists in your family and you would like to take advantage of this resource, please contact the school office. Donated items may be dropped at the school office in a bag marked "Uniform Donation."

Attendance

TARDINESS

Instruction at Phoenix Advantage Charter School begins promptly, and it is critical that all students be prepared to begin instruction on time. Therefore, students must arrive at School before 8:00 a.m. A student who is late misses valuable instructional time.

The parent must accompany any student who arrives after 8:05 a.m. to the office and the office will issue a tardy pass before the student may go to their classroom.

CONSEQUENCES:

1. Three tardies = lunch detention #1
2. Fourth tardy = lunch detention #2
3. Fifth Tardy = lunch detention #3
4. Sixth Tardy = referral to State of AZ truancy system

ABSENCES

It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours that school is in session. If a student misses at least one class period during the day this is considered "truant"- the absence will be recorded and added to the student's file. If a student is "Habitually truant" meaning a child who is "truant" for at least five school days within a school year, that student will be subject to contact with a truancy officer, a ticket will be issued to the parent of that student for failure to attend a public or private school during the hours that school is in session, and a fine will be assessed.

EXCUSED ABSENCES:

1. Illness of student (fever over 100, vomiting, or dr. note)
2. Death in immediate family
3. Extreme weather that would make travel dangerous (downed power lines, etc.)
This does not mean students may miss on a rainy day.
4. Emergencies as declared by the superintendent (ie: power outage)

CONSEQUENCES:

1. Fifth absence = Citation to State of AZ truancy system and an ongoing plan between the school and the parents/student will ensue. Parents, please make every effort to avoid this unpleasant and expensive situation. Let's focus on education rather than legal processes.

In response to continued absenteeism or chronic tardiness, the Truancy Officer will conduct a home visit with a citation. The citation will be explained and, if necessary, issued with a court date and location. The Truancy Officer will represent the school at court, providing the court with the student's attendance record, a copy of the student's progress report and grades, and all documentation related to the child's truancy. Legal sanctions include fines.

Admission, Re-enrollment, Transfers

ADMISSION

Phoenix Advantage Charter School is open to all children, on a space-available basis within each grade. The school does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law. There are no admission requirements, and no tests of any sort are given to determine whether or not admission is granted, although tests are used to determine proper placement once students are enrolled. Once all available slots are filled, applicants will be placed on a waitlist. Students will be admitted from the waitlist as places become available in each grade, in the order that the applications were filed. Preference is given to siblings of admitted students.

RE-ENROLLMENT

To secure your child's place at Phoenix Advantage Charter School for the next school year, you must officially re-enroll him or her. In the spring, re-enrollment packets will be sent home along with the deadline for re-enrollment. Students whose re-enrollment packets are received after the deadline will be added to the waitlist and admitted on a space-available basis.

TRANSFERS

The school asks that, whenever possible, parents provide at least two weeks notice if a student must transfer from Phoenix Advantage Charter School for any reason. Such notice will allow the school to process the necessary transfer paperwork, including having the student's records transferred. It will also enable the school to fill the vacant seat with another student from the waitlist.

Student Records and Confidentiality

Every student is required to complete and submit the following as part of the registration process **(all forms are available in the necessary language, translation upon request): (They are currently available in Spanish at the school.)**

- ❑ **Proof of the child's age. – Birth Certificates**
- ❑ **Registration Form.** This form is used to record all basic information about the student and the family, including home, work, and emergency telephone numbers. It is **extremely important that a parent or guardian sign this form.**
- ❑ **Title I Income Guidelines Application.** This form allows all families to receive free breakfasts and lunches.
- ❑ **Dismissal Application.** Parents may choose the dismissal method that suits their individual child's needs. Bus transportation areas are limited. Re-enrolling students that rode the bus last year are the only students allowed to ride the bus.
- ❑ **Medical Forms.** This set of forms, which must be submitted for all students before the child attends school, includes immunization schedules; family medical information; the child's medical history, including allergies; and a Medication Permission Form, which will permit the school to dispense specified medication to the student, as necessary.
For children entering kindergarten, evidence of current immunizations must be provided before students can attend the school. All children should be current in their immunization schedule, specifically DTP, polio, Hib, Hepatitis B, Measles, Mumps, Rubella, and Varicella vaccines. If you have questions, please contact your physician.
- ❑ **Record Release.** This form gives the school permission to obtain all records pertaining to a given student from his or her previous School. This form must be completed and should include the telephone number, fax number and address of the previous school, as well as the signature of a parent or legal guardian.

- ❑ **Federal Race/Ethnicity Survey.** This form is required by the US Dept of Education to collect information about the demographic makeup of the school.
- ❑ **Arizona Residency Documentation Form.** This form is required by the State of Arizona to ensure that all students being educated in Arizona actually reside in Arizona.
- ❑ **Home Language Survey.** This form is used to gather information about the primary language spoken in students' homes.

It is critical that the school be notified immediately of any changes in a student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the Registrar.

Phoenix Advantage Charter School is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents or guardians, appropriate members of the school's faculty and staff, appropriate staff at Phoenix Advantage Charter School, and any professional consultants retained for the purpose of measuring and/or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

The school may not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of students at Phoenix Advantage Charter School. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings of the Parent Teacher Organization.

Phoenix Advantage Charter School's strong academic offerings and impressive results have generated significant public interest and media coverage. If for any reason, you do not wish to have your child photographed, videotaped, or otherwise contacted by the media, please inform the school immediately.

Grade Level Placement, Promotion and Retention Policy

No student shall be promoted to the next successive grade level based on age or other social reason unrelated to academic performance.

To be promoted, students must meet or exceed the following targets:

1. Mastery in all major content areas as evidenced by grade level report cards
2. To be promoted to grades three through eight, a student's developmental level score on the school's standards-based assessment must fall above the Falls Far Below level in mathematics and reading.

Responsibility: regarding a student's placement, promotion or retention will be determined on an individual basis based on academic results. The Principal shall have the final responsibility of determining grade level placement and promotion or retention of each student.

Parents/guardians will be notified in writing at the end of the first quarter of children in danger of retention. A conference will be scheduled at a time convenient for all parties to discuss the student's achievement, attendance, effort, work habits, behavior and other factors related to learning.

Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act

Students who are identified disabled under the IDEA of the Rehabilitation Act or a Section 504 will be promoted or retained in accordance with the IEP Team recommendations, as documented in the IEP.

Breakfast and Lunch

Phoenix Advantage Charter School participates in the National School Lunch Program (NSLP) and is committed to offering children a superior education extends to the meals that we provide for students. The school aspires to the highest possible quality in its breakfast and lunch programs, and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery as prescribed by the NSLP.

All parents must complete the Meal Application Form to determine eligibility for a free or reduced lunch. We encourage all families to complete the form during registration to facilitate identification of the children eligible for the program.

If a student has special dietary requirements, please contact the food manager to fill out a special needs form.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during mealtimes.

Microwave Policy

We understand that you would like a hot lunch for your child as the weather cools. However, if you send lunch with your child to school, it must be sent already prepared. No microwave services will be provided.

Health and Safety

Students' health and safety is the school's foremost responsibility. Phoenix Advantage Charter School is regulated by the Arizona State Board for Charter Schools, the Arizona Department of Health Services, and the State Fire Marshal. All facility inspection reports are available upon request.

Prescription Medication:

Parents must complete the form, "**Consent to Administer Medication at School.**" Parents must deliver the prescription to the Health Aide in its original container with the child's name on it.

Over the counter Medication: (OTC)

Students are not permitted to bring OTC medications to school. Parents are required to complete the form "**Consent to Administer Medication at School**" for OTC medications just like prescriptions.

Accidents

The Health Aide is CPR and First Aid trained. We will contact parents immediately in the case of an accident. Please keep phone numbers up to date.

Visitor Identification

Visitors must sign in and out at the front desk and wear a visitor ID badge. Faculty have been instructed to escort anyone not having a pass immediately to the office for identification.

Fire Drills/Lockdowns

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school.

Student Arrival or Parent Drop-Off:

- Parents dropping off students need to enter the school on Indianola at the far west entrance.

- Pull forward to the teachers on duty. Do not stop at the playground gate as this causes traffic to back up into the street and the City of Phoenix will fine the school.
- Be on time so your child doesn't have to serve lunch detention.
- Students are to walk down the sidewalk to the playground gate and eat breakfast.

Student Arrival or Parent Drop-Off:

- Parents picking up students need to enter the school on Indianola at the far west entrance.
- Pull forward to the teachers on duty. Do not stop before the end of the drive- through because this causes traffic to back up into the street and the City of Phoenix will fine the school.
- **BE ON TIME** – during the heat, the wait is miserable for students and staff alike.

Safe Bus Riding

Students at Phoenix Advantage Charter School are expected to conduct themselves according to the *Code of Civility* and to practice such virtues as respect, responsibility, and kindness, in all School settings—including on the bus. Following the School rules on the bus is essential not only for developing good character, but for ensuring students' safety.

Line up:

- Have quiet, friendly conversations
- When the bus is stopped, voices are off and bodies don't move
- Do not move or get off the bus until the driver directs student to do so
- Follow directions the first time

CONSEQUENCES FOR MISCONDUCT on the bus:

- If a student breaks a rule on the bus, the driver will notify the Principal and action will be taken.
- **Serious misbehavior may lead to the suspension or expulsion of bus riding privileges. Riding the bus is a privilege and is limited to only a few students. The school will remove students from the bus unless the bus rules are followed.**

Solicitation

Solicitation of or by any student, parent, or staff member on School property for any cause Principal is strictly prohibited.

Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home. **The school assumes no responsibility for the loss or theft of such articles.**

Non-School related Items

Students may not bring candy, toys, etc. to school unless approved by the teacher. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited, and no headphones, radios, cell phones, games, virtual pets, Game Boys, PSP's etc., are allowed and will be confiscated and only returned to a parent.

Before and After School

Before and After School Programs

The Eagles' Nest provides a before and after-school program Monday through Friday from 6:00 a.m. – 7:30a.m. and from 2:30pm – 6:00 pm. The program includes arts and crafts, games, organized sports, personal self-management lessons, and a snack.

Extracurricular Activities

Students engage in extracurricular activities will have program information sent home and permission slips from parents with all program details.

Cameras in the Classroom for Professional Development Policy

The goal of establishing policies regarding the use of Observation Monitors is to strike an acceptable balance between protecting student privacy and achieving additional means to provide professional development opportunities to our teachers/staff.

Intent – On occasion video or digital cameras will be used in this school to:

- provide an information resource for use in establishing systems that improve school climate
- provide a tool for teachers and/or administrators to identify strengths & weaknesses in a teacher
- allow instructional staff and students to review project presentations as an instructional tool.
- be used in accordance with individuals rights to privacy

Note: The use of video or digital cameras are not intended to be used for extended viewing periods by unauthorized persons or by persons that do not have a specific reason to view them.

Access – Principal or designee, Board Members on official business; Phoenix Advantage Charter School, Inc.) Employees on official business; authorized teachers and parents.

Application and Use – observational tool to:

- enhance classroom instruction
- provide teachers with a resource tool when developing professional development plans
- provide Curriculum Instruction Specialist additional tools for working with teachers to implement effective instruction within the classroom

Precautions – In order to protect every individual's right to privacy the monitors will only be accessed by authorized persons. Authorization will be made only through the Principal.

Process – In order to avoid disruption to the school day persons requesting to view the video or digital camera footage must follow this process:

- Notify the Principal to request authorization and set up an appointment
- Sign in on viewing log indicating name, date, purpose and time in/time out
- An administrator must be present
- Time limit – at the discretion of the Principal

Student Conduct Guide

Introduction

The faculty and staff at Phoenix Advantage Charter School are developing students' skills necessary to reason, communicate, and live with dignity in a civil society. Central to this mission is the creation of a school community characterized by caring, discipline, order, and respect.

The Guide has been designed to create a safe, orderly environment and to reinforce the primary mission of the school: rigorous academic learning. The Guide, which states clearly all school-wide rules governing student behavior as well as the consequences for breaking the rules, will serve as a contract among parents, students, and staff.

School Wide Rules & Expectations

1. Be Safe
2. Respect yourself & others
3. Respect the environment
4. Be Ready to Learn

Conduct Expectations for All Eagles

Phoenix Advantage Charter School recognizes that effective instruction requires an orderly environment focused on learning, and that schools have an important role to play in supporting parents' efforts to teach basic values to their children.

School Administrators

The Administration sets the tone for the school. They will remain professional, friendly, accessible and knowledgeable to assist the entire school community.

<ul style="list-style-type: none">• Maintain a focus on EXCELLENCE	<ul style="list-style-type: none">• Provide training for teachers and staff
<ul style="list-style-type: none">• Be as available as possible to parents, teachers students and community members	<ul style="list-style-type: none">• Communicate through school messenger, notes home, newsletters, emails, snail mail, etc.
<ul style="list-style-type: none">• Maintain high expectations for all	<ul style="list-style-type: none">• Ensure that all standards are being taught
<ul style="list-style-type: none">• Monitor instruction	<ul style="list-style-type: none">• Provide materials & budget for the school

Classroom Teachers and Instructional Assistants

- Provide a clear and consistent classroom management policy that promotes safe and orderly procedures for all transitions and classroom practices.
- Provide a high quality curriculum that enable the student to meet state performance standards and promote a deep love of learning.
- Communicate with parents through good news notes, home visits, progress reports, PowerTeacher Gradebook (parents have online access) and informal discussion during arrival and dismissal.

Students

Students at the school will take pride in their efforts to show good character and demonstrate the characteristics of being a Phoenix Advantage Eagle. Throughout the day, students will be reinforced for their good behavior and redirected when they get off track. In the classroom, students will follow the classroom rules for group instruction, which will be articulated for each activity. Here are the ways students must commit to their education:

<ul style="list-style-type: none">• Attend school regularly	<ul style="list-style-type: none">• Listen to others when they speak
<ul style="list-style-type: none">• Complete homework	<ul style="list-style-type: none">• Be on time
<ul style="list-style-type: none">• Follow the school rules	<ul style="list-style-type: none">• Participate in learning
<ul style="list-style-type: none">• Respect self and others	<ul style="list-style-type: none">• Study for tests

Parents

As adult Eagles, parents will be encouraged to participate fully in the education of their children. The support and cooperation of parents are vital to helping each student reach his or her full potential. First and foremost, parents will be expected to support the academic learning of their children by maintaining high expectations for both the students and the school. The major role of parents with regard to discipline and character education at the school is to demonstrate consistent interest in the children's progress at school and support for the children's best efforts. Here are the ways that we ask parents to support students:

<ul style="list-style-type: none">• Visit or participate in your child's classroom	<ul style="list-style-type: none">• Monitor the quantity and content of television time
<ul style="list-style-type: none">• Support the school efforts to maintain discipline	<ul style="list-style-type: none">• Provide a study area that is used at the same time each day
<ul style="list-style-type: none">• Participate in parent teacher conferences	<ul style="list-style-type: none">• Verify that homework is completed
<ul style="list-style-type: none">• Send your child to school well-rested	<ul style="list-style-type: none">• Encourage your child to do his or her best every day! Effort is important and should be rewarded.

Rewards

At Phoenix Advantage Charter School, students will be encouraged to make appropriate choices regarding their personal conduct. Following are the chief means by which faculty and staff will ensure order and support the development of good character at the School.

1. Positive Interactions and Positive Feedback

- a. Interact with students in a friendly and positive manner
 - i. Greet students, take to students, make eye contact and smile
- b. Specifically praise good behavior and staying on task

2. Student of the Day/High Five Awards

- a. Teachers will select one student who demonstrated the best eagle behavior during the day
- b. Students will be given a certificate and sent to the principal
- c. Principal will sign certificate, congratulate the student and give them a token reward.
- d. Any student who receives five “High Five Awards” during the year gets to put their handprint and name in the hallway.

Consequences

Most students rarely, if ever, face consequences. Phoenix Advantage educators also know that there is no single way that all students should be handled. We have a set of guidelines but it is always our discretion to apply consequences in a way that makes sense.

Possible Disciplinary Outcomes

- A. Teacher – Student Conference
- B. Teacher – Student – Parent Conference
- C. Teacher – Student – Child Advocate – Administrator Conference
- D. Community Service
- E. Lunch Detention (days determined by behaviors and repetition)
- F. In-School Suspension (days determined by behaviors and repetition)
- G. Out-of-school Suspension (to be determined by administration)
- H. Expulsion

Students will learn that certain actions are unacceptable at the Phoenix Advantage Charter School and misbehavior has consequences that are neither amusing nor pleasant. Students, who engage in any type of misbehavior, whether minor or severe, will be required to make amends and/or restore the situation. Restitution may involve an apology; community or School service; or fixing, replacing, and/or paying for damage caused. The Principal and/or teacher will determine the type of restitution required for a particular infraction. If possible, the restitution assignment will be communicated to the student’s parents prior to his or her completion of the task. In all cases, parents will be informed of the child’s inappropriate behavior and the restitution requirement.

Insubordination/Interference with Instruction

Students are required to adhere to all classroom procedures and rules. A student whose actions violate procedures or rules is subject to disciplinary action. Repeated violations of classroom procedures or rules, or any action that interferes with the presentation of instruction or the ability of other students in the class to have a positive classroom environment will result in action on the part of the teacher and the administration. If a student demonstrates a pattern of disregard for appropriate behavior, he/she is subject to suspension and/or expulsion.

Inappropriate Behavior

The following is a sample list of those actions which might result in disciplinary action. It is meant to be a representative list only and is not presented as all inclusive. Each student and his/her family is expected to be aware of the policies and procedures for the student's teacher or teachers and to abide by those policies and procedures.

• Disrespect for the teacher	• Disrespect toward other students
• Failure to follow directions	• Inappropriate language
• Disturbing others	• Failure to have necessary supplies available for learning
• Failure to participate in assigned work	• Running or inappropriate noise in hallways
• Dress code violations	• Leaving the classroom without permission
• Inappropriate use of school equipment/computers	• Use of inappropriate aid for assigned work
• Unauthorized use or possession of cell phones or other electronic devices	• Disruptive or inappropriate behavior on the bus
• Possession or use of tobacco products	• Administrative Discretion

“ZERO TOLERANCE” for Physically Dangerous or Illegal Behavior

• Use of or possession of drugs	• Extortion through threat or action
• Use of or possession of alcohol	• Gambling
• Possession of a weapon or use of any object as a weapon	• Possession of any incendiary device or explosive
• Arson or attempted arson	• Theft of personal or school property
• Physical or verbal assault on any member of the school community	• Vandalism
• Bullying/Harassment/Hazing	• Submitting a false alarm/threat against the school or any member of the school community
• Gang related activities	

Clarifications

The following is provided to aid parents and students more completely understand the items listed as “Zero Tolerance for Physically Dangerous or Illegal Behavior.” It is not represented as a complete or absolute definition. Phoenix Advantage Charter School will review each situation on an individual basis.

Use of or Possession of Drugs

Phoenix Advantage Charter School is a Drug Free Zone. Students, who possess, use or are under the influence of drugs at school or while on the way or from school or while participating in school sponsored events are subject to suspension and/or expulsion. The term “Drugs” refers to all illegal drugs. If a student needs medication during the day, all medication must be presented to the school nurse and must be received from the school nurse. A student in possession of prescription drugs on campus is in violation of the school policy. The appropriate authorities will be notified.

Use of or Possession of Alcohol

A student, who is in possession of alcohol, uses alcohol or is under the influence of alcohol while at school, on the way to or from school or during a school sponsored activity is subject to suspension and/or expulsion.

Possession of a weapon or use of any object as a weapon

A student who is in possession of a weapon, which would include but is not limited to, a gun, knife or martial arts implement, or any student who uses an object as a weapon to threaten or attack a member of the school community is subject to suspension and/or expulsion. The appropriate authorities will be notified.

Arson or attempted arson and Possession of any incendiary device or explosive

Any student who is in possession of or attempts to use an incendiary device is subject to suspension or expulsion. Any student who possesses or uses any explosive, including but not limited to fireworks of any kind, is subject to suspension and/or expulsion. The appropriate authorities will be notified.

Physical or verbal assault on any member of the school community

Any student who threatens or assaults a member of the school community, either verbally or physically, will be subject to suspension or expulsion. Physical or verbal threats to staff members are a violation of Arizona Statute and the authorities will be notified.

Extortion through threat or action

Any student who attempts to extort or control any member of the school community, for any reason, through actual or implied threats or through physical action on campus, on the way to or from school, or during any school sponsored activity, will be subject to suspension and/or expulsion.

Gambling

Any student participating in a gambling activity, whether the activity involves the exchange of money or not, is subject to suspension and/or expulsion.

Theft of personal or school property

Any student found to have taken property not belonging to him/her or in possession of such property contrary to the wishes of the owner of the property is subject to suspension and/or expulsion.

Vandalism

Any student found to be defacing or damaging property belonging to the school or to any member of the school community will be subject to suspension and/or expulsion.

Bullying/Harassment/Hazing

Any attempt to control, humiliate, intimidate or otherwise demean any member of the school community, for any reason, subjects the student to suspension and/or expulsion.

Submitting a false alarm/threat against the school or any member of the school community

Any student who initiates a false report to the school concerning potential dangers or activities of others is subject to suspension and/or expulsion.

Gang Related Activities

A student who indicates through either words or actions that he/she is affiliated with a gang or has participated in gang activities, whether the student is actually involved with a gang or not, is subject to suspension or expulsion.

If a student withdraws from PACS in lieu of expulsion they may not return for one full calendar year and only at the beginning of the school year.

If a student is expelled from PACS they will not be accepted back as a student at any future date.

Responsibilities in Common Areas

Following are the school's goals for student conduct in each of the common areas.

<p>Playground: Students will play safely in all games and on all equipment, showing consideration and respect for others.</p>	<p>Meals: Breakfasts, lunches, and snacks at the school will be enjoyed in a safe, clean, and friendly environment where people interact with courtesy, manners, and respect.</p>
<p>Hallways: The hallways of the school will be a safe and quiet environment where people interact with courtesy and respect.</p>	<p>Assemblies: Students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.</p>
<p>Restrooms: The restrooms at the school will be clean and safe. Students shall respect one another's' privacy.</p>	<p>Before and After School: Students will arrive at and depart from the school in a safe and orderly manner.</p>

Please cut this page off and return to the school

Receipt and Acknowledgement of Student Handbook

I have read, understand, and will abide by the rules, policies, and expectations set forth in the 2017-2018 Phoenix Advantage Student/Parent Handbook.

Student Name	Student Grade	Student's Teacher

As an Eagle Parent, I have read and understood the Parent/Student Handbook and will uphold the guidelines therein.

Printed Parent Name

Signature of Parent

As an Eagle Student, I have read and understood the Parent/Student Handbook and will uphold the guidelines therein.

Printed Student Name

Signature of Parent