



# **Student Handbook 2020-2021**

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Dear PACS Students and Parents,

Welcome to the **2020-2021** school year at Phoenix Advantage Charter School! This is truly an exciting time for all of us, as we continue to establish the traditions, customs and culture of our great STEM school.

Our highly qualified faculty and staff are committed to establishing academic excellence at PACS by providing an environment in which **ALL** students will be successful in meeting and exceeding Arizona state academic standards and promotion requirements while facilitating access to STEM-based learning.

We firmly believe that along with high academic expectations for our students, it is essential that we develop the whole child by instilling strong character, and by providing an environment in which each child is healthy, safe, engaged, supported, and challenged. Additionally, we want our students to strengthen the connection to their school by encouraging participation in extra-curricular activities and athletics. Research shows that students who build a strong relationship with their school, while being challenged with high academic rigor, demonstrate better attendance and behavior in addition to graduating and attending college at a higher rate than their counterparts.

We look forward to working with you as we build the foundation for student success now and in the future. This student handbook contains important information concerning our school. We ask that you and your child please take the time to read it thoroughly and sign and return all necessary agreements. We count on your support now and throughout your child's time at Phoenix Advantage.

Let's make it a great school year!

Warm regards,

Rochelle Elliott, Superintendent  
Phoenix Advantage Charter School

**MANDATORY SIGNATURE PAGE (Detach & Return to Office)**

Important school and charter policies, programs, and expectations are outlined in this student handbook. Both students AND parents must be informed of this information. Please read this document carefully, when signed it becomes a binding agreement. All students and parents MUST return this signature form to school indicating receipt, understanding, and acceptance of this handbook and the policies and procedures herein described. *A paper or digital copy of this handbook can be provided upon request.*

PLEASE PRINT ALL INFORMATION

Student Name \_\_\_\_\_  
Last Name First Name Grade

Parent/Guardian Name \_\_\_\_\_  
Last Name First Name

Parent Email Address \_\_\_\_\_ Cell/Home # \_\_\_\_\_ Work # \_\_\_\_\_

**STUDENT/PARENT ACKNOWLEDGEMENT & AGREEMENT OF HANDBOOK & SCHOOL RULES**

I, \_\_\_\_\_ and my parent/guardian, \_\_\_\_\_,  
(Full printed student name) (Full printed parent name)

have carefully read the handbook and understand and accept all responsibilities outlined therein, including:

Attendance Procedures & C.U.T.S. Program Information  
Nutrition Program Information  
Dress & Appearance Code  
Parent/Guardian/Student Behavior  
Parent & Student School Laptop/Tablet Agreement

Health Office Information  
Student Code of Conduct  
Student Behavior & Discipline Info  
Safe Student Transportation Program  
Acceptable Use Agreement for Internet

My son/daughter **may** participate in the PACS Technology Integration Program. Please register him/her and issue a Laptop/Tablet under the terms & conditions described in this agreement. **Circle one** NO YES

My son/daughter **may** participate in Internet activities **Circle one** NO YES

My son's/daughter's image **may** be used for official school publicity which may include the school newsletter or website, charter marketing, etc. **Circle one** NO YES

Parent and Student signatures signify that the parent/guardian and student have received, read, and understand the handbook, and agree with and ACCEPT FULL RESPONSIBILITY to follow all policies and expectations as outlined in it. Furthermore, Parent and Student fully understand and accept that any parent/guardian/student who engages in conduct unbecoming of a PACS parent and/or student, including (but not limited to) excessive behavior, raising of the voice to an unacceptable level, physical or verbal intimidation or any action that disrupts the operation of a class, front office, school facility or school event will be immediately asked to leave the premises. ***Under Arizona Revised Statutes §15-507 Any person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor. Law Enforcement authorities shall be notified any time School or Charter officials have reason to believe that a person has verbally or physically assaulted a teacher or school employee. Such behavior is a violation of the Law and may result in arrest and prohibition from entering school grounds or attending school events.***

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student Signature Date

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# PHOENIX ADVANTAGE CHARTER SCHOOL

## VISION STATEMENT

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

## MISSION STATEMENT

*Phoenix Advantage will be a superior, student-centered school with strong ties to our families and community.*

*Phoenix Advantage teachers and staff will dedicate themselves to the creation of a school culture that promotes the academic, emotional, and social development of every student.*

## GOALS

*Phoenix Advantage Charter School will:*

- *Create an A+ school through a strong, rigorous academic STEM curriculum*
- *Encourage excellent behaviors and academic achievements through the use of positive reinforcements*
- *Collaborate as a staff and with members of the community, to provide all students with a quality education*

## PACS STUDENT RIGHTS & RESPONSIBILITIES

*PACS students are expected to demonstrate exemplary behavior at all times.*

*As a socially responsible citizen of my school community:*

- *I have the **RIGHT** to learn in this School.*
  - *(It is my **RESPONSIBILITY** to attend school daily, be on time, come prepared, follow instructions, complete all assignments, and not interfere with the learning of others.)*
  
- *I have the **RIGHT** to be treated with respect in this School.*
  - *(It is my **RESPONSIBILITY** to treat all students, faculty, staff, and community members with respect and to know and obey school rules.)*
  
- *I have the **RIGHT** to hear and be heard in this School.*
  - *(It is my **RESPONSIBILITY** to listen and remain quiet when others are speaking.)*
  
- *I have the **RIGHT** to be safe from physical and verbal violence and bullying in this School.*
  - *(It is my **RESPONSIBILITY** not to physically or verbally harm or bully anyone else.)*
  
- *I have the **RIGHT** to privacy and to my own personal space in this School.*
  - *(It is my **RESPONSIBILITY** to respect the personal space and property of others and to accept their right to privacy.)*
  
- *I have the **RIGHT** to enjoy the facilities, materials and equipment that are provided for my learning in this School.*
  - *(It is my **RESPONSIBILITY** to respect and use school property, materials and equipment properly so that all members of the school community may benefit from them.)*

# **PHOENIX ADVANTAGE CHARTER SCHOOL GENERAL INFORMATION**

## **SCHOOL PRINCIPAL**

Ms. Rochelle Elliott

## **ADMINISTRATIVE ASSISTANT**

Ms. Stephanie Rodriguez

## **REGISTRAR**

Mrs. Susan Broderick

## **SCHOOL ADDRESS:**

Phoenix Advantage  
3738 N. 16<sup>th</sup> Street  
Phoenix, AZ 85016

## **PHONE NUMBERS:**

School Office: (602) 263-8777  
Fax: (602) 792-0495

## **SCHOOL HOURS:**

### **REGULAR DAY:**

*7:30 a.m. to 4:15 p.m.*

### **HALF DAY:**

*7:30 a.m. to 1:00 p.m.*

## **OFFICE HOURS:**

*7:00 A.M. to 4:30 P.M.*

***\*\*As the COVID-19 status continues to rapidly evolve, the following is subject to change.\*\****

## **Students should not arrive at school before 7:30 a.m.**

There is no supervision and the doors will not be open prior to 7:30 a.m. Arriving students must stay in their vehicles until a teacher or staff member signals them to enter the building. They will not be allowed in the building until they enter with a teacher or staff member when classes begin.

Breakfast in the classroom begins promptly at 7:30 a.m.  
Classes begin promptly at 7:30 a.m.

## **Students should leave campus immediately after school is out.**

Only students under the supervision of a teacher may remain on campus (i.e., athletics, tutoring, clubs). Students returning to school for any reason after the school day ends must be accompanied by a responsible adult.

Students leaving campus during the school day must be signed out in the office by a parent/guardian. Students will not be called until the parent arrives, shows ID, and signs the student out.

## **PARENTS/VISITORS**

***\*\*As the COVID-19 status continues to rapidly evolve, visitor guidelines are subject to change.\*\****

Visiting parents, guardians, and patrons are always welcome on the PACS campus. However, you must notify the school in advance if you intend to visit the classroom, as the teacher must give prior approval.



Visitors may not access classrooms during testing days. All adult visitors to the campus must check in at the office to sign the Guest Register and pick up a VISITOR badge, which must be worn at all times while on campus. Visiting parents may **not** bring friends, relatives, or younger brothers or sisters to visit.

If you wish to speak with a teacher, you will need to schedule a virtual or telephonic conference outside regular school hours.

## **ATTENDANCE PROCEDURES**

Regular school attendance is vital for a child to be successful. A child who is not in school cannot learn. For this reason, it is important that all parents make a commitment to ensure their child is at school and on time. According to Arizona's compulsory attendance law (Arizona Revised Statutes 15-803), students must be in school until they reach the age of 16 or successfully complete the 10th grade.

All student absences must be reported. Please notify the attendance office **each** day your child is absent. Contact the school office ahead of time if you know your student will be absent. If a telephone call is not possible, a written excuse signed by a parent, guardian or doctor must be sent to the school office on the day following the absence. Failure to properly notify the school will automatically result in the absence being labeled "unexcused".

Parents will be notified through the School Messenger automated service when an absence has not been reported. Please notify the school office immediately if you change a phone number or address.

An absence may be excused if the proper notification is made and the absence is due to illness (sick children should remain at home to ensure their own recovery and to protect others from illness), death in the family, religious observance, or other unusual circumstances. Family trips/vacations are considered unexcused absences.

Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration. A medical excuse is required in order to excuse excessive absences due to illness.

Teachers are not required to provide assignments in advance. However, students are responsible for missed work and may only receive credit for tests or assignments that are completed and submitted to the teacher within the same number of days the student was out of school.

**A student must be in attendance at school at least one-half day (4 periods) to participate in any extracurricular activities scheduled that day or evening (including dances, athletic events, etc.).** Students absent from school more than 4 periods are ineligible to participate in any extracurricular activities.

## **TARDIES**

Students are expected to arrive on time and be prepared for class every day. Students who arrive late interrupt the teacher and the students who have come to school on time. Our students depend on the adults in their lives to help them develop the habit of punctuality that will impact their learning, future employment opportunities, and relationships throughout their lives.

Students arriving after 7:45 a.m. must be signed in by a parent. Repeated tardiness will result in disciplinary action, including but not limited to detention, a meeting with the principal, or In School Suspension.



If a teacher detains a student, a pass is to be issued by the teacher causing the late arrival. The office will not issue passes for tardiness from one class to another.

## **EARLY CHECK-OUT**

For the safety and protection of our students, Phoenix Advantage is a closed campus. This means that students may not leave the campus before the regular dismissal time without the **parent** coming to the office and signing the student out.

Students who are to be dismissed early for an appointment must bring a note from their parents. This note should be given to the student's homeroom/classroom teacher. The parent must go through the office to sign out the student. The office will call the specific classroom and the teacher will release the student to the office. No student will be dismissed to the parent directly from the classroom. If a student returns to school the same day, he/she must return to the office to get a pass prior to going back to class.

## **MAKE-UP WORK**

Students who are absent will be required to make up work missed in each class. It is the responsibility of the student to obtain all make-up work. The following guidelines have been established for such work. For each day missed, the student has an equal number of days to make up work. Failure to do so may result in a failing grade or no credit. In cases involving an extended illness of more than three days, parents should arrange with the school to have work picked up for the student. **Work must be requested 24 hours in advance of pick-up.**

## **C.U.T.S DIRECT-CITE PROGRAM**

School attendance is not only a good habit, but state law requires it. Arizona Revised Statutes (15-802.E, 15-803) requires that every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Phoenix Advantage has implanted 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**. Your child is expected to be at school every day unless there is an excused absence.

We will be tracking attendance very closely.

- 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
- A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused.**

If a student has **five or more unexcused absences** or **over 18 excessive absences (whether excused OR unexcused)**, the student can be reported to the C.U.T.S. DIRECT-CITE Program through the Juvenile Court.

If a student is cited under this law, a hearing would be held at the Juvenile Court Center. A parent or legal guardian must be present with the student at the time of the hearing.

Consequences at the hearing may include the following:

- required attendance of the parent and the child at an education class (to be held on Saturdays)
- work hours assigned to the child
- mandatory counseling
- A \$50 Diversion fee assessed to the parent/guardian

Failure to take the necessary steps to ensure that your child attends school on a regular basis may result in a citation. If you, as a parent, receive a citation for Failure to Provide Education to your child and are convicted, it is a Class 3 misdemeanor punishable by a fine and/or jail time.

The education of your child is extremely important to us. This program is another way that PACS is working with the community to ensure a quality education for all students. If you have any questions or concerns, please feel free to contact Phoenix Advantage at 602-263-8777.

## **AFTER-SCHOOL TUTORING**

**\*\*As the COVID-19 status continues to rapidly evolve, after-school tutoring is currently unavailable.\*\***

PACS offers on-campus tutoring through our Before and After School Enrichment program Monday through Thursday after school. At PACS, tutoring may be arranged with individual teachers before or after school. Students involved in these programs receive assistance free of charge from certified teachers. They also have access to computers and a quiet learning environment. Participating students must be picked up by a parent.

## **STUDENT-LED CONFERENCES**

**\*\*As the COVID-19 status continues to rapidly evolve, we encourage virtual or telephonic conferences.\*\***

School-wide Student Led conferences are held in the middle of the 1<sup>st</sup> and 2<sup>nd</sup> trimester. Refer to the school calendar for the dates. However, additional Student-Led conferences may be scheduled through the teacher at any point during the year. ***It is mandatory for students to attend Student-Led Conferences.***

## **REPORT CARDS**

Report cards are issued following each trimester period. Progress reports are sent home each trimester, allowing students who are having difficulty to improve before report cards are issued. Only end of the year grades become a part of the student's permanent record.

Students have the right to question grades, absence records and other school records. If you think an error has been made the first level of appeal is "the point of origin". For example, if you question a math grade, contact the teacher who recorded the grade. The second level of appeal is the principal.

## **NO PASS – NO PLAY**

According to Arizona Revised Statutes, students must be academically eligible to participate in athletic extracurricular activities.

- A student must be passing all classes and demonstrate acceptable behavior in all classes.
- Eligibility checks will be done each week during the season.
- If a student is ineligible, he/she will have to sit out of all games for at least 1 week, not be able to travel to away games, or be in uniform on game days.
- Ineligible students may try out for a team but may not compete until all grades are brought up to passing.
- An ineligible student will be allowed to practice with the team during the ineligibility period.

## NON-PAYMENT OF FEES

Although required materials are provided for students, there may be charges for certain items or activities, or lost or damaged books, computers, lab equipment, etc. Students are encouraged to pay these charges with cash, check, or money order. In cases of hardship, students may be allowed to arrange a payment plan. Until an assessment is paid, whether in the current or subsequent year(s), the student **may not participate** in any extracurricular activity or attend school events other than required classes. If a student withdraws from Phoenix Advantage Charter School still owing money, a listing of the student's classes will be mailed to another school upon request. However, a transcript will not be provided until the charges are paid. The absence of a transcript may prevent a student from graduating.

## BEFORE AND AFTER SCHOOL AND EVENING ACTIVITIES

While attending school or evening activities students will be expected to follow all school rules and regulations, including the dress code. **A student must be in attendance at school for one-half day (4 periods) to participate in after-school and evening activities.** Suspended students (off campus) may not attend evening or after-school activities.

## DANCES

A **current** picture I.D. card is required for entrance into the dance. Dances are for PACS students only. **No visitors** are permitted to attend. Students will not be allowed to loiter on campus during the dance. A parent sign-out is required if a student chooses to leave the dance early.

**The parent/guardian must pick up their student no later than 10 minutes after the dance is over, or the student may be prohibited from attending future dances.**

## BOOKS AND SCHOOL PROPERTY

Textbooks, athletic uniforms, and other school equipment/property are the student's responsibility. If school property issued to you is lost or damaged, you will be expected to pay for replacement. Even if the item is stolen -- **you** are responsible for it. Until payment is received, whether in the current or subsequent year(s), students **may not participate** in any extracurricular activity or attend school events other than regular classes.

Under Arizona law, parents are liable for damage done to school property by their children. A pupil who cuts, defaces, or otherwise damages any school property may be suspended from school and may result in Police involvement. That student's parents will be charged for such damage.

## PERSONAL PROPERTY

**Electronic devices, any kind of valuable personal property (such as large sums of money and expensive jewelry), and pets are prohibited on campus.** Should a student bring one of these items to school, it will be confiscated and returned only to the student's parents. Cell phones that are confiscated from students will only be available to be picked up from the front office. Multiple offenses will result in a parent/principal conference. The individual student or parent is responsible for all personal belongings. **Phoenix Advantage Charter School will not be held liable or be required to search for any lost or stolen personal property.**  
**Phoenix Advantage Charter School does not and will not cover theft of personal property.**

Items including (but not limited to) matches, spray cans, lighters, or felt-tip markers are not permitted at school. Trading cards, playing cards, dice or other games of chance are not permitted at school.

## LOST AND FOUND

Clothing and other articles found at school will be placed in an area in the office. We encourage students to label all clothing and other personal items with a permanent marker or something similar that will not easily come off. Unclaimed items are donated to charity periodically throughout the year.

## BICYCLES, ROLLING DEVICES

Students who ride a bike to school should always ensure to walk their bike across the campus. Failure to follow this safety guideline may result in losing the privilege of bringing your bike to school. Always lock your bike in the bike compound. The bike compound will be locked at the first bell. Bikes should be registered and licensed for your protection. **The school will not be responsible for stolen or damaged bicycles.**

Skateboards, roller blades, scooters or any other types of rolling devices are not allowed on Phoenix Advantage campus at any time.

## BALLOONS AND FLOWERS

We discourage the sending balloons of and/or flowers to school to celebrate a student's special occasion. In order to prevent disruption of the educational process, balloons and flowers will remain in the school office until just before the end of the school day. Students who ride the school bus will not be permitted on the bus with balloons or flowers. Balloons or flowers that are not picked up by 4:15 p.m. will be discarded.

## PHOTO AND VIDEO USE

Occasionally, students may be photographed and/or videotaped in a school-related setting. These images may be reproduced in the media and/or school-related publications such as, but not limited to, newsletters, brochures, school/charter websites, charter-approved social media, and newspapers. **Parents may request that their student's image not be included in publicity by checking the related box on the Mandatory Signature Page of the handbook.**

## **PHYSICAL EDUCATION**

If you must be excused from PE for medical reasons, present a signed note from your parent or guardian to the physical education instructor. This note may excuse the student from physical activities for a period of no more than five days. Any excuse for periods longer than five days will require a note from a certified health-care provider.

## **HEALTH OFFICE**

The school does not have nurse on duty. Front office staff or a parent volunteer will be assisting in the nurse's office. Students must have a hall pass from their teacher before entering the health office. Students must not go to the health office between classes, except in an extreme emergency, as teachers will not be aware of the circumstances and may mark them tardy or absent.

The health office is not equipped to take care of any serious illness. Students who become seriously ill or injured at school should report to the health office or other office personnel immediately.

## **TO STAY OR NOT TO STAY**

Below is a list of conditions that may require a student to be picked up from school due to illness. However, there is NO specific set of guidelines that covers every circumstance in determining whether a child remains in school or is sent home.

While every child is treated according to individual symptoms, the following examples frequently occur and result in a parent call:

- Vomiting
- Fever of 100 degrees or higher
- Obvious distress or discomfort, with or without a fever
- Evidence of head lice
- An injury that may require further attention

Your cooperation is appreciated when there is a need to pick your child up from school.

## **POLICY FOR TAKING MEDICINES AT SCHOOL**

If your student needs to take medication at school:

- Medication must be brought in by an adult, not a student, and checked in at the health office. The parent/guardian must complete a consent form. It is the parent's responsibility to manage a student's medication.
- Prescription drugs must be in the original pharmacy container, labeled with the child's name, physician, dosing instructions, and when to discontinue dosing.
- The health office does provide some over-the-counter medicine, such as Tylenol. These will be administered only if a parent has given permission on the medical consent form that was completed during registration. Phone authorizations will not be permitted for any medication administration.

## **IMMUNIZATIONS**

Children must have proof of ALL required immunizations, or valid exemption, in order to attend the first day of school. Arizona law allows exemptions for medical reasons, laboratory evidence of immunity and personal beliefs. Exemption forms are available from schools and at <http://www.azdhs.gov/phs/immun/back2school.htm>. Homeless students are allowed a 10-day grace period. The record for each vaccine dose must include the date and name of doctor or clinic. The statutes and rules governing school immunization requirements are: Arizona Revised Statutes, R9-6-701-708.

## **CHILDHOOD ILLNESS**

Certain signs and symptoms in children may suggest the presence of a communicable disease. Children with these symptoms should not be in the classroom. However, the child may return to school when he/she is no longer sick or contagious to others. The following common symptoms are reasons to keep your child at home. If you have any questions, consult your health care provider or contact the school health office.

- **FEVER:** An oral temperature of 100 degrees or higher (a hand to the forehead is not a valid indicator). The child may return to school when he/she has been fever free for 24 hours without the use of a fever reducer such as Tylenol or Ibuprofen.
- **BREATHING:** Difficulty breathing, audible wheezing, or hard coughing.
- **DIARRHEA:** Two or more watery, loose stools in the previous 24 hours.
- **VOMITING:** Children vomit for many reasons, not all of them indicate illness. If your child has two or more episodes of vomiting in the previous 24 hours, keep him/her home.
- **EYE/NOSE DRAINAGE:** Mucus or pus draining from red eyes that may be swollen, or eyes and lashes that are matted and crusty. Thick, cloudy yellow/green drainage from the nose needs to be evaluated by a healthcare provider and may need treatment with antibiotics for 24 hours before being allowed to return to class. Documentation provided by a doctor will be required in order to return to school.
- **SORE THROAT:** Sore throat when fever or swollen glands are present. Documentation provided by a doctor will be required in order to return to school.
- **RASH:** Undiagnosed rashes with fever. Other signs of illness may be infected sores with crusting or yellow/green drainage. Documentation provided by a doctor will be required in order to return to school.
- **ITCHING:** Persistent itching or scratching of the body or scalp, or visible vermin (head lice, scabies). Documentation provided by a doctor will be required in order to return to school.

In addition to notifying the school office when your child is sick, if you have taken your child to your health care provider and have a confirmed diagnosis, please notify the school health office directly with that diagnosis.

## **PRINCIPAL'S LIST**

To be eligible for the Principal's list, you must maintain a 4.0 GPA.

## **HONOR ROLL**

To be eligible for the honor roll, you must maintain a 3.0 GPA, with no grade below a "C". A failing grade in any class brings automatic disqualification.

## AWARDS ASSEMBLIES

**Pride** runs high when honors assemblies are held each quarter. Each department and self-contained teacher honors its top performers. You are encouraged to take pride in your abilities and start early to work toward these symbols of excellence.

## STUDENT COUNCIL/NJHS

Student Council is a very important part of the school, because it promotes leadership and initiative. The Student Council is the governing body of the school and plans many student activities. It is an organization through which the students may express their opinions and assist in the functions of the school. A president, vice-president, secretary, treasurer, and grade level representatives are elected to the Council to carry on student activities during the school year.

National Junior Honor Society membership is based on six criteria: citizenship, service, leadership, scholarship, good grades, and character. Requirements include maintaining a high grade point average (the national minimum is a 3.5) and being a good citizen in our school community.

## NUTRITION PROGRAM

Phoenix Advantage Charter School takes part in the National School Lunch Program/School Breakfast Program. All students receive free breakfast and lunch at PACS.

Phoenix Advantage highly encourages healthy eating habits. All school meals meet Arizona Nutrition Standards. Students should not share their food with others, whether they bring it from home or purchase it at school. PACS strongly discourages consumption of unhealthy foods and energy drinks at our school sites. **Please contact the school registrar if your child has a food allergy.**

### **Please remember to follow all cafeteria rules:**

- Be patient in line, no crowding
- Use indoor voices
- Make sure to eat your food promptly
- Keep food to yourself
- Raise a hand if you need help or to get out of your seat
- Clean up after yourself-- make sure to pick up your trash from the table, seat, and floor
- Be respectful to all adults and fellow students in the cafeteria

Eating in the cafeteria should be fun and social, but it is a privilege. For those who misbehave or fail to follow these directions or be respectful to school staff, cafeteria privileges may be revoked.

## CANDY, SODAS, GUM, OTHER FOOD ITEMS

Food items can only be brought to school as part of students' lunches and for teacher-sponsored classroom activities. Chewing gum is not permitted on this campus at any time. PACS discourages students from bringing candy, sodas, and other "junk foods" in their school lunches. Students should not share food from their personal lunches with other students.



**There is no microwave available for students to heat food.** Students who bring their own lunch should bring food that does not require heating or use a thermal container to keep the food hot.

### **CONDUCT AT SCHOOL**

Successful students will agree that two very important factors to success are respect for and cooperation with their teachers and other school personnel. In order for the most benefit to be gained from any subject, it is desirable that you give your cooperation to teachers, as well as fellow students. Please follow these rules:

- Behave courteously and professionally at all times.
- Obey **ALL** faculty and staff members
- NO public display of affection (hugging, kissing, etc.)
- **NO gum on campus. Food, candy or drinks other than water, are only allowed in the classroom during parties or school events**
- Be in your seat when the bell rings
- Follow teacher directions the **FIRST** time
- Do not disturb others or interrupt their learning
- Bring all work materials to class and do your own work—cheating is not allowed and will result in disciplinary action
- Stay seated until dismissal by the teacher, not the bell
- When classes are in session, no one should be out of a classroom without a pass issued by a staff member. Passing periods are for students to get from one class to another on time
- Comply with **Dress and Appearance Code** (see page 18-20)
- **Electronic devices (cell phones, tablets, etc.) will not be allowed at school before, during, or after the school day (including on the bus).**
  - They will be confiscated and kept in the office until parental pickup. A parent/principal conference will be required if there are multiple offenses.
- **Picture I.D. is *MANDATORY and must be carried with each student at all times while on campus and when boarding the School Bus.***
  - (A \$5.00 fee will be charged for replacement IDs). Temporary IDs can be purchased for \$1.00 which will be valid for 3 days, giving student enough time to locate or purchase a new ID.

### **CAMPUS DISRUPTIONS**

Possession or use of firecrackers, stink bombs, smoke bombs, squirt guns, balloons or other devices that can disrupt the campus will not be tolerated and will result in disciplinary action including suspension from school.

### **FIRE DRILLS/LOCKDOWNS**

Each school maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. PACS participate in monthly fire drills and complete

two school-wide lockdown drills per year. All students must follow the directions of their teachers during fire and lockdown drills.

Pulling a fire alarm when an emergency does not exist is **against the law**. Students involved will be suspended from school.

### **DRESS AND APPEARANCE CODE**

**Students must be well-groomed and neatly dressed at all times.** Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All students who attend PACS are expected to dress in proper school attire.

**It is the parent's responsibility to ensure compliance with the dress code.** The Dress Code will remain in force for the entire school year.

All students will wear the standard school clothing. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems, or is disruptive to the educational process.

**The school administration retains the final discretion in determining if a garment, accessory or appearance complies with the dress code.** Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school **will not be permitted**. Repeated violations of the dress standard may result in appropriate disciplinary action being taken up to and including suspension from school.

#### **Specific Dress and Appearance Code Requirements include (but are not limited to):**

- **NO unnatural coloring or highlighting of hair.**
- **Extreme hairstyles are NOT accepted**, including (but not limited to), mohawks or any variation of a mohawk.
  - Students will be required to remove the hair color or hair style not in compliance.
- **Tops: Grades K-5<sup>th</sup> : Solid Red Grades 6<sup>th</sup>-8<sup>th</sup>: Solid Gray**
  - Solid means no other color striping or trim.
  - No logos or labels are allowed on shirts or sweatshirts unless it is the authorized school name and coat of arms. Shirts must have the school patch on the shirt.
  - All tops must have a lay down collar with long or short sleeves, and no zippers.
  - All tops must be tucked in.
  - Undershirts worn beneath tops must be **solid white** only.
  - Tops must be size appropriate.
- **Bottoms – Khaki only, no denim, and no logos.**
  - The bottoms may be pants or shorts only. All shorts (for boys and girls) must be NO shorter than two inches above the knee.
  - No sweatpants, athletic wear, jeans, stretch pants, cargo pants, corduroy, or overalls may be worn.

- All bottoms must be size appropriate.
- Pants may not touch the ground or flare wider than a shoe length at the bottom.
- **Belts - ONE solid color, brown or black.**
  - No initials or logos of any kind on belts or belt buckles.
  - Belts may not be more than one size larger than the waist.
- **Footwear - For safety reasons, only closed-toed and closed-heeled shoes are allowed.**
  - No platform shoes, open-toed sandals, flip-flops, or slippers shall be worn.
  - Shoelaces must be correctly laced, securely tied and standard size.
  - Solid white, black, or navy socks may be worn.
- **Winter Wear/Outer Wear: Grades K-5<sup>th</sup>: Solid Red Grades 6<sup>th</sup> -8<sup>th</sup>: Solid Gray**
  - Sweatshirts of appropriate solid colors may be worn over a uniform shirt with the collar showing.
  - Turtle necks of appropriate solid colors may be worn.
  - Jackets of appropriate school colors may be worn in the classroom.
  - Flannel or plaid shirts are not allowed.
  - Outerwear must be size appropriate with no logos other than the school mascot or coat of arms.
- **For Safety Reasons - No facial piercings allowed.**
  - NO pierced jewelry may be worn by boys.
  - Girls may wear only one earring per ear, with earrings no larger or longer than the size of a quarter.
  - No long dangling earrings or gauges allowed.
- **Other (including, but not limited to):**
  - No grills, sunglasses, hats, caps, bandanas, hair nets, or other head coverings (except religious) may be worn. Any exceptions must have a medical excuse on file.
  - Chains, hanging belts, and spiked bracelets/necklaces/earrings are not allowed.
  - Excessive and/or expensive jewelry. The school will not accept responsibility for any lost, stolen, or damaged items.
  - Tattoos, buttons, bracelets, or other accessories, that promote the use of alcohol, cigarettes, drugs, or make reference to or identify gangs, or that contain vulgar, lewd, obscene, or plainly offensive messages are not allowed.
  - No undergarments may be visible.
  - Pants must be worn at the waistline (no sagging).
  - No handwriting or drawing on clothing.
  - No handwriting or drawing on skin.
  - Court imposed monitoring devices must be covered at all times.
  - Outerwear garments worn over prohibited items do not make these items acceptable.

### **DOLLAR DRESS DAYS/PICTURE DAY DRESS CODE**

On these days, students will be expected to keep themselves well-groomed and neatly dressed at all times. Clothing must be modest, clean and appropriate for school wear. **Any form of dress or hairstyle which is**

**considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.**

Since fashions and name designations for wearing apparel change frequently, the administration, with the advice and counsel of faculty, students, and parents, may provide an interpretation of garments that are questionable.

Articles of clothing that are **non-negotiable** include (but are not limited to): sandals, flip flops, slippers, spandex leggings, spaghetti strapped tops, sweatpants, athletic shorts, mid-drift bearing tops or shorts/skirts shorter than your fingertips when your hands are resting by your side, headwear, inappropriate images (i.e., alcohol, drugs, gangs, etc.).

Students wearing inappropriate articles of clothing or accessories will be sent to the office immediately to call their parents for a change of clothing.

Students who do not bring a dollar for “Dollar Dress Day” must call their parents to bring their school uniform for the student to wear for the rest of the day.

The dress code is in compliance with Arizona Revised Statutes 15-342.22.

### **GANG ACTIVITY OR ASSOCIATION**

The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by the student while on school property or at any school activity that may be construed to reflect gang activity or association is strictly prohibited. If a student's behavior or other attribute is in violation of these provisions, the principal or designee will take appropriate corrective and disciplinary action that may include suspension and/or expulsion.

### **BULLYING**

Phoenix Advantage Charter School believes it's the right of every student to be educated in a positive, safe, caring and respectful learning environment. PACS further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs PACS, **bullying in any form will not be tolerated, including, but not limited to: Harassment, Intimidation, and Cyber-Bullying.** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other Charter-owned property, and by means of an individual's personal electronic media and equipment. The consequences for bullying include, but are not limited to ISS, OCS, and/or Expulsion.

**Law Enforcement authorities may be notified any time school officials have reason to believe that an incidence of bullying has occurred. Bullying is a violation of the Law.**

## DISCIPLINE

Misbehavior is costly because it takes valuable learning time away from others who accept their responsibilities as students. All forms of misbehavior will be dealt with in a swift manner with minimum classroom disruption. These guidelines are provided for your information so that those who choose to break the rules will know what consequences they are risking for their misbehavior. Consequences include but are not limited to In School Suspension (ISS), Off-campus Suspension (OCS), and/or Expulsion.

In addition to the guidelines set forth in this Student Handbook, each teacher has his/her own discipline plan that is distributed at the beginning of each new course.

The school principal has the authority to suspend a student for 10 days or less. If a student is subject to suspension for 11 days or more, a request for a formal hearing can be made to the Superintendent or his designee. A formal hearing may be held whenever expulsion is recommended. The Superintendent or his designee will determine the continuation of the formal expulsion process.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. Through training, students develop self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

Where conduct falls within the protection of the First Amendment, the administration will reserve the right to preview any material or activity (planned or spontaneous) involving the student population.

## OFF-CAMPUS JURISDICTION

The jurisdiction of the school is primarily limited to the school premises and school-sponsored functions. However, violations in conduct by students going to and from functions could result in disciplinary action, as per Arizona Revised Statutes 13-201.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school, during the lunch hour, and release time. School authorities may discipline a student for any misconduct while off campus during the times specified above.

## PARENT/GUARDIAN/STUDENT BEHAVIOR

Any parent/guardian/student who engages in conduct unbecoming of a PACS parent and/or student, including (but not limited to) excessive behavior, raising of the voice to an unacceptable level, physical or verbal intimidation or any action that disrupts the operation of class, front office, school facility or school event will be immediately asked to leave the premises. ***Under Arizona Revised Statutes §15-507 Any person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor. Law Enforcement authorities shall be notified any time School or Charter officials have reason to believe that***

**a person has verbally or physically assaulted a teacher or school employee, because it is a violation of the Law and may result in arrest and be prohibited from entering school grounds or attending school events.**

### **SEARCH AND SEIZURE**

The **administration has the legal 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(s) exists. This would also include personal property such as backpacks, book bags, clothing, or other items carried by the students.

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

### **SMOKING/ALCOHOLIC BEVERAGES/DRUGS**

If you use or possess any form of tobacco on campus, you will be subject to disciplinary action. **Do not bring it to school!** Do not come to school having consumed drugs or alcohol. The use, possession, or sale of drugs on school property or at school events is prohibited.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law. Students attending school at PACS who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All controlled substances prohibited by law;

- All alcoholic beverages;

- Any prescription or patent drug, except those for which permission to use in school has been granted;

- Hallucinogenic substances; Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion in addition to other civil and criminal prosecution.

Students who might use, possess, or sell substances that might be **represented** as being drugs may also be subject to the above policy.

### **DUE PROCESS**

Students at Phoenix Advantage have 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 shall be informed of accusations against them and will have an opportunity to present an alternative factual position if the accusations are denied.

This means you must:

- Be informed of the accusations against you.
- Have an opportunity to accept or deny the accusations.
- Have the factual basis for accusation explained to you.
- Have a chance to present an alternative factual position if the accusations are denied.

### SUSPENSIONS

**In School Suspension (ISS)**-student loses all social privileges on campus and is in a self-contained classroom to complete work assigned by regular classroom teachers.

**Off Campus Suspension (OCS)**-student is suspended off campus and teachers are not required to provide and accept work but may opt to do so during the suspension. A parent conference is required before the student returns to school.

### DETENTION

You may be required to stay in class during lunch recess and/or remain after school for inappropriate behavior. Parents will be notified, and the specifics of the detention will be assigned by the teacher or administrators. Parents must pick up the student at the designated time if the detention is after school.



## PACS Infraction and Consequence Chart

(Any infraction involving a police report may result in arrest and/or civil or criminal prosecution)

PROBLEM AREA	DEFINITION	SCOPE/CONSEQUENCE
<b>ABSENCE WITHOUT PERMISSION</b>	Absence from class without parental permission, leaving school grounds without permission, unexcused absences, truancy. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	Conference – Contact PACS Truancy Officer – Referral to C.U.T.S. – Alternative Placement – Suspension
<b>ALCOHOL (Distribution, Possession, Use and Sale)</b>	Liquor law violations; possession, use, distribution and sale). The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school sponsored Event’s and on school-sponsored transportation.	Suspension – Expulsion Police Report
<b>ARSON</b>	Knowingly and unlawfully damaging a structure or personal property by knowingly causing a fire or explosion.	Restitution and: Suspension – Expulsion Police Report (Occupied Structure)
<b>ASSAULT</b>	A physical attack includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of physical injury to an individual. This includes situations in which one person or group of persons physically attacks or “beats up on” another person who does not wish to engage in the conflict.	Suspension – Expulsion Police Report
<b>AGGRAVATED ASSAULT/ASSAULT ON A STAFF MEMBER</b>	An assault in which a person causes serious physical injury to another, or an assault on a peace officer, teacher, or other employee of PACS	Suspension – Expulsion Police Report, ISS
<b>BICYCLE MISCONDUCT</b>	Failure to comply with laws, rules, or guidelines (or bicycle use.	Conference – Loss of – Privileges
<b>BULLYING</b>	Bullying occurs over an extended period of time, and may include, but is not limited to, verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying; exposure to social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; damage to or theft of personal property.	Conference – Suspension – Expulsion Police Report
<b>BURGLARY</b>	A person commits burglary if the person or an accomplice possesses a weapon or dangerous item or remains unlawfully on the property in the course of committing any theft or any felony.	Suspension – Expulsion Police Report
<b>BUS MISUSE</b>	Not following designated bus rules.	Refer to PACS Bus Infractions
<b>CAFETERIA MISCONDUCT</b>	Failure to comply with the rules of the cafeteria	Conference – Loss of Privileges – Suspension
<b>CELL PHONE DISTURBANCE</b>	Any use of cellular phone during the school day (i.e.	Conference – Suspension

	incoming/outgoing phone calls, text messaging, taking photos, music, etc.)	
<b>CHEATING/PLAGIARISM</b>	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way.	Conference – Removal from Class – Suspension
<b>CLASSROOM DISTURBANCE</b>	Any act which disrupts the normal educational process or violates any rules or procedures of a classroom.	Conference – Loss of Privileges – Suspension
<b>CONTRABAND/INAPPROPRIATE ITEMS</b>	Items which may disrupt the learning environment	Confiscation and: Conference – Suspension
<b>CRIMINAL INVOLVEMENT</b>	Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members, or impair the normal educational process or educational climate.	Conference – Suspension – Expulsion Police Report
<b>CYBERBULLYING</b>	Any act of bullying committed by use of electronic technology or electronic communication devices; telephonic devices, social networking, Internet on school computers, networks, forums and mailing lists, or other PACS property, and by means of an individual's personal electronic media and equipment.	Conference – Loss of Privileges – Suspension – Expulsion Police Report
<b>DANGEROUS ITEM (Distribution, Possession, Use and Sale)</b>	A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. This includes, but is not limited to: B.B. Gun, Paintball Gun, Pellet Gun, Knife less than 2.5 inches, Taser or Stun Gun.	Suspension – Expulsion Police Report
<b>DANGEROUS SITUATION, FAILURE TO REPORT</b>	Failure to report any knowledge or suspicion of a potentially dangerous situation.	Conference – Suspension
<b>DEFIANCE/DISRESPECT OF AUTHORITY</b>	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference – Suspension
<b>DESTRUCTIVE DEVICES Other than Firearms (Distribution, Possession, Use)</b>	Possession, use or distribution of any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes starter gun, bombs, grenades, mines, rockets, missiles, pipe bombs, combustible or poisonous gases or similar devices that explode and are capable of causing bodily harm or property damage.	Suspension – Expulsion Police Report
<b>DISRUPTIVE BEHAVIOR</b>	The act of being involved in behavior which disrupts the educational process of other students on the campus or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior.	Conference – Suspension
<b>DRESS CODE VIOLATION</b>	Dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows	Conference requesting change of clothes – Suspension

	<p>symbols or language relating to or promoting sex, drugs, tobacco, or alcohol on clothing are expressly prohibited.</p> <p>Refer to the Dress Code in this handbook.</p>	
<b>DRUGS (Distribution, Possession, Use and Sale)</b>	<p>(Includes illegal drug possession, sale, use, distribution, being under the influence) The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, imitation of an illegal drug, or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, or imitation of illegal drugs at school, school-sponsored events and on school-sponsored transportation. "Drugs" shall include but are not limited to: all dangerous controlled substances prohibited by law, hallucinogenic substances and inhalants, and any prescription or over-the-counter drug if abused by the student, except those for which permission to use in school has been granted pursuant to Board policy.</p>	<p>Suspension – Expulsion Police Report</p>
<b>ELECTRONIC DEVICES</b>	<p>Misuse, abuse of electronic devices to photograph, film, videotape or digitally record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. In addition, this includes the misuse, abuse, or blatant disregard of PACS guidelines and procedures.</p> <p>While it is becoming increasingly popular for students to post material on web sites such as Facebook and Twitter, please be aware that if material posted, either at home or at school, is viewed as inappropriate, harassment or disruptive to the educational environment, students will be subject to disciplinary action.</p>	<p>Conference – Expulsion</p>
<b>EXTORTION</b>	<p>Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.</p>	<p>Suspension – Expulsion Police Report</p>
<b>FAILURE TO MEET EXPECTATIONS</b>	<p>Student does not meet the expectations of the teacher or staff member. May be based on class/team/organization's rules, policies, and procedures.</p>	<p>Conference – Suspension</p>
<b>FALSE ACCUSATIONS</b>	<p>Knowingly giving false or misleading information with intent to defame or cause harm.</p>	<p>Conference – Expulsion Police Report</p>
<b>FIGHTING</b>	<p>Fighting includes mutual participation in a fight involving physical violence or harm caused to another person. There is no one main offender. Purpose is to cause harm to another person. Fighting does not include verbal confrontation, tussles, or other minor confrontations.</p>	<p>Suspension – Expulsion Police Report</p>
<b>FIRE ALARM, DIALING 911</b>	<p>Pulling of fire alarm or dialing 911 when no</p>	<p>Suspension – Expulsion</p>

	indication of emergency.	Police Report
<b>FIREARMS (Distribution, Possession, Use)</b>	Possession, use or distribution of any weapon designed to or may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon. This includes, but is not limited to handguns, rifles or shotguns.	Suspension – Expulsion Police Report
<b>FORGERY</b>	Falsely and fraudulently making or altering a document.	Conference – Suspension
<b>GAMBLING</b>	Participating in games of chance for the purpose of exchanging money or goods.	Conference – Suspension
<b>GANGS (Negative group affiliation)</b>	<p>An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior. This includes students wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership.</p> <p>Specific attitudes and actions of a student affiliated with a negative group typically include some of the following:</p> <ul style="list-style-type: none"> <li>● May or may not have a recognized leader</li> <li>● Do most things together, especially socially</li> <li>● Stick together on issues</li> <li>● Act bored, disinterested, imposed upon by teacher ideas, suggestions, or requirements</li> <li>● Involve themselves in other’s problems; therefore, perpetuate the problems</li> <li>● Claim loyalty and righteousness if reprimanded. Such interference is in the name of friendship</li> <li>● Confront authority as a group when one member has been disciplined</li> <li>● Act in an uncooperative and/or hostile manner</li> <li>● Conduct themselves as though no other individuals exist in the school including other students</li> <li>● Are not objective</li> </ul>	Conference – Expulsion Police Report
<b>GRAFFITI OR TAGGING</b>	Writing on walls, drawing or words that are scratched, painted or sprayed on walls or other surfaces.	Restitution and: Conference – Expulsion Police Report
<b>HARASSMENT</b>	Intentional disruptive or threatening behavior by a student(s) to another student(s); includes, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be	Conference – Expulsion Police Report

	direct or indirect or by use of social media.	
<b>HATE CRIME</b>	A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.	Suspension – Expulsion Police Report
<b>HAZING</b>	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution and the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or persona degradation.	Suspension – Expulsion
<b>INTIMIDATING ACT</b>	Intentional behavior by a student(s) that places another student(s) in fear of harm of person or property; may be manifested emotionally or physically, directly or indirectly, and by use of social media.	Conference – Expulsion Police Report
<b>LYING</b>	Knowingly giving false information or information intended to mislead about one's self.	Conference – Suspension
<b>MINOR AGGRESSIVE ACT</b>	Pushing, shoving, tussles, minor confrontations. Non-serious but inappropriate physical contact, i.e. hitting, poking, pulling or pushing, running in the building, hallways or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors. Does not rise to the level of fighting or assault.	Conference – Suspension
<b>MOTORIZED VEHICLES</b>	Bringing motorized vehicles such as motorcycles, go peds, etc., on campus at any time.	Conference – Suspension
<b>MULTIPLE VIOLATIONS</b>  <b>OR</b>  <b>REPEATED VIOLATIONS</b>	If the student's discipline file contains violations of multiple rules, this may result in more severe penalties than the guidelines for a single offense. ***** If the student's discipline file contains two or more violations of the same rule, this may result in more severe penalties than the guidelines for a single offense.	Case-by-case basis
<b>OTHER WEAPONS (Distribution, Possession, Use)</b>	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: nunchakus, brass knuckles, Chinese stars, Billy clubs, knives at least 2.5 inches, electrical weapons or devices. Weapons are strictly prohibited.	Suspension – Expulsion Police Report
<b>PHYSICAL PRESENCE IN UNAUTHORIZED AREAS</b>	Knowingly and willingly being in an area that is prohibited or not authorized by a staff member. Being in any area considered off-limits to students, including teachers' lounge, teacher's desk etc.	Conference – Suspension – Expulsion
<b>PORNOGRAPHY</b>	Possession, distribution, or sale of any	Conference – Expulsion

	pornographic materials.	Police Report
<b>PROFANITY</b>	Swearing and/or use of vulgar language either directed to an individual or non-directed.	Conference – Suspension
<b>PROVOKING STUDENTS</b>	Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written or physical cues.	Conference – Expulsion Police Report
<b>PUBLIC DISPLAY OF AFFECTION</b>	Any intimate physical contact.	Conference – Suspension
<b>ROBBERY</b>	Unlawful taking, carrying, leading, riding away or attempting to take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear.	Restitution and: Suspension – Expulsion Police Report
<b>SELLING/TRADING</b>	The selling, buying or trading of any item on school property that is not sponsored by the school (for example, gum, money or candy, etc.)	Confiscation of Items and Money and: Conference – Suspension
<b>SEXUAL HARASSMENT</b>	Unwelcome sexual advances, requests for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes or looks, being touched, grabbed or pinched in a sexual manner, flashing or mooning, spreading sexual rumors and clothing pulled at, off or down off in a sexual manner.	Conference – Expulsion Police Report
<b>SEXUAL HARASSMENT WITH CONTACT</b>	(includes attempted) Forcible sexual assault against the person’s will, or not forcibly or against a person’s will where the victim is incapable of giving consent. Includes fondling/touching private body parts of another person and indecent liberties or acts.	Suspension – Expulsion Police Report
<b>SIMULATED FIREARMS (Distribution, Possession, Use)</b>	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile or toy version of a firearm.	Suspension – Expulsion Police Report
<b>ROLLING DEVICES MISCONDUCT</b>	Use of skateboards, roller skates, in-line skates, or any rolling devices on the school campus.	Confiscation and: Conference – Suspension
<b>TARDINESS</b>	Arriving late to class. Truancy laws apply.	Conference – Suspension
<b>THEFT (Personal or School Property)</b>	The unlawful taking, carrying, leading or riding away with property of another person without threat, violence, or bodily harm. This also includes possession or sale or attempted sale of another’s property.	Restitution and: Suspension – Expulsion Police Report
<b>THEFT (Motor Vehicle)</b>	The theft or attempted theft of a motor vehicle. Examples include: car, truck, motorcycle, dune buggy, RV, golf cart or anything that is self-propelled.	Restitution and: Suspension – Expulsion Police Report
<b>THREATENING ACT (Physical or verbal threat or intimidation)</b>	To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Ex: bomb threat, threats made over the telephone, threats to beat someone up, threats made by text message or internet, at home or at school.	Conference – Expulsion Police Report
<b>Threatening an Educational Institution</b>	To interfere with or disrupt an educational institution through threatening statements 1 Threatening to cause physical injury to any	A student who is determined by the administration to have threatened an educational institution shall be

	<p>employee of an educational institution or any person attending an education institution.</p> <p>2 Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution</p> <p>3 Going upon or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property in any manner as to deny or interfere with the lawful use of the property of others.</p> <p>4 Refusing to obey a lawful order to leave the property of an educational institution.</p>	<p>recommended to the Superintendent for expulsion process initiation of at least one year. The administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, at the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution, or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student's parent(s) or guardian participate in the mediation, community service restitution or other programs in which the parent or guardian take their responsibility with the student for the threat.</p>
<b>THREATS/INTIMIDATION AND/OR VERBAL ABUSE OF A STAFF MEMBER</b>	<p>Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARS§15-507: a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties is guilty of a class 3 misdemeanor).</p>	<p>Conference – Expulsion Police Report</p>
<b>THROWING OBJECTS</b>	<p>Throwing objects in an unsafe/dangerous manner. This includes reckless behavior that threatens the safety and well-being of others. This includes throwing objects at school-sponsored events and while on school sponsored transportation.</p>	<p>Conference – Expulsion</p>
<b>TOBACCO (Distribution, Possession, Use and Sale)</b>	<p>The distribution, possession, use or sale of tobacco products, including imitation tobacco (electronic cigarette, hookah, water pipe) on school grounds, school-sponsored events and on school-sponsored transportation.</p>	<p>Conference – Suspension Police Report</p>
<b>TRESPASSING</b>	<p>To enter or remain on a public school campus without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave.</p>	<p>Conference – Expulsion Police Report</p>
<b>UNSAFE BEHAVIOR/ ENDANGERMENT</b>	<p>Acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations.</p>	<p>Conference – Expulsion</p>
<b>VANDALISM (Destruction of school or personal property)</b>	<p>The willful or malicious damage, destruction, injury, disfigurement or defacement of school or personal property without consent. This includes bombing,</p>	<p>Restitution and: Suspension – Expulsion Police Report</p>



	arson, graffiti, computer hacking and other acts that cause property or personal damage.	
<b>VERBAL ALTERCATION</b>	Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.	Conference – Suspension

## **BUS RULES**

- Obey the bus driver at all times.
- Be courteous to the driver and other bus passengers.
- **Always identify yourself when asked by the driver.**
- **Secondary students are required to show student ID cards to bus driver upon request.**
- Be at bus stop 10 minutes prior to scheduled pick-up time in the morning.
- Stand a safe distance from the curb or highway.
- Be on time to the bus in the afternoon.
- When crossing street by school bus, always cross ***in front*** of bus.
- Always use the steps and handrail when boarding and leaving the bus.
- Sit quickly and quietly in *assigned* seat.
- Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
- Remain seated while bus is in motion and **until it comes to a stop.**
- No eating, drinking (except water in plastic bottles), chewing gum or spitting inside the bus.
- Keep hands, head, arms and all objects inside the bus at all times.
- Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
- Keep the bus clean and free of damage.
- All items carried by students (i.e., athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat.
- Large items cannot occupy needed seating space or be placed in the driver’s compartment or in the stairwell.
- Skateboards, scooters and roller blades are not allowed on the school bus.
- Electronic equipment of any kind is not allowed on the bus. Should a student bring an electronic out on the bus, it will be confiscated and returned only to the student’s parents. Cell phones that are confiscated from students will only be available to be picked up from the front office. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian’s *written* request, counter-signed by a school official.
- Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student’s parent or legal guardian and approved by a school official. Students that need to change bus routes throughout the year will need to have a parent come into the school and fill out a written request. Bus routes will not change without this policy being used.
- **State law prohibits the following items on school buses:**
  - Alcoholic Beverages, Tobacco, Dangerous or Narcotic Drugs
  - Glass Items
  - Weapons, Explosives, Fireworks, Smoke or Stink Bombs
  - Animals of any kind
  - Other Legally Prohibited Substances or Dangerous Objects

## List of School Bus Infractions

### ***School Transportation is a privilege and can be revoked***

Site administration issues all consequences for school bus infractions, which range from conference to loss of bus privileges. Infractions and consequences also apply to behavior at bus stops.

#### **Level I**

##### **Infractions which cause delay, inconvenience or irritation:**

- Failure to remain properly seated
- Loud disruptive talking or yelling
- Failure to take assigned seat upon request
- Out of seat while bus is in motion
- Eating/drinking/chewing gum on bus
- Harassing other passengers or driver or aide
- Littering inside/outside bus
- Horseplay on bus or at bus stop
- Use of electronic device on bus

#### **Level II**

##### **Infractions that are disrespectful, illegal, damaging or demeaning:**

- Extending hands or head out of bus window
- Profanity, obscene language or gestures
- Disrespect to Bus Driver
- Verbal abuse of driver or other passenger
- Defiant behavior or profanity toward driver or aide
- Spitting
- Throwing objects on bus
- Throwing objects at bus
- Tobacco, alcohol or drug possession on bus
- Defacing school property
- Rough and rowdy behavior
- Possession of lighters or matches on bus
- Unsafe behavior of any sort

#### **Level III**

##### **Severe Infractions that are extremely dangerous or damaging:**

- Refusal to show ID card, or give student name upon driver's request (Secondary students only)
- Fighting
- Lighting matches or lighters on bus
- Setting fire on bus
- Damaging/Destroying school property
- Physical assault
- Profanity or verbal abuse directed towards demeaning a person's character
- Fireworks possession or use on bus
- Tobacco, alcohol or drug use on bus
- Activation or tampering with emergency or safety equipment on bus
- Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
- Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at stop
- Shoving student(s) in path of any on-coming vehicle

- Throwing objects out of bus
- Unauthorized exit from emergency door
- Physically impeding movement of school bus
- Verbal threat of harm or violence
- Any action causing harm to others

## **Consequences for School Bus Infractions**

### **Level I Infractions:**

In all cases, a parent or guardian must sign and return the bus incident report. A conference with the principal and the bus driver may be held.

Consequences can range from a warning to a suspension of 1 day and up, to a loss of bus privileges up to an entire school year, depending on the severity of the infraction and whether it is a first offense or has happened multiple times.

### **Level II Infractions:**

In all cases, a parent or guardian must sign and return the bus incident report. A conference with the principal and the bus driver may be held.

Consequences can range from a warning to a suspension of 1 day and up, to a loss of bus privileges up to an entire school year, depending on the severity of the infraction and whether it is a first offense or has happened multiple times.

### **Level III Infractions:**

In all cases, a parent or guardian must sign and return the bus incident report. A conference with the principal and the bus driver will be held.

No warnings will be issued for Level III Infractions. These infractions endanger all students and PACS employees on the bus, and possibly members of the community. The length of the suspension will depend on the severity of the offense, likely resulting in loss of bus privileges for a significant amount of time and could possibly carry over into the next school year.

**The school site Principal has the ultimate decision in revoking bus riding privileges.**

# PHOENIX ADVANTAGE CHARTER SCHOOL

## Student and Parent School Laptop/Tablet Agreement

Signing the Mandatory Signature page (3) for this agreement as indicated is an acceptance of the terms and conditions for the Laptop/Tablet agreement. The student and student's parent/guardian will comply with these terms while laptop/tablet is assigned to the student. Participation is completely voluntary, and there is no penalty for not accepting the agreement.

- The Laptop/Tablet is made available to the student for educational services only, with the acceptance of the terms and conditions stated in this agreement.
- Although the Laptop/Tablet is assigned to a student, it remains the property of PACS at all times. Additional restrictions on use and possession or recall of the property may be implemented at any time, for any reason, without prior notice.
- PACS reserves the right to change the terms or conditions of the student's use and possession at any time.
- The student or the student's parent/guardian is to immediately surrender the Laptop/Tablet at the request of any PACS teacher or administrator to said person.
- Possession and use of the Laptop/Tablet are subject at all times, on or off campus, to the terms and conditions described in the agreement, as well as any other rules, regulations, or restrictions imposed by PACS.
- Student use and possession of the Laptop/Tablet will comply with any applicable state and federal laws or regulations at all times, on or off campus.
- Student assignment of the Laptop/Tablet will be governed on and off campus by all applicable policies of the PACS Governing Board, including but not limited to Student Acceptable Use and the Student Code of Conduct. By signing this agreement, the student's parent/guardian is confirming that they have both reviewed and understood these policies. Furthermore, they are confirming that it is their responsibility to inform themselves of and comply with any Governing Board policies that may apply to the student's use and possession of the Laptop/Tablet. All board policies are available on the district website.
- Usage of the Laptop/Tablet by the student or any persons permitted by the student for the following is prohibited:
  - Involvement in any crime, advertising/commercial activities, or the accessing/viewing/transmission of pornographic or violent images or content.
  - Accessing any websites or online resources that are unapproved by a PACS teacher or school administrator.
  - Distributing the confidential information of other students or PACS staff members. The accidental accessing of such information is to be reported to the office.
  - Sharing the Laptop/Tablet without the permission of a PACS teacher or administrator. Loaning the item to anyone without the *written* permission of the Superintendent.
  - Instant messaging, chat rooms, or social networking sites such as Facebook, Instagram, etc.

- Accessing the internet without the supervision of a parent/guardian, or outside of public/common areas.
- By signing this agreement, the student's parent/guardian acknowledge that they are to ensure their student's compliance with these policies. The Laptop/Tablet is school property and remains such while in the student's possession. PACS and its employees are not responsible for any harm or damages caused by the student's internet access while off campus.
- Use of the Laptop/Tablet is a privilege, not a right. Violation of the conditions set forth will result in suspension, termination, or the restriction of use or possession at the sole discretion of PACS.
- This document nor any conversation, correspondence or understanding between themselves and any representative of PACS gives them any ownership or contractual rights of any kind whatsoever to the Laptop/Tablet.

### **Technology Fee**

All participants in the PACS Student Technology Integration Program must pay the REQUIRED \$10.00 Technology Fee for every student device assigned to their household. The fee MUST be paid when the Laptop/Tablet is issued.

### **Issuance & Return of Laptop/Tablet**

- The Laptop/Tablet will be issued at the start of the school year. This agreement ends on the last day of the school year, unless terminated at any earlier date by PACS.
- Failure to return the item by the last day of the school year or by the date assigned by PACS will result in a late fee of \$5 per day for the first 30 days and \$10 per day for the next 30 days until it is returned.
- Failure to return the item within 60 days of the due date may result in the assessment of the full replacement cost for the item, as well as legal action against the student and/or parent/guardian.

### **Laptop/Tablet Care and Guidelines**

By signing this agreement, the student and the student's parent/guardian acknowledge the following:

- They have received a digital copy of PACS's Laptop/Tablet Care and Guidelines and will comply with the specifications detailed in the document as well as any other guidelines given.
- They will under no circumstances alter or allow the alteration by others of any hardware, drivers, etc. without advance written approval of the Superintendent.
- The Laptop/Tablet is subject to inspection at any time by PACS officials, either remotely or in person.
- If an inspection were to reveal any evidence which violates the Code of Student Conduct or any criminal law, it may be used in support of disciplinary action or a criminal investigation.
- There is no expectation of privacy regarding the Laptop/Tablet and its contents.

## **Loss, Theft, and Damage**

- The student is responsible for ensuring the safety of the Laptop/Tablet when it is in their possession. The Laptop/Tablet is not to be left in the custody of anyone other than the student's parent/guardian, a PACS teacher or administrator. In the event of theft, the student and their parent/guardian will immediately file a report with law enforcement, providing a copy to the Superintendent, as well as the name and telephone number of the investigating officer.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell an PACS-owned Laptop/Tablet will be vigorously prosecuted to the fullest extent of the law.
- If the Laptop/Tablet is stolen, lost, or accidentally destroyed while assigned to the student, the student and their parent/guardian will be responsible for the following fees, regardless of fault:
  - The replacement cost of the item and the Technology Insurance Fee. No further Laptops/Tablets will be assigned.
- The replacement cost is the price of the item at the time of PACS's purchase of it. As of June 25, 2020, the cost to PACS of each Laptop/Tablet is \$500. The repair cost is the actual cost to PACS to have the Laptop/Tablet fully repaired by a qualified repair technician of PACS's choosing.
- If the Laptop/Tablet is found to have been destroyed deliberately, the student and their parent/guardian will be held responsible for the cost of repairs or replacement (whichever is least expensive).
- A replacement Laptop/Tablet will not be issued until the replacement or repair fees are paid in full
- PACS may refuse to issue a replacement Laptop/Tablet if it's determined that the risk of loss or damage to a replacement Laptop/Tablet is unacceptable. In not issuing a replacement, PACS is not waiving the parent/guardian from any fees associated with the previously issued technology.
- Eighth Graders must pay any and all fees to participate in any Promotion activities.

# PHOENIX ADVANTAGE CHARTER SCHOOL

## Acceptable Use Agreement for the Internet

We are pleased to bring to the students of PACS access to electronic mail and the Internet, which offers an abundance of resources such as thousands of libraries, databases, and bulletin boards to both students and teachers. PACS's goal in providing this service is to promote excellence in our school by facilitating resource sharing, innovation, and communication. PACS has taken precautions to restrict access to controversial materials, however, it is impossible to control all materials on a global network. We believe that the benefits to students to further educational goals and objectives via access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, PACS supports and respects each family's right to decide whether to participate. All network activities, including Internet and e-mail, will be supervised by appropriate personnel.

Listed below (with explanatory examples) are activities in which your child will be a participant:

- File Transfers: (FTP)-transfer files between computers, in either direction.
- Research: research databases, card catalogs, image files, newspapers, weather maps.
- Conversation: real-time e-mail-type s (Internet Relay Chat) or video conferencing with distant classrooms, professional experts, technical assistance.

### **PACS Internet and E-mail Rules (Terms and Conditions)**

- 1) Students are responsible for their behavior and communications via the Internet. Student account use must be in support of education and research consistent with the objectives of PACS.
- 2) Access is a privilege, not a right. Inappropriate use will result in a cancellation of privileges. Students who receive "user's accounts" with which to access the Internet will receive training on proper usage. Network administrators decide appropriate use, and their decision is final.
- 3) Administration, faculty, and staff of PACS may request the suspension or termination of a user account.

### **Network etiquette:**

- Be polite, using appropriate language and pictures in your messages to others.
- Downloading inappropriate materials is prohibited.
- Respect and maintain user privacy. Do not reveal any names, home addresses or phone numbers.
- Assume that all communication and information accessible through the network are private property.
- Copyright infringement is prohibited.
- Damaging computers, computer systems or computer networks is prohibited and will not be tolerated.

### **Personal responsibility:**

I will report any misuse of the Electronic information services to a parent, teacher, or the system administrator.

**I understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without Principal authorization.***

**VIOLATIONS OF THE ACCEPTABLE USE AGREEMENT FOR THE INTERNET MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY ACTION.**

**Please sign the Mandatory Signature page (3) to indicate agreement of this policy.**



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

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that PACS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, PACS may disclose appropriately designated "directory information" without written consent, unless you have advised the Charter to the contrary in accordance with Charter procedures. The primary purpose of directory information is to allow PACS 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 three directory information categories - 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 you do not want PACS to disclose directory information from your child's education records without your prior written consent, you must notify the Principal in writing within two weeks of the start of school. PACS has designated the following information as directory information:

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

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **SECTION 504 / ADA NONDISCRIMINATION POLICY**

Phoenix Advantage Charter School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding Section 504, Title II of the Americans with Disabilities Act, and/or the nondiscrimination policies:

### **Ms. Rochelle Elliott**

Superintendent  
3738 N 16<sup>th</sup> Street  
Phoenix, Arizona 85016  
(602) 263-8777