



CHARTER SCHOOLS
Preparing Students for the Future
www.aplusaz.org

STUDENT HANDBOOK

A+ Charter Schools
41735 Alan Stephens Pkwy, Maricopa, AZ 85138
520-265-5589

SCHOOL BOARD

Laura Newcomb, Founder

Deborah Havens, Board Member

Rebekah Krueger, Board Member

Vicky Schildgen, Board Member

Justin Price, Board Member

Regular School Board meetings are held at least eight times per year. Meeting notices are posted at the school office and online 24 hours in advance.

CAMPUS ADMINISTRATION

Rachele Reese, Principal

Dustin Hunt, Assistant Principal

Nate Wong, Dean of Academic Services

MISSION STATEMENT

A+ Charter Schools empowers students in reaching their greatest potential by becoming responsible individuals of character and excellence, engaged community members, and lifelong learners in an ever-changing society.

CORE VALUES

Citizenship
Communication
Critical Thinking
Creativity
Collaboration

Dear Parent/Guardian,

We are excited that you have selected A+ Charter Schools as your school of choice for your student! At A+ Charter Schools we believe the partnership of the school and family leads to the success of the student. Our goal is to provide you and your family with the best educational experience by providing an engaging learning environment set in a safe and healthy school.

We have created this Student Handbook to provide you with valuable information that will assist you in your educational journey this year. As we want to provide a safe and engaging learning environment for all students, we are looking forward to partnering with you and your student this school year to do that. This Student Handbook is a guide and resource for some of the basic information on policies and procedures, which we encourage you to review with your student, including the Student Code of Conduct.

Our website will be updated throughout the year with dates for events and more specific campus information. Please visit us at www.aplusaz.org for additional information.

The start of a school year is an exciting time and we look forward to working with you and your family!

Sincerely,

The A+ Charter Schools Board and Administrative Team

The Student Handbook is divided into the following sections:

Section I - General Policies and Procedures

This contains information all students and parents will need to respond to school-related issues. This section also describes school operations and requirements.

Section II - Health Services

This section outlines Health Office Policies and Procedures.

Section III – Student Code of Conduct

This section contains specific information related to behavioral expectations to ensure the safety and well-being of all students. After reviewing the Student Code of Conduct (and entire Student Handbook), parents will sign off electronically through the enrollment and registration portal. Students will sign off during registration or the first week of school.

Section IV - Appendices

Note: The term “the student’s parent” is used to refer to the parent or legal guardian.



Please be aware that the Student Handbook is updated annually, however policy adoption and revision may occur throughout the year. Changes in policy that may affect the Student Handbook provisions are made by the School Board in open meetings, which are publicized locally and on the school website.

This publication takes effect JULY 15, 2023.

A+ Charter Schools retains the right to amend this handbook at the organization’s sole discretion. Employees will be given prompt notification if changes are made. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. A+ Charter Schools reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of A+ Charter Schools

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Section I – General Policies and Procedures

CAMPUS BOUNDARIES

Getting To and From School

From the time a student arrives at school until they leave to go home, if they have left campus without permission, then they are subject to disciplinary action. This policy also applies to students who have parked off campus. Students are expected to plan and prepare well enough ahead to avoid leaving campus to go to their vehicle for any reason during the school day. Students are considered on campus when they are dropped off and/or park for school and may not leave campus before school begins.

Closed Campus

A+ Charter Schools is a closed campus. Students are to remain on campus during the school day, including lunch, unless signed out by a parent/guardian in person or have approved release time. Students found to be off campus during school hours may be subject to a search by school personnel.

Student Arrival and Departure

Students are not to be at school until prior to 30 minutes before the start of the school day, unless participating in a school sponsored program. They are also to return home immediately after the school day unless participating in a school sponsored activity.

Release Time

For specific reasons, students may be granted release time by school administration. Typically, release time is granted only to upperclassmen for attendance at college, work, or other indicated needs. Any student may be granted release time for off-campus religious instruction. All release time requests require the completion of a “Consent of Release Time” including a parent’s signature. During release time, students are subject to discipline under the scope of the school’s authority. Students on release time may not loiter on campus and are to leave immediately following their final class of the day. Student abuse of this benefit will result in loss of release time privileges.

Skateboards, Rollerblades, Scooters, Bicycles, and Motorized Devices

Students may use the above listed modes of transportation to ride to school, however students may only use the mode of transportation they brought to school. Once at school, these items are either to be stored by the student or placed in a designated place. Students are not to use any of the above items on the school campus other than initial arrival and departure, except with permission of the school administration. Other forms of transportation need to have prior administrative approval.

Student Drop Off and Pick Up

Parents should drop off and pick up their children in the designated area on the campus. Vehicles must not block driveways, student crosswalks, or packing places. Parents should be orderly and mannerly when dropping off and picking up their children.

STUDENT PARKING

Parking is a privilege, not a right. Students who drive vehicles to school, park at their own risk and must understand that neither the school nor the Board can be held responsible for the vehicle or its contents. In order to park on campus, a student must purchase a parking permit from the school office for \$5. Parking privileges will be revoked for violations of the parking guidelines. Replacements for lost or stolen permits are available in the school office for a fee of \$5 per semester. Refunded fees are by semester only and are not prorated. To receive a refund, the student must surrender his/her parking permit. When applying for a permit, provide the student's driver's license, license plate number, and the make and model of the vehicle. Parking space is limited on campus and will be limited to upperclassmen in good academic and behavioral standing with an A/B average in all courses. Parking will be determined through a lottery system.

Students who drive to school should be aware of the following guidelines and procedures.

- Parking on campus will be limited to the designated student lot on a first-come, first-serve basis for upperclassmen in good academic and behavioral standing with an A/B average in all courses.
- Students may NOT park in the faculty or visitor parking lot.
- Parking permits must be in the designated location on the vehicle.
- The permit may NOT be altered.
- Sale or transfer of permits between students is prohibited and will result in loss of parking privileges by every student involved.
- Students are NOT to go to their vehicle during school hours without administrator approval.
- Students who leave campus without the proper authorization will be subject to disciplinary action including potential loss of parking privileges.
- Vehicles may be searched if reasonable suspicion of a violation of school policy or law exists.
- Vehicles without permits will be towed at the owner's expense after the second violation.
- Neither the school nor any staff member will be responsible for any damages to vehicle locks if a request for assistance is made by a student or parent.
- A 5MPH speed limit will be strictly enforced on campus.
- Reckless driving will result in loss of parking privileges and no warnings will be issued.
- The school retains authority to conduct routine patrols of the student parking lot and inspection of the exterior of student vehicles on school property.

STUDENT REGISTRATION

Enrollment in A+ Charter Schools

To enroll, request an enrollment packet from the office or enroll online at www.aplusaz.org.

New students must provide proper documentation after completing the enrollment forms. The following documents shall be presented after completing the enrollment packet:

- Birth certificate (or other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, and an affidavit explaining the inability to provide a copy of the birth certificate or a letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law)
- Immunization record or vaccination exemption form
- Verification of domicile with a completed Arizona Residency Documentation Form or an Affidavit of Shared Residence

A+ Charter Schools may not admit students who have been expelled from a previous school. If a student has been expelled, a thorough review of student records and meeting of administration and the student and family will be completed. A student may be enrolled on a student contract. If it is discovered that a student has been previously expelled and not disclosed in the enrollment process, the student's enrollment may be terminated.

NOTE: One goal of A+ Charter Schools is to provide small classroom sizes. Therefore, pursuant to the school's capacity policy and current enrollment, if insufficient capacity exists to enroll all students who submit a timely application, students may be placed on a waiting list.

Any change of a student's address or telephone number requires that the school office be notified. Parents should provide work numbers and emergency telephone numbers whenever a change occurs. This information can be updated electronically through the Parent Portal.

Identification/Activity Card

All students are required to have a photo ID card issued by the school. Students must always be in possession of their student identification card and must present it at the request of any faculty or staff member. Lanyards will be provided for students to wear their student ID. If the student fails to do so, he/she is subject to disciplinary action. Students are required to have their ID card in their possession at all activities, athletic events and student dances. If a student's ID card is lost or stolen, a replacement ID will be issued at a cost of \$5.00.

Students are encouraged to voluntarily purchase an activity pass. The pass will entitle the student to free admission to all school home athletic competitions (excluding tournaments and play-offs). In addition, some designated student council events may be discounted or free. No discount will be offered at the door.

Schedule Change Procedures

Once the school year begins, only the following schedule changes will be made:

- Missing a period in schedule, incorrect placement, lacking prerequisite, courses needed for graduation or completed summer school work or another approved course alternative.
- A Parent, Teacher, Advisor, and/or Administrator may initiate a level change within the first five (5) weeks of each semester (i.e., honors class to regular class). Lower level requests may be granted only if students experience academic difficulty.
- A student choosing to withdraw from a class and enter another class, including elective courses, within the first five (5) weeks of each semester will not receive a W/F (Withdrawal/Failing) grade. A student choosing to withdraw from a class and enter another class after the first five (5) weeks of the semester will receive a W/F grade.
- A request for a Teacher change may be considered if the following conditions are met: Parent and Teacher communication has occurred, and an Administrator and Advisor's approval has been obtained. Please note that some courses may only have one teacher who is qualified to teach that course.
- Notwithstanding the above, the school's Administration may have to change a student's schedule due to extenuating circumstances (i.e., addition of teaching staff, etc.).
- No schedule changes will be allowed after the first five (5) weeks of each semester. In the rare circumstance that a class is dropped after the first five (5) weeks of each semester, the student will receive a grade of W/F. Schedule change requests should be submitted to the Academic Advisor.

Withdrawal and Transfer from School

If you plan to move, please let the school office know at least three (3) days in advance. The school will prepare a withdrawal form and other transfer materials to help the student get started at the new school. To withdraw a student, a parent must report to the school office for instruction and procedures to be followed. Upon withdrawal, the student shall check in all books and other school property through the office of the school.

ATTENDANCE AND TARDINESS

The purpose of this Attendance Policy is to emphasize the importance of regular school attendance and its direct correlation with academic success. It is crucial for students to attend school consistently to maximize their learning opportunities and achieve their full potential. This policy addresses student absences, tardiness, excused and unexcused absences, the impact of reducing school days, and the tracking/warning notifications provided to parents.

Student Absences

Students are expected to attend school every scheduled day, unless prevented by illness or other valid reasons.

Absences due to personal reasons, such as vacations or non-school-related activities, are strongly discouraged during school days.

Reduction of School Days

- A+ Charter School has received approval from the state to to a “4-Day” school week reducing school days from 180 to 147 per academic year, with the aim of improving overall attendance and student engagement and allowing for exploration of college and career interests as well as employment opportunities for students.
- It is important to note that Arizona state law mandates a 90% attendance rate for all courses. Thus, if a student misses more than 7 specific classes (i.e., Algebra I) in the first semester, they are at-risk of being withdrawn from the course or not receiving credit.
- Family Vacations, Medical Appointments. The reduction in school days is meant to provide opportunities for accommodations for medical appointments, family events/trips, etc. on Fridays so that students are not missing instructional hours. Parents and guardians must still prioritize consistent attendance to ensure academic progress and success.

Tardiness

- Tardiness is defined as arriving late to school or class beyond the designated start time.
- Students arriving to school at 8:40am or later will be considered absent for first period.
 - When a student accrues more than 3 tardies (regardless of time) upon arrival to campus or a class, a conference with parents and the student will be held with administration and a Friday school will be assigned to the student to assist in ensuring academic achievement.
- Accumulated tardiness will count towards the calculation of absences. For instance, excessive tardiness may result in the equivalent of a full day's absence or multiple absences, as determined by the school administration.

Excused and Unexcused Absences

- Absences must be reported promptly by parents or guardians through the designated school attendance reporting system.
- Excused absences, as determined by parents or guardians, may be permitted for valid reasons such as illness, medical appointments, family emergencies, or religious observances.
- While parents' excused absences allow for make-up work and may impact the student's GPA, it is essential to understand that they do not guarantee excused absences at the state level.
- The state considers only certain absences, such as those due to illness, bereavement, or specific extenuating circumstances, as excused. These absences will be evaluated on a case-by-case basis by the school administration.

Tracking and Warning Notifications

- A+ Charter Schools will use its Student Information System to monitor student attendance and tardiness.
- Parents or guardians will receive an email notification when their child accumulates 3 absent days in a class. This notification serves as a proactive measure to raise awareness about the attendance record.
- Parents or guardians will receive a phone call to schedule a conference with the teacher and/or school administration when their child accumulates 6 absent days in a class. The purpose of the conference is to address the attendance issue and explore the possibility of implementing an attendance contract to improve attendance.

Tardiness and Early Check-Out

- Tardiness to school or class will accumulate and count towards the calculation of absences, as outlined in the school's Attendance Policy.
- Checking out of students early will also be considered as absenteeism and count towards the calculation of absences.
- Check-out requests after 3:00 pm will only be accommodated if pre-approved by the administration.

We strongly encourage all parents and guardians to familiarize themselves with the Attendance Policy and its implications for student success. By promoting regular attendance and timely arrival, we aim to create an environment conducive to academic growth and achievement. Please review carefully this Attendance Policy for detailed guidelines and expectations before signing Student Handbook and Policy Form, as it has recently changed. If you have any questions or concerns, please contact the school administration.

Make-up Work and Homework Requests

When an absence is excused, students are allowed one day for each day absent to submit make-up work. Homework requests for students who are absent from school for more than three (3) days are made through the school office and by emailing the student's teachers. Teachers must be given one (1) school day advance notice when requesting homework assignments. Homework assignments may be picked up from the office at 3:00p.m. the following day or shared electronically with the parent and/or student.

Note: A+ Charter Schools follows a project-based and collaborative learning model. Due to the nature of these models, it is important for parents and students to communicate to teachers about pre-planned absences to ensure the continued progress of projects for all students within groups, even if a group member is absent.

Check-In/Check-Out Procedures

Students arriving late to, returning to/departing from campus during the school day must check in and out through the school office. Students who do not comply with this procedure will not be excused from classes.

Lunch Sign-In/Sign-Out Procedures

A+ Charter Schools is a closed campus. A parent must sign the student out, in person, in order for the student to leave for any reason.

Hall Passes

Students are to remain in the classroom for the entire class period. Student business is not to be conducted during class time. Teachers should issue hall passes or PBL Collaboration Passes when a student needs to leave the room. Any student who loiters will be escorted to the appropriate class. A student sent from class for unsatisfactory conduct must report to the appropriate administrator and/or school office. Failure to do so will result in further disciplinary action.

Parental Absence Notification

When the school has not been notified of an absence, the school shall make reasonable efforts to notify parents of a student absence. It is the parents' responsibility to provide the school with the most recent telephone contact number. Parents will be notified in writing of excessive school absences.

Actions taken by the school for absences (excused and/or unexcused):

- If a student is absent for three (3) periods in one (1) or more classes, a letter will be sent home notifying the parent.
- If a student is absent for five (5) periods in one (1) or more classes, a second letter will be sent home notifying the parent. A conference between the student, parent, and school administration may be scheduled.
- If a student is absent for seven (7) periods in one (1) or more classes, a third letter will be sent home notifying the parent. A conference will be scheduled between the student, parent, and school administration. At seven (7) absences, high school students will be put on an attendance contract.
- If a student is absent for nine (9) periods in one (1) or more classes, a fourth letter will be sent home notifying the parent. A conference will be schedule between the student, parent, and school administration to discuss the consequences should the student miss an additional period.
- When a student reaches 10 absences in one (1) or more periods, a parent meeting with school administration will be required to address ongoing attendance and where the student should stay in the class under contract or be dropped from the class with a W/F grade. Pursuant to A.R.S. 15-802 (B)(1), students who are not in attendance at least 90% of the school year are subject to possible retention/loss of credit. High school students may be retained/lose credit, and/or dropped from the class with a grade of W/F. Junior high students will be put on an attendance contract after 10 absences.
- Ten consecutive absences: Students absent for 10 consecutive school days, except for excused absences, shall be withdrawn from the school pursuant to A.R.S. 15-901.
- The School and its Board, Employees, or Agents are not liable for failure to notify.

Student Attendance Legal References:

A.R.S. 15-346, 15-771, 15-802, 15-803B, 15-804, 15-805, 15-806, 15-807, 15-826, 15-843, 15-872, and 15-873

EDUCATIONAL RECORDS

Family Education Rights and Privacy Act (FERPA) and Student Records

Parents/guardians have access to their children's school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records. The Family Educational Rights and Privacy Act (FERPA) regulations broadly define a "record" as "information recorded in any way, included but not limited to, handwriting, print, computer, media, video, audio tape, film, microfilm and microfiche." The term "educational record" is defined as "those records, files, documents, and other materials which...contain information directly related to a student;...and are maintained by an educational agency or institution or by a person acting for such agency or institution."

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School Officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified Officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate Officials in cases of health and safety emergencies; and
- State and Local Authorities, within a juvenile justice system, pursuant to specific State law.

Federal law also requires that high schools release directory information of juniors and seniors to military recruiting agencies unless the school or District has been notified by the parent not to disclose the information without consent.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athlete), and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

[Student Record Transfer Policy](#)

A+ Charter Schools ensures that a student's records and, if applicable, a student's individualized education program as defined in section 602 of the Individuals with Disabilities Education Act, will be transferred to a charter school upon the transfer of the student to the charter school, and to another public school upon the transfer of the student from a charter school to another public school within 10 school days, in accordance with [Arizona Revised Statute 15-828](#). Additionally, upon enrollment, A+ Charter Schools will request a certified copy of a student's records within five days of enrollment to A+ Charter Schools, in accordance with [Arizona Revised Statute 15-828](#).

[Custody Orders and Parenting Plans](#)

Unless otherwise provided by a court order or law, on reasonable request, both parents are entitled to equal access to information concerning their child's education including school records provided directly by the custodian of the records or from the other parent. A.R.S. 25-403.06(A). It shall be the responsibility of the parents to provide school officials with a

current copy of any custody orders and/or parenting plans. The school will follow the most current valid documents on file.

In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying the school officials of the conditions of the guardianship and for providing school officials with the pertinent written documentation.

STUDENT SERVICES

Media Services

The Media Center offers many resources to students, such as books, electronic databases, periodicals, reference works, and access to technology. Access to online sources is also available to approved students.

Students may be required to purchase their own materials or pay for copies at \$0.10 per copy. Teachers and Office Staff will not be able to make copies or print documents for students. Periodicals (magazines) and textbooks are available for pleasure reading or study. Please note that these materials may only be used in the Media Center.

College and Career Advising Services

College and career advising services are provided to assist students in course selection, schedule adjustments, vocational and career planning, scholarship applications and financial planning, college admissions and concurrent and dual enrollment at a local community college. In order to meet with the Academic Advisor, please schedule an appointment in the office. Students may also stop by the office, but there are no guarantees of availability. Information for college and career planning is also available on the A+ Charter Schools website at www.aplusaz.org.

Lunch Services

Lunch is available for purchase through A+ Charter Schools website. Menus and information are available in the office and online. All meals must be pre ordered and prepaid to be guaranteed a hot meal. No outside food deliveries will be allowed, including Uber eats and Grub Hub. Parents can drop off food at the designated lunch time only. Food dropped off after lunch hours will be held until after school. Students are asked to cooperate with staff during their lunchtime by displaying good manners and keeping the designated area clean. No lunches may be consumed outside of the designated area/s. Please send lunches in a lunchbox with an ice pack, as refrigeration and microwaves are not available.

OPERATIONS AND NOTIFICATIONS

Faculty and Staff Authority

Arizona law authorizes school employees to act “in loco parentis” (in place of parents). Therefore, all students are subject to the authority of all Faculty and Staff members during the

regular school day and while attending any school function. Any student who is insubordinate or disrespectful to a Faculty or Staff member or violates generally accepted rules of good citizenship and behavior will be referred to the office for disciplinary action. Students should comply with reasonable requests made by Faculty, Staff, and Administration.

Emergency Response

A+ Charter Schools has procedures in place to handle emergency and crisis situations. We will conduct regular exercise and drills to practice lockdown and evacuation procedures. In the event of a civil emergency, the school works closely with the City of Maricopa police and fire departments and emergency managers to assist staff, students, and parents in preparing for, responding to, or recovering from a crisis. During a crisis situation, the school will provide updated information on the school's website home page, www.aplusaz.org and by phone at 520-265-5589.

Student Injuries

Safety of students is of the utmost importance as a school, however even with the greatest precautions and supervision, accidents can and do happen. Parents should be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. A+ Charter Schools does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians.

Returned Check Policy

Although online payments are an option through the parent portal, checks are accepted by A+ Charter Schools. We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. Each person writing a check should write the check on a commercially printed check with your name, address, and one phone number on it. When a check is written payable to "A+ Charter Schools", the check writer is giving authorization to electronically debit the check writer's account. In the event that the check is unpaid or returned, the amount debited shall be the amount of the returned check plus a \$35 fee, as allowed by law.

School Visits and Visitors

Maintaining minimal disruptions of the school environment for teaching and learning is of the utmost importance on campus. In order to maintain this environment, the following will be observed:

- Parents who wish to schedule classroom observations should make an appointment at least one school day in advance. All non-parent or non-guardian classroom observations must be approved through the school administration. The principal or designated staff member may accompany the classroom observer.

- All visitors to the school campus are required to first sign in at the office and receive and wear a visitor's badge. Unauthorized visitors are prohibited and may be arrested for trespassing.
- In order to preserve the educational process, visitations will be limited, as determined by the principal.
- Volunteers in the classroom or in the school are not allowed to have children accompany them. This policy ensures safety, minimizes classroom interruptions, and promotes full concentration of both students and volunteers/visitors on learning activities.
- Unapproved student guests will not be permitted on campus during school hours. Prospective Student Shadows are permitted with pre-approval from the principal.

Messages and Calls for Students

Office personnel will not disrupt class to deliver messages to students and office phones are not available for personal calls. Only in cases of extreme emergency will a student message be delivered, or a student called from class. Students may use the office phone only for calls that are emergency in nature. Please refrain from calling students on their personal cell phones as well during instructional hours as this is a disruption in the learning process.

State of Arizona Tax Credit for Public Schools

Taxpayers filing an Arizona Tax Return, have a unique opportunity to redirect a portion of state tax dollars they already pay, to public education. The credit allows an Arizona taxpayer to contribute up to \$200 per individual or \$400 per joint tax return to a public school. This is an excellent way to support your local school with dollars you would have paid in income taxes anyway. These moneys can be used to support field trips, clubs, extra-curricular activities, character education, etc. Please consult a tax professional regarding your individual tax situation. If you are interested, please contact the school office or visit our website at www.azplusaz.org.

Lost and Found

A+ Charter Schools and its employees are not responsible for lost, damaged, stolen, or unclaimed property. It is recommended that all books and valuable items, such as calculators, purses, wallets, instruments, electronic devices, yearbooks, etc. be always carried in a backpack and remain in student's possession. Lost and found items are kept in a designated area on campus.

Photographs and Videotaping Students

Throughout the school year, photographs and/or video footage may be made of your student for use in school-wide publications, including the school website, social media, and/or an outside media service. In addition, creative and authorized works of your student may be displayed or shared with the public. If you do NOT wish your student to be photographed and/or videotaped or have student works displayed, please contact the School Office for a Photo Release Form to opt out of photographs and videotaping of your student for publications.

Security Camera Policy

For the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, to safeguard buildings, grounds and equipment, to monitor unauthorized individuals in or on school property, and for enforcing School policies and rules, A+ Charter Schools authorizes the use of electronic surveillance cameras in school buildings and on its property. Cameras are authorized for use in any area, inside or outside of school buildings where the public, students and Staff have no reasonable expectation of privacy: entrances, hallways, classrooms, commons, gymnasiums, athletic fields, parking lots and the exterior of buildings. Cameras are prohibited in areas such as bathrooms, locker rooms and health rooms. Other public areas of school buildings and grounds may be subject to limited term surveillance with the written authorization of the school administration. Such approval will be granted only in situations when the school administration has reason to believe that a safe and orderly educational environment is at risk or to monitor areas where theft and vandalism are believed to be occurring. Signs will be posted at all main entrances to school buildings stating "Surveillance Cameras May Be in Use."

A+ Charter Schools shall notify students and Staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. At each school or site where video surveillance is employed, the School Principal or other site Administrator shall inform students, Staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice.

Security Camera Access and Use Only

Individuals authorized by the School Board and/or Director of Operations, in accordance with policy, shall have access to video monitors, or be permitted to operate the controls. The Director of Operations shall be responsible to manage and audit the use and security of monitoring cameras, monitors, hard drive storage, computers used to store images, and all other video records.

Students or Staff identified on security cameras in violation of A+ Charter Schools policies will be subject to disciplinary action. Violations of the law will be referred to Law Enforcement Agencies and the recorded video evidence will be provided to Law Enforcement Agencies.

Video electronic data will be erased normally on a weekly basis. Video electronic data that contains personal information used to make a decision directly affecting an individual, however, may be retained for a longer period of time as needed.

Other Video Recordings

A video recording of actions by students or Staff may be used by A+ Charter Schools as evidence in any disciplinary action brought against students or Staff arising out of the student's or Staff member's conduct in or about A+ Charter Schools property.

Service Animals/Animals in School

The school complies with all state and federal laws and regulations regarding the use of service animals by individuals with disabilities. Animals that are not service animals may only be brought to school and the classroom for educational purposes if students have written permission from the school administration.

Spirit Store Items

School items with the school logo can be purchased throughout the school year. T-shirts, notebooks, pencils, etc. are available for students to purchase through the Spirit Store run by Student Council.

Child Find Notification

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located, and evaluated to receive the supports and services they need.

Identification/screening procedures shall be completed within 45 calendar days after enrollment for each kindergarten student and new students enrolling without appropriate screening records. The screening helps “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the student is evaluated using state criteria for specific delays or disabilities. If eligible, A+ Charter Schools will offer early intervention or special education services according to the student’s needs.

Special education services for school-age children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the education environment.

Students with Disabilities Covered by Section 504 Notification

Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against disabled persons in any of the Network’s programs or activities. A student is protected by Section 504 if they have or has had a physical or mental impairment, which substantially limits a major life activity or is regarded as disabled by others.

A+ Charter Schools will determine eligibility and provide appropriate accommodations and services to students who are covered by Section 504. The school will also ensure that no student with a disability is excluded from participation in, or be denied the benefits of services, programs or activities of the school due to the disability that qualified the student for protection under Section 504.

Individuals with Disabilities Education Act (IDEA) Notification

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records for children with disabilities, education records could include evaluation and testing materials, medical and health

information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and Staff of the school. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Prohibited Harassment Notification

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school Principal. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witness discrimination or harassment, shall immediately inform the school Principal of the report or complaint and complete a Statement of Facts form.

A+ Charter School takes very seriously any sexual harassment. Sexual harassment is a form of discrimination in educational opportunities on the basis of sex. It is prohibited by Title VII of the federal Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, by the Arizona Civil Rights Act and by school policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee-to-student actions, student-to-employee actions, and student-to-student actions. If you feel you have been sexually harassed or you know someone who has been sexually harassed, you should report it immediately to the School Administration. The School Administration will take immediate steps to investigate complaints and to take appropriate remedial action. Sexual harassment by students will not be tolerated and will result in disciplinary action.

Non-Discrimination Notification

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, age, or disability. A+ Charter Schools provides a nondiscriminatory learning and work environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events.

In the event a student experiences discrimination, the student should report the incident to the school Principal within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken. The school Principal will investigate the incident personally or designate another school employee to conduct the investigation at the Principal's discretion. The alleged victim or witness will be required to complete a Statement of Facts form,

or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint including a description of the conduct alleged (i.e. specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The Principal shall contact an outside agency (i.e. Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the Principal.

Prohibited Tobacco Use on School Premises and at Any School-Sponsored Function Notification

If students are found to be in possession of, or using tobacco in any form while on school premises, during school hours (including off-campus lunch), or at any school-sponsored function, they have violated the no-tobacco policy and are subject to disciplinary action. Minimal disciplinary actions may include parental notification and/or a police citation with a fine. Maximum disciplinary action(s) are dictated by the age of the student and the circumstances and/or number of violations. The maximum actions may include suspension.

Important Notice to Parents Concerning Student Injuries Notification

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The Network carries only legal liability insurance.

Mandatory Reporting of Criminal Activity to Law Enforcement Notification

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Services (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the

premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

Due Process Notification

Students at A+ Charter Schools have rights. 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. If a student fails to fulfill their responsibilities regarding conduct, disciplinary action will follow. In disciplinary cases, a student is entitled to due process.

For student and/or parent concerns, complaints and grievances, parents and students are encouraged to schedule a conference with the Teacher or Administrator to express concerns directly.

Searches of Student Property Notification

A student or their possessions, including lockers, backpacks, and/or vehicles on school property may be searched if there is a reasonable suspicion that they are in possession of illegal, dangerous, or inappropriate items or substances. A student's refusal to cooperate with a search may result in suspension, expulsion, or law enforcement involvement.

Teacher Resumes Notification

Teacher resumes are on file in the school office for review at each campus.

Abuse of a Teacher Notification

A person who knowingly insults or abuses a Teacher on school grounds or while the Teacher is performing their duties is guilty of a misdemeanor which is punishable by a fine and/or imprisonment.

Law Enforcement Agencies Notification

When Law Enforcement Officers or other lawful authorities wish to question or interview a student at school or to take a student into custody, the Principal, or an Executive Level Director, will make every effort to cooperate with the authorities. The Principal will record the identity of the Law Enforcement Personnel and any documentation presented. The Principal will take precautions by verifying the Law Enforcement Officer's identity, jurisdiction, probable cause, and/or legal grounds for the questioning or arrest. The Principal will make reasonable efforts to contact the student's parent/guardian prior to the questioning or arrest, unless the Law Enforcement Personnel raises what the Principal considers a valid objection. The Principal may also be present during any questioning or interviewing, unless the Law Enforcement Personnel raises what the Principal considers a valid objection. The Principal will verify the Law Enforcement's authority to take a student into custody prior to releasing the student. It is

understood that the Principal will make decisions in their best judgment, but that they are not trained in legal or law enforcement issues and will not be held responsible for decisions made.

TECHNOLOGY

The purpose of this Technology Usage Policy is to ensure responsible and appropriate use of technology within our school community. This policy applies to all students enrolled at A+ Charter Schools and encompasses the use of personal electronic devices, cell phones, smartwatches, and laptops during school hours. It is imperative that all students adhere to these guidelines to foster a focused and engaging learning environment. While technology is an important component of the educational process and developing 21st century skills, the school has adopted the following guidelines to promote structured use of technology for teaching and learning, as well as digital learning and citizenship.

Personal Electronic Devices

- All personal cell phones, smartwatches, and similar electronic devices must be surrendered to a designated common place in the classroom at the beginning of each class. These devices will be returned to students at the end of the class.
- Unauthorized use of personal electronic devices during instructional time, including text messaging, social media, gaming, or any other non-educational activities, is strictly prohibited.
- Failure to comply with the cell phone and personal electronic device policy will result in consequences as outlined in the discipline policy.

Personal Laptops and Devices

- Personal laptops, tablets, or similar devices are not allowed to be used during school hours. Only devices provided by the school are permitted for educational purposes.
- A+ Charter Schools provides laptops to students for academic use. This policy ensures a consistent and secure learning environment.
- Students are responsible for the proper care and use of school-provided devices. Any intentional damage or misuse of the devices may result in disciplinary actions and financial responsibility.

Consequences for Non-Compliance

- First Offense: A warning will be issued, and a meeting will be scheduled with the parent or guardian to discuss the importance of adhering to the policy. In addition, the device will be confiscated by administration for pick-up by parent or guardian only.
- Second Offense: An in-school suspension will be assigned, providing an opportunity for reflection and reinforcement of the policy's significance.

- Third Offense: An out-of-school suspension will be implemented. Please note that this suspension will be considered unexcused and may impact the student's attendance record.
- If a student continues to violate the policy after previous consequences, a behavior contract will be put into effect to address the ongoing issue.

By adhering to this Technology Usage Policy, students contribute to a productive and supportive learning environment. We request the cooperation and support of all students and parents in upholding this policy. Please review this Technology Usage Policy for detailed guidelines and expectations before signing the Student Handbook and Policy Form, as it has recently changed. For any questions or concerns regarding this policy, please consult the school administration. A+ Charter Schools and its employees are not responsible for any damage, loss, or stolen electronic devices.

Email Etiquette

Email users are expected to use appropriate Etiquette. Email accounts will be made available to students while they are enrolled in A+ Charter Schools.

- High School students (grades 9-12) will be able to use their A+ Charter Schools email account to email within and outside of the school's email domain.
- Junior High students (grades 7-8) will only be able to email within the school email domain.

Chromebooks and Computers

Access to technology and devices, such as a Chromebooks and desktop computers, will be available for student use.

- Students in grades 9-12 will be issued a Chromebook and one power cord.
- If the device and/or power cord is lost or damaged, the student will be required to create a Chromebook Service Request form. Parents can purchase a \$50 Device Protection Plan per device for the year to minimize potential repair and/or replacement costs associated with the device and a \$200* fee for each lost or stolen device.
*Pricing is subject to change.
- Parents and students who choose NOT to purchase the Device Protection Plan are responsible for 100% of all repair and replacement costs for the device. Upon inspection of the device, repair prices and estimates will be made available to the family.
- If the Chromebook has been stolen, a police report must be filed by the parent/guardian within 24 hours upon discovery of the theft. A copy of the police report needs to be turned into the school. The student will not be issued another Chromebook until the issue has been resolved.
- It is possible that students may find material on the Internet that parents consider objectionable. Although students may be supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials. A+ Charter Schools guidelines for accessing the Internet prohibit access to material that is inappropriate in the school environment. Students should report inappropriate access of

material to teacher, other staff persons, or their parents. Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school, as well as from home.

- If a Student Chromebook is Vandalized or Disassembled, Any act of damaging, defacing, or tampering with, attempting to open or disassemble Chromebooks, removing, alter, or modify any components or labels on the Chromebooks, will result in a meeting between the Student(s) or their parents/guardians with the Principal, as well as being held financially responsible for repairing or replacing Chromebooks damaged due to intentional actions.

Technology Device Use Agreement

Students in grades 9-12 will be issued a Chromebook and one power cord. Students and parents must sign off on the Technology Device Use Agreement in the Appendices. Students in grades 7-8 will have access to devices within the classroom for educational purposes only.

Digital Citizenship Curriculum

A+ Charter Schools will implement digital citizenship curriculum into the Advisory Program in order to build a positive school culture that supports safe and responsible use of technology.

SCHOOL PROCEDURES

Change of Address and Telephone Number(s)

It is very important that parents immediately update of any change of address or telephone numbers, which can be done electronically through the Parent Portal or by calling the office phone number is (520) 265-5589.

Signs and Posters

Organizations or persons desiring to display posters must have authorization by the Sponsor and/or Administration. All posters, decorations, and tape must be removed by 9 a.m. of the school day following the activity/event. If this is not done, the Sponsoring organization or individual will be assessed a fine that is payable to the Student Body Activity Fund. Publicity for election campaigning must follow the rules of good taste. Posters can only be placed in designated areas.

Student Fees

Materials that are part of the educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for elective course materials, lab materials, reference materials, novels, or other consumable workbooks recommended by either the high school or college that becomes property of the student.
- Membership dues in voluntary clubs, extracurricular activities, athletics and/or student organizations and admission fees to extracurricular activities.

- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.

Fundraising

Student clubs or classes, extracurricular organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. All fundraising activities must have prior approval from the Sponsor and Administration.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the Teacher or Sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under supervision of a Teacher/Sponsor, students must leave campus immediately.

Pest Control

The school periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their student's school assignment area may contact the school office.

Vandalism

To ensure that school facilities can serve those for whom they are intended – both this year and in the coming years – littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

ACADEMICS, GRADING, AND GRADUATION REQUIREMENTS

Course Credit

A+ Charter Schools will award course credit based on the following:

- The process for awarding course credit each semester is based upon successful completion of the course with a final grade of 60% or higher and at least 90% attendance.
- Teachers will use formative assessments on a daily basis - classroom participation, quizzes, board work, observations, discussions, exit tickets, homework, independent practice - to determine the needs of the students and if students are ready for summative assessments.
- Unit tests, projects, or papers will be used as summative assessments.

- Each course will include an end of course assessment, such as a cumulative exam or significant project worked on throughout the semester or school year.

Overall/final course grades will be determined based on the following:

- 80% - Summative Assessments
- 20% - Formative Assessments

At the conclusion of each semester one half (.5) credit will be awarded per course.

Grading Scale

The following grading scale will be used to calculate course grades:

Percentage	Letter Grade & Proficiency Level	Regular Weighted Grade Points	Honors Weighted Grade Points
100-90%	A - Highly Proficient - The student has displayed mastery that exceeds the objective(s).	4	5
89-80%	B - Proficient - The student has displayed mastery of the objective(s).	3	4
79-70%	C - Partially Proficient - The student is approaching mastery of the objective(s).	2	3
69-60%	D - Minimally Proficient - The student has not mastered most of the objective(s).	1	2
59-0%	F - Not Proficient - The student has not mastered the objective(s).	0	0

- Students who failed to meet the minimum requirement to pass the course and who score below 60% must re-take the course before moving to the next level for courses that require learning in a sequence (ex. earning a 60% or higher in Spanish I prior to enrollment in Spanish II).
- Credits applied toward high school graduation include high school level courses, except Algebra I earned at middle school and credit earned based on Dual Enrollment or concurrent enrollment classes at the community college. If a student earned Algebra I credit at the middle school level, this credit will be counted towards a student's graduation if the previous school awarded high school credit and the course was taught by a high school highly qualified teacher and/or if the student demonstrates proficiency of the content based on the benchmark. Students will receive one half (.5) credit for 3 college credits completed based on Dual Enrollment or concurrent enrollment courses completed at a community college.
- Students will receive a Pass/Fail in any support courses that are classified as non-academic, such as Math Lab and Advisory. Successful completion of support courses

will result in a "P" grade, which is valid for credit, but does not apply toward the cumulative grade point average.

Grading System

A+ Charter Schools maintains a continuous system for informing parents of the status of their student's progress in a class through the Parent and Student Portal. The semester grade is the only grade posted on the cumulative record (high school transcript).

**An Incomplete grade must be made up within four (4) weeks or it becomes an "F." A "W/F" is the equivalent of an "F."*

Grade Clarification

A passing grade shall be determined on a cumulative basis, from the beginning of instruction to the recording of a transcript grade.

Withdraw/Fail (W/F) grades and grades received in all other courses for which the student is responsible will be used in determining a student's GPA.

Progress Reports and Report Cards

Progress reports are issued at the end of each quarter and are available to be viewed on the Parent and Student Portal throughout the semester. Report Cards are mailed home at the end of each semester and available on the Parent and Student Portal as well. Parents are encouraged to contact Teachers for any clarification. Report cards contain a grade to date plus comments to give parents feedback on how they can help their student(s). If you are unable to access the Parent and Student Portal, please contact the School Office for your login information.

Weighted Courses

Honors Courses or courses with weighted grades are available through and/or in certain core classes. Weighted grades are assigned to classes that are accelerated and academically more challenging. If you are interested in Honors courses, please see the Academic Advisor. Parents and students will be required to sign-off on an Honors Contract for each honors course. Please be aware that Arizona universities and many others may unweight these grades.

Course Progression

Students are only allowed to progress to the next core course with a minimum grade of "D" in both semesters. Should a student earn any grade below a "D," (for the year long course or one semester of the course) they will be required to repeat the course or the portion of the course prior to moving on to the next core course.

Repeating Courses

Students may repeat a core course to improve their grade but may not earn additional credit toward graduation by repeating the course. Students who repeat the course and earn a passing grade forfeit the credit previously earned. Students who repeat the course and then earn an F or do retain credit earned from the previous attempt. In both cases, the original grade remains

on the student records; however, the highest grade in the course is acceptable toward graduation and factors into the overall grade point average.

Students may also repeat a course in which they have earned an F. The F is not removed from the record and both grades are used in computing the GPA. Students may retake elective courses for credit. (For example, a student may take Art multiple times throughout high school.) All courses will factor toward a student’s overall grade point average, appear on the student’s record, and count towards graduation.

Promotion for Junior High (Grades 7-8)

Students must pass their classes with a “D” or better in all their core classes and/or mastery on benchmarks in order to be promoted to the next grade level.

Graduation Requirements

Students in grades nine through twelve (9-12) in A+ Charter Schools must accumulate 22 credits of acceptable course work for graduation. Two (2) diplomas are offered:

Course Requirements	State of Arizona Minimum Graduation Requirements ¹	Admissions Requirements for Arizona Universities ²	A+ Charter Schools College Prep Diploma Requirements	A+ Charter Schools General Diploma Requirements
English	4 credits	4 credits [1]	4 credits [1]	4 credits
Mathematics	4 credits [2,3]	4 credits [4]	4 credits [4]	4 credits [2,3]
Science	3 credits [5]	3 credits [6]	3 credits [6]	3 credits [5]
Social Studies	3 credits [7]	2 credits [8]	3 credits [7]	3 credits [7]
Fine Arts or CTE/Vocational Education	1 credit	1 credit	1 credit	1 credit
Foreign Language	N/A	2 credits [9]	2 credits [9]	N/A - credits taken will apply towards elective credits
Electives	7 credits	N/A	5 credits	7 credits
Total	22 credits	16 credits	22 credits	22 credits
Civics Exam	60% or higher	N/A	60% or higher	60% or higher

1. English courses/credits must be literature and composition based.

2. Math courses/credits shall consist of Algebra I, Geometry, Algebra II (or its equivalent) and an additional course with significant math content as determined by district governing boards or charter school. Students who have not earned formal credit in Algebra I and Geometry but who have covered the course content described in State Board of Education administrative rule are deemed to have met the requirement for graduation.
3. The Algebra II requirement may be modified using a Personal Curriculum as outlined in R7-2-302.03.
4. Math courses/credits shall consist of Algebra I, Geometry, Algebra II, and one (1) course/credit requiring Algebra II as a prerequisite.
5. Three (3) courses/credits of science in preparation for proficiency at the high school level on the state testing assessments.
6. Science credits shall consist of a total of three (3) courses/credits - one (1) credit/course each from any of the following areas are accepted: biology, chemistry, earth science, integrated sciences and physics.
7. Social studies shall consist of a total of three (3) courses/credits - one (1) course/credit of American history, including: Arizona history; one (1) credit of world history/geography; one half (.5) credit of American government, including Arizona government; and one half (.5) credit of economics.
8. Social studies courses/credits should include one (1) course/credit of American history.
9. Foreign or second language requirement shall consist of two (2) courses/credits of the same language

Graduation Deficiencies (Grades 9-12)

Any seniors with deficiencies at the end of their eighth semester must complete all course work prior to September 1st in order to receive a diploma from the previous scheduled cohort. Students who fail to meet graduation requirements at the end of eight semesters of attendance will be permitted to continue in school and carry a course load sufficient to permit them to meet graduation requirements the following year. Students who fail to meet graduation requirements will be subject to new requirements that may have been adopted. Students with deficiencies will not be allowed to participate in graduation ceremonies. Students will be given an opportunity up to the age of 22 to fulfill the graduation requirements and receive a A+ Charter Schools diploma.

Physical Education Credit Waiver

To waive the required Physical Education requirement, a student must fill out a Physical Education Waiver Request. The activity must meet the following criteria to waive the on-campus course:

- Minimum of 90 hours of documented participation required per semester
- Taught by an accredited or highly qualified instructor through a recognized organization
- Summer Activities cannot be included in the PE Waiver
- Examples of activities: dance, gymnastics, club sports, swimming, martial arts, etc.

Waivers must be signed by the activity's sponsor/instructor, as well as the school's Principal, and turned into the school office. This is only a waiver of the Physical Education class

requirement. This waiver does not grant the .5 PE credit. The .5 credit required for graduation must be attained through another elective class. Waiver Forms are in the Appendices.

Graduating with Honors

Seniors who have met the graduation requirements and maintained an overall unweighted GPA of 3.75 or higher shall be eligible to graduate with Honors.

Valedictorian/Salutatorian Selection

To give all students an equal opportunity to become their school's valedictorian or salutatorian, A+ Charter Schools will use the following guidelines:

- Only students in the top 5% of the graduating class will compete for the position of valedictorian and salutatorian.
- These students, at the end of the first nine weeks of second semester, will select the 44 subjects they want to use for their valedictorian/salutatorian GPA. The 44 classes must fulfill the student's graduation requirements. Students may not select S/U classes.
- No valedictorian or salutatorian candidate will have a grade lower than a "C" in any subject.
- Foreign exchange students will not be eligible for the valedictorian or salutatorian position.
- Mid-year graduates will not be eligible for the valedictorian or salutatorian position.
- The valedictorian or salutatorian must have taken a minimum of twelve and one-half (12.5) credits (25 semester courses) at the high school they are graduating from and must be enrolled in a minimum of five (5) classes (full time status) per semester.
- Students who have been suspended during their senior year will not be allowed to speak at graduation.

Students who are interested in competing for the valedictorian or salutatorian position are encouraged to discuss this process with their academic advisor. Please keep in mind that the GPA school ranking is not necessarily the same as the rankings under this system.

Early Graduation

Students who meet graduation requirements at the end of the sixth or seventh semester are eligible to graduate and will receive their diploma at the end of the school year. These students may participate in graduation exercises at that time.

Personalized Learning Plans and Education Career Action Plans

Each student will develop a Personalized Learning Plan (PLP) with the help of a staff member to use to guide their course selections and activities throughout junior high and high school. This plan will monitor student growth and is based on the collection of data to accurately determine mastery levels and track academic progress. By using a PLP, students will be able to select courses that align with their post-secondary goals, whether those goals include higher education, vocational education, or workforce goals.

Additionally, students in grades 9-12 shall complete an Arizona Education and Career Action Plan (ECAP) prior to graduation in conjunction with their Personalized Learning Plan, which will be updated each year. Students shall develop an Education and Career Action Plan in consultation with their parent or guardian and their Advisor. A+ Charter Schools students develop ECAPs in accordance with State Board Rule #R7.2-302.5 - www.azed.gov/ecap.

Project-Based and Cooperative Learning

Project-Based Learning

A+ Charter Schools uses a model supporting project-based learning and inquiry-based learning, with an emphasis on STEAM, across disciplines and standards for students to solve real world problems and see that all academic disciplines connect.

Cooperative Learning

A+ Charter Schools uses cooperative learning strategies to foster academic learning and growth, but to also develop character and soft skills for lifelong success for students. Using cooperative learning strategies, students will develop critical thinking skills as well as soft skills to demonstrate marked academic achievement and mastery.

Standardized Testing

All students are required to take assessments as required by the Arizona Department of Education, such as AzM2 and AIMS Science. State assessments for students with disabilities will be handled in accordance with their Individualized Education Plan or Section 504 plan.

PSAT

The PSAT is highly recommended for college bound students; however, it is not required. Students typically take the PSAT during their sophomore and/or junior year during the fall. In addition, the PSAT 8/9 will be offered for 8th and 9th grade students.

SAT and/or ACT

The SAT and/or ACT are highly recommended for college bound students as most colleges/universities require an SAT or ACT score during the admissions process. Students typically take the SAT during the spring of their junior year or fall of their senior year.

English Language Learners

Arizona state law requires that students with a home language other than English be assessed using the Arizona English Language Learner Assessment (AZELLA) for proficiency in oral language, reading comprehension, and written communication. Following parent or guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition. A+ Charter Schools offers an English Language Learning Program to serve students who need assistance in learning English. Full inclusion of English Language Learners is practiced.

ADVISORY PROGRAM AND ACADEMIC SUCCESS GROUPS

One of the values of A+ Charter Schools is to prepare students in the development of responsible attitudes and behaviors, as well as adult citizenship and ethical issues. This includes exploring career pathways and post-secondary education and training. To help students reach their highest potential and meet the 21st century employment demands, it is important for the school to teach 21st century skills, social emotional learning, character attributes, ethics, citizenship, and community service in conjunction with academics.

Advisory Class

Each student is placed in an Advisory Class and they stay with the same advisory and a group of no more than 20 students for their entire tenure at A+ Charter Schools. Through an advisory class, each student will have an adult mentor to help provide them with strategies to tackle academic challenges.

Academic Success Groups

All students will receive leveled guided practice or enrichment through their Academic Success Group. Academic Success Groups meet the needs of students by using intervention and enrichment for students at or above grade-levels.

To promote Advisory and Academic Success Groups, students will participate in seminars based on character and ethics and participate in required community service each semester, which will be guided and supported through groups.

Business and Education Tours, Community Service Days and Projects

Each student in grades 7-12 will learn more about their community and the resources and organizations available through business and education tours and community service days and projects.

Beginning in junior high, students will have the opportunity to tour businesses and education institutions to develop career awareness and explore career pathways. Students will also have the opportunity to participate in school-wide service days to help them apply concepts learned in school and develop community engagement by connecting with various organizations within the community. Other opportunities will be available outside of school to assist students in building community service hours.

Students are encouraged to track their community service hours completed as there are opportunities for scholarships for post-secondary education based on these hours and accomplishments.

Citizenship and Character Guidelines for Students

To prepare students for the transition to adulthood, students are expected to adhere to the following:

- Attend class regularly and arrive on time.

- Bring the necessary materials to class.
- Complete their own work when independent work is required.
- Exercise reasonable care for school property.
- Show respect to others.
- Demonstrate good classroom behavior; exercise good conduct.
- Communicate appropriately with peers, teachers, staff, and administrators.
- Develop collaboration skills with peers to solve real-world problems.

College and Vocational Programs

Opportunities are available for students who are academically prepared and demonstrate character qualities to experience higher education and/or vocational programs under the guidance of the Academic Advisor. This will allow for exploration of a wide range of career-specific elective offerings as well as greatly improve the probability of the student's continuation of post-secondary education or training upon graduation or entrance into the workforce.

A+ Charter Schools will work with the following schools and programs to promote college and career readiness for students.

Central Arizona College - Maricopa Campus

Central Arizona College (CAC) offers many programs to support students in a successful transition from high school to college. Associate and certificate programs are available.

- Concurrent Enrollment: Students may concurrently enroll in a CAC course and attend in person.
- Early College Program: CAC also offers a specific Early College Program for eligible students in Pinal County to receive a tuition waiver for up to 5 college credit hours.
- Dual Enrollment: Depending on the eligibility of our staff to teach dual enrollment courses on our campus in partnership with CAC, we will offer courses on campus based on student interest.
- Vocational Programs: Students who are interested in vocational training or career and technical education, may enroll in a certificate program at CAC. A+ Charter will support these students through the Concurrent Enrollment and/or Early College Program paths.

Grand Canyon University Dual Enrollment – Online

Eligible students may enroll in a GCU dual enrollment course, which is offered online. For students who plan to transfer to another institution upon high school graduation, students are encouraged to work with the Academic Advisor to review articulation of GCU courses with other institutions.

Arizona State University Global Freshman Academy

Students may enroll in an ASU freshman college level course and attend online through edX. Once the student finishes the course, then the tuition is due. Because tuition is not due up front, these are great risk-free options for students to challenge themselves, have success, and then pay once the course is complete.

College or Vocational Program Tuition

A+ Charter Schools will provide various levels of reimbursement for eligible students participating in college or vocational programs while enrolled in high school. A maximum of 2 courses or 10 credits per semester will be reimbursed per eligible student.

Central Arizona College

For students who are Concurrently Enrolled or taking a class through the Early College Program but have exceeded the 5-credit tuition waiver, A+ Charter Schools will reimburse tuition for these courses. If a student is unable to pay for the course upfront but has demonstrated successful completion of a college course through one of our other partnerships or programs, A+ Charter will pay for the course upfront based on a contract between the student and family. If the student does not successfully complete the course, the tuition will need to be reimbursed to the school.

Grand Canyon University Dual Enrollment – Online

For students who are Concurrently Enrolled, A+ Charter Schools will reimburse tuition for these courses not to exceed the current rate of Central Arizona College's tuition rate (ex. If the current GCU rate is \$100 per credit, but CAC is \$86 per credit, A+ Charter Schools will reimburse up to \$86 per credit. If the current GCU rate is less than CAC, A+ Charter Schools will reimburse the GCU tuition rate). If a student is unable to pay for the course upfront but has demonstrated successful completion of a college course through one of our other partnerships or programs, A+ Charter will pay for the course upfront based on a contract between the student and family. If the student does not successfully complete the course, the tuition will need to be reimbursed to the school.

Arizona State University Global Freshman Academy

Upon successful completion of a course, students earn a Verified Completion Certificate from edX. However, to earn ASU college credit, the tuition must be paid. Upon successful completion, A+ Charter Schools will pay the current rate of tuition for a Central Arizona College credit for the equivalent of the course's credits (ex. If the current CAC tuition rate is \$86 per credit and the ASU course taken is a 3-credit course, A+ Charter Schools will pay a total of \$258).

Eligibility and Application

Eligible students meet the following prerequisites:

- 11th and 12th grade students at grade level. *
- Have successfully met core requirements.
- Are not on a behavioral discipline status or have no major discipline issues.
- Exhibit appropriate character qualities and the desire to experience higher education or a vocational program.
- Cumulative GPA of 2.7 or higher.

*Exceptions may be granted for 10th grade students on a case-by-case basis.

Application Process

1. Eligible students must submit an application to the Academic Advisor.
2. Administration will request recommendations from the Faculty, Principal, and Academic Advisor as part of the approval process.
3. Cumulative GPA and the student's current semester's grades will be reviewed.

Approval

Applications, recommendations, GPAs, and the current semester's grades will be reviewed by the Early College Committee to determine final approval. The committee will be comprised of Faculty, Staff, the Academic Advisor, and the Principal.

Notification of the committee's decision will be given in writing to the student.

Approved students may register at Central Arizona College, Grand Canyon Dual Enrollment - Online, or Arizona State University - Global Freshman Academy with approval of the Early College Committee.

Early College Program students are considered concurrently enrolled while taking courses at A+ Charter Schools and Central Arizona College – Maricopa Campus, Grand Canyon University Dual Enrollment – Online, or Arizona State University Global Freshman Academy.

Concurrently enrolled students must:

- Attend A+ Charter Schools for morning classes (may not be released before lunch).
- Have courses approved by the A+ Charter Academic Advisor.
- Register for courses that do not conflict with A+ Charter enrollment.
- Meet the CAC, GCU, or ASU registration and admissions requirements for their program/s.
- Maintain a minimum 2.75 GPA at A+ Charter while enrolled.
- Submit mid-semester and final grades of courses to the A+ Charter Academic Advisor.
- Maintain a minimum of a "C" in each college course.
- Failure to meet these requirements may affect reimbursement. Each student will work closely with the A+ Charter Academic Advisor, as well as a CAC, GCU, or ASU counselor, in planning their overall college goals and plans.

Reminder: CAC offers a specific Early College Program for eligible students in Pinal Country to receive a tuition waiver for up to 5 college credit hours. For students who are concurrently or enrolled or taking a class through the early college program but have exceeded the 5-credit tuition waiver, A+ Charter Schools will reimburse tuition for these courses.

Dual Enrollment

Depending on the eligibility of our staff to teach dual enrollment courses on the A+ Charter campus in partnership with Central Arizona College, A+ Charter Schools will offer courses on campus based on student interest. Dual enrollment classes may be offered on campus with A+ Charter Schools instructors for both high school and college credit. Dual

enrollment classes are tuition-based and are the responsibility of the student/parents to cover up front, but may be eligible for reimbursement. Students earn credit through Central Arizona College – Maricopa campus and receive high school credit for the approved course. Students are required to pass a placement test to meet the requirements and/or prerequisites for the course. Textbooks are provided by A+ Charter Schools.

College Pathway Plans

Students will typically choose one of three college pathway plans:

- General Studies: Classes that are transferable to a university, usually required core courses, or major appropriate electives. Generally, this plan is for students who have selected a college major and are interested in the fastest track in completing a four-year degree.
- Associates/Diploma Studies or Vocational Certificates: Classes that lead to a one-year diploma, two-year Associates Degree, or certificate. Generally, for students who are preparing to enter a career or vocation without going on to a four-year university.
- Exploratory Studies: A combination of classes that are required transferable classes or classes in areas that a student is interested in further exploring. For students who are not yet sure of specific career path choices.

Registration Process for College and/or Vocational Programs

1. Meet with the A+ Charter Academic Advisor for pre-approval of eligibility and to discuss course selection. This is typically done in April for fall courses and October for spring courses. Final approval will be given at the conclusion of each semester, once final grades, discipline records, recommendations, and applications are reviewed by the Early College Committee.
2. Set up your online student account for the institution of the program the student is approved to pursue. The CAC Online Student Center online at www.my.centralaz.edu, and then apply for admissions through the Student Center in order to enroll.
3. Schedule an appointment to take any required placement tests for English, Math, and Reading through the Testing Services website and take the placement test for the institution. Note: During the spring semester, placement tests may be offered on campus. See the A+ Charter Academic Advisor for details.
4. Upon completion of the placement test, schedule a meeting with the A+ Charter Academic Advisor and bring your scores to determine which courses you will take based on your placement scores. The Academic Advisor is required to sign your “Request for Admission/Enrollment Form” as a concurrently enrolled student (enrolled in high school and college) for students under the age of 18.
5. Schedule an appointment, meet with the CAC Academic Counselor or other institutions counselor, and take your “Special Admission Form” and/or required paperwork to register. At this time, you will be required to provide proof of residency and photo ID. NOTE: All students who are under the age of 16 years old at the start of the course must meet with the “Under Age Counselor.”

6. Register for the A+ Charter Schools pre-approved course(s) at CAC, GCU, or ASU. (Course(s) may not interfere with the students A+ Charter School schedule - students must attend A+ Charter for morning classes and may not be released before lunch). Students may be required to participate in an Orientation for CAC, GCU, or ASU.
7. Pay the tuition and fees for the courses at CAC or GCU (ASU tuition is paid upon completion of the course) and bring a copy of your course schedule to the A+ Charter Academic Advisor to keep on file. *Failure to submit a course schedule may affect reimbursement upon completion of the course. NOTE: ONLY tuition will be reimbursed.
8. Attend or participate in the New Student Orientation at CAC, GCU, or ASU. This orientation is a great overview of the services available to students to aide in their success.
9. Purchase any required textbooks for the course. Textbooks may vary per course section. Please be sure to purchase the correct textbooks. Textbooks may be able to be ordered online and through third-party vendors.
10. Obtain Student Photo ID Card and Parking Decal (if you plan to drive), if needed. The Student Photo ID Card is necessary to use the on-campus computer labs and library.

REMINDER: A progress report is due mid-semester. It is the student's responsibility to turn this into the A+ Charter Academic Advisor.

Attendance

Attendance is essential for student success at the community college or university level. Absences from class may result in a serious disruption of the student's mastery of the instructional material or the student being dropped from the course; therefore, the student and parents should make every effort to avoid unnecessary absences. Please refer to each instructor's syllabus for the attendance policy for the course. The instructor's attendance policy often differs from the attendance policy set by A+ Charter Schools.

The A+ Charter Schools school calendar and the school calendar for the community college or university may differ. If the college is still in session and A+ Charter Schools is not in session, please make every effort to be in attendance for college courses to ensure success. If the college is not in session and A+ Charter Schools is in session, the student will not be required to stay on the school campus during hours that are typically spent at the college.

Progress Reports and Transcripts

Each student is responsible for requesting mid-semester grades from their instructor and providing these grades to the A+ Charter Academic Advisor. If grades are not available on Canvas or an online platform, a progress report form is available in the school office for the CAC instructor to fill out. Final grades for the semester must be submitted to the A+ Charter Academic Advisor. Should the student and/or parent fail to provide mid-semester and official final grades to the school, reimbursement for college tuition may be impacted. (Please refer to the Payment and Fees section for additional information.) In addition, high school credit will not be given for the college course until official final grades/transcripts are turned into the A+ Charter Academic Advisor.

Grades and Credit Equivalent

A+ Charter Schools requires that each student earn a minimum grade of “C” in each course taken at CAC in order to receive reimbursement, as well as a 2.75 GPA at school. (Please see the Payment and Fees section for additional information.) Refer to the CAC catalog and handbook for standards set by the college and/or program in which the student is enrolled regarding grades.

Per the Arizona Department of Education, high school credit will be awarded as follows for college course credits:

<u>Number of College Course Credits</u>	<u>High School Credits Awarded</u>
3 units or credits	½ unit or credit

Student Records

For concurrently enrolled courses, A+ Charter Schools will not have access to student records at Central Arizona College, Grand Canyon University, or Arizona State University. Parents and students will need to provide A+ Charter Schools with the required documentation. For dual enrollment courses, A+ Charter Schools will complete a Memorandum of Understanding with the institution regarding dual enrollment and allows for exchange of student information for the dual enrolled students, with parent consent, which is typically obtained as part of the student’s dual enrollment.

Transportation and School Hours

If necessary, transportation will be provided from school to Central Arizona College, Maricopa Campus. It is the responsibility of the student and parents to make arrangements for pick up from CAC. Please refer to the “School Transportation Policies and Procedures” portion of the Student Handbook for expectations of students.

School Hours

Please refer to the class schedule attained from CAC, GCU, or ASU at registration for course start and end times. Do NOT register for classes that conflict with the student's A+ Charter Schools schedule (no classes before lunch).

Student Code of Conduct

Each student is expected to follow the policies and procedures set by CAC, ASU, and GCU. Non-compliance of these expectations may result in disciplinary action by the community college or university and/or A+ Charter Schools. Please refer to the institutions handbooks and course syllabus for policies and procedures.

Payment and Fees

Parents and/or students must pay tuition and fees set by CAC or GCU deadlines. The school will reimburse tuition only upon completion of the course based on the criteria outlined in the

“Eligibility” section. The school will only reimburse up to two (2) courses per semester that have been pre-approved by the A+ Charter Academic Advisor.

Tuition Reimbursement

Only courses approved by the A+ Charter Academic Advisor will be reimbursed. Classes will not be reimbursed until grades are reviewed and it is determined that the student met the requirements for the Early College Program. Students must fill out the Early College Reimbursement Form and attach the appropriate paperwork and submit it to the Academic Advisor for approval and the final submission for reimbursement. The deadlines for reimbursement are as follows:

Fall Semester – The third Friday in January by 3:00PM

Spring Semester – The third Friday in May by 3:00PM

Books and Materials

Once the student registers for the course, it is the responsibility of the student and/or parent to purchase textbooks for the course. A bookstore is available at the CAC, GCU, ASU campus or online. Check with the A+ Charter School Academic Advisor for alternative options.

ACTIVITIES, FIELD TRIPS & EVENTS

To participate in extracurricular activities, students must have a passing grade in all the classes on their schedules. Grades are reported through periodic progress reports and report cards. If a student received a failing grade, they will be declared ineligible to participate on the day following issuance of progress reports or report cards. If a student was ineligible and all classes are passed on the new report, they will become eligible on the Monday after issuance of that report. Final ineligibility decisions rest with the Administration. This includes athletics and performing arts.

Any student whose general behavior presents a problem or jeopardizes general school character expectations will be restricted from participation in extracurricular activities until such time that his or her behavior warrants reinstatement.

Music played at A+ Charter Schools must adhere to the school’s educational mission. All music played during any school function must be school appropriate. The music played at dances and sporting events must not be vulgar, offensive, obscene or libelous; demean others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; or promote alcohol, drug use or violence.

Clubs and Awards

Extracurricular activities are sponsored by A+ Charter Schools. The purposes of these activities are to enrich the students’ educational experiences and to support the educational goals of the school. All students are encouraged to get involved in extracurricular activities and make a positive contribution to their campus and the community.

Students participating in clubs or other extracurricular activities are required to conduct themselves as role models, to demonstrate good citizenship, must be dressed appropriately (according to school dress code) and comply with all rules and policies determined by A+ Charter Schools.

National Honor Society Membership (NHS and NJHS)

Sophomores, juniors, and seniors with a 3.8 cumulative unweighted GPA are eligible for membership in National Honor Society (NHS). A student's character, leadership, and service will also be included in the criteria for selection by the Faculty of A+ Charter Schools. To be a member in good standing, all eligible students must maintain a 3.8 GPA, attend required NHS meetings, perform 20 hours of community service, and uphold standards in character and leadership during the school year. The candidate must be a member of those classes designated as eligible in chapter bylaws. (Ninth graders in a 9-12 school may not be inducted into either NJHS or NHS, nor can that school operate a chapter of NJHS as per these guidelines and those of the National Honor Society. Students in grades 7-8 may apply to join NJHS.)

Candidates must have been in attendance of the school the equivalent of one semester. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85%, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence.

Honor Roll and Principal's List

A student, by virtue of their academic performance, receiving a "B average" (3.0 GPA) shall be classified as an Honor Roll Student. In addition, a student receiving an "A average" (3.7 GPA) shall be classified as a Principal's List Student. Honor Roll and Principal's List Students will be recognized at the completion of each semester.

Field Trips

Student field trips are considered a privilege at A+ Charter Schools. Administration or Teachers may deny a student's participation in a field trip because of inappropriate behavior or discipline issues. Field trip permission forms will be sent home prior to the date of the trip for parents to sign off on for student attendance. Students will not be allowed to call home on the day of the field trip to receive parental permission. Parents may contact the campus Administrator for additional information on field trip procedures. Students must follow the "Safe Student Transportation" guidelines while on a field trip in school transportation or in a passenger car of parents/guardians, school personnel, and/or chaperones.

Incentive Field Trips

Incentive field trips may be offered as a reward for hard work and self-discipline, as well as demonstrating positive character traits. It is the philosophy of A+ Charter School to recognize and reward students for their diligence and character, as students are committed to the academic rigor of our program. This is also an opportunity to build community amongst students, Faculty, and Staff. Only students who meet the requirements will be eligible to attend. Students who are not eligible are expected to attend class as a regular school day.

Eligibility

- Grade of “C” or better in all courses.
- No serious behavior issues for the current semester of the field trip.
- No suspensions for the semester.

Final approval is at the discretion of the Administration.

Overnight Field Trips

Students may have the privilege of travelling overnight. Students must be in good academic and behavioral standing. Final approval is at the discretion of the Administration.

Dances and Activities/Events

Student IDs may be required at the door. Students not properly identified will not be admitted to the dance or activity. Guidelines will be announced prior to the date of the event. If student(s) are not appropriately dressed, they will be denied admittance or asked to leave. Students who leave an event will not be readmitted. Students may not loiter near the door or on the grounds during events. Students must dance in an appropriate manner at school-sponsored dances. Students who dance inappropriately will be asked to leave and their entrance fee will not be refunded.

Guests

Students may invite guests to designated school events. Prior approval must be secured from the Administration before the event. Students in grades 9-12 from other schools may be invited as guests. All are subject to the same event regulations as A+ Charter Schools students. Guests must be 19 years or younger and bring a photo ID. It is the responsibility of the student enrolled at A+ Charter Schools to turn in a Guest Approval Form into the Administration for approval within the designated time frame.

Assemblies

Assemblies are a regular part of the school program. They help increase school spirit, develop talent and leadership, and give the student body entertainment with educational values. Appropriate student conduct is the most significant contributor to the success of the assembly program. Do not leave an assembly until everyone is excused.

Appropriate behavior at assemblies:

- Supporting and participating in all activities.
- Being quiet and attentive when appropriate.
- Refraining from obscenities.
- Supporting fellow students.
- Inappropriate behavior may result in removal and disciplinary action.

ATHLETICS

Students are encouraged to participate in athletic programs as an important part of their education. Junior high and high schools students may have varying options to which to participate based on student interest and school discretion.

Eligibility

- Student must meet the state requirements of passing all classes. An “F” grade, an “I”, or a “U” grade will constitute failure to pass a course.
- Students must meet the school requirement of a 2.0 GPA carry over from the previous grading period.
- Students must have a physical examination completed by the A+ Charter Schools Athletic Clearance Packet.

For additional information, please see the Athletic Handbook.

Athletic Fees

All student athletes, who are on a team roster, will pay a fee per sport at the high school level and per sport at the junior high level) on a per season basis. Cheerleaders will pay for two seasons at the high school level. Tax credit donations may be used to pay for student athletic fees. Fee waivers are available for those who have a financial hardship. Contact the School Office or Athletic Director for more information. See the Athletic Handbook for the current fee schedule.

Student Responsibilities

Students participating in extracurricular activities are reminded that they are representatives of A+ Charter Schools. As such, they are expected to conduct themselves in a manner that will reflect the highest credit to themselves and the school. Students participating in or attending athletic events or school activities are always expected to follow school discipline guidelines. Please refer to the school Athletic Handbook for expectations and procedures.

Section II – Health Services

Emergency Medical Treatment and Information

The Health Assistant is available to students during school hours. If a student should feel ill during school, it is important that they go immediately with a pass to the Health Office to see the Health Assistant before phoning a parent or leaving campus. First aid is the only treatment given to students at school. In case of an emergency, the parent will be contacted. If we cannot reach the parent/guardian or anyone from the student’s Emergency Contact Information, the school may call paramedics, who may decide that the student needs to go to the hospital and an ambulance should be called. The cost of this service, if any, is the parent’s responsibility. Any medication that students must take during school hours, including inhalers, over the counter or prescription medication must be registered with the Health Office. No student may carry any medication on campus. The ONLY exception would be in the case of inhalers and

emergency epinephrine but ONLY with the appropriate paperwork on file with the Health Office and special clearance given prior to the student carrying medication on their person.

State regulations prohibit a school Health Assistant from treating an ill or injured student. If your student becomes ill or is injured, you or your emergency contact will be called. The parent or designee must promptly pick up the student who cannot return to class as we have limited space in the Health Office.

NOTE: Please notify the Health Office Staff as soon as possible of any phone number or emergency contact number changes that occur during the school year or update the information through the Parent and Student Portal. Also, please update the Health Office Staff if your child has any major changes in their general health status during the school year.

Medication and School

In order to comply with state guidelines, the following policies on dispensing medications to students during school hours have been implemented:

- Whether a prescription or an over-the-counter drug, the medication must come in the original container. Your pharmacist should be willing to provide two medicine vials – one for school and one for home – if necessary.
- Medication must have the student's identification on the vial.
- Do NOT send medication to school with your student. All medications are to be brought in by the parent/guardian.
- Parents/Guardians must complete a medical consent form before school personnel can administer medications.
- All medications will be kept in a locked cabinet in the Health Office.
- A student may keep a prescribed inhaler with them during the school day, but a medical consent form must be complete and on file with the Health Assistant.

Diabetes Policy

In accordance with Arizona Revised Statute 15-344.01, the management of students with diabetes in the classroom, on School grounds and at school-sponsored activities shall be in compliance with this policy. Students attending A+ Charter Schools with diabetes shall have a Diabetes Medical Management Plan (DMMP) on file with the School and the DMMP shall be updated and submitted annually.

Diabetes Medical Management Plan

The DMMP shall:

- Be provided by the Parent or Guardian;
- Be signed by the appropriately licensed health professional or nurse practitioner;
- Authorize the student to carry appropriate medications and monitoring equipment;
- Acknowledge that the student is capable of self-administering medications and equipment;
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the School; and

- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for the student.

Student Self-Administration of Medication

Students are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another student. The student shall immediately report to School Administration any theft or loss of the medication and/or equipment brought to the School. Violation of these procedures may subject the student to disciplinary action.

Students are required to practice proper safety precautions for the handling and disposal of the equipment and medications authorized under the DMMP. Medication must come in the prescription container as provided by the physician and/or pharmacy. If a student fails to practice proper safety precautions, the School may withdraw student's authorization to self-monitor blood glucose and/or diabetes medication and develop a plan for administration by a designated staff member.

School Administration of Medication

If a student is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the student's DMMP shall be provided by the School. Two or more staff members shall be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording. School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member. Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a student's DMMP.

Immunizations

State law requires the school office to receive up-to-date proof of immunization from the parent/guardian for a student to enroll in school. If a student received an immunization during the summer, an official record from the student's doctor, previous school or local health department must be turned in to the Health Office before the first day of school.

Documentary proof is not required for a pupil to be admitted to school if one of the following occurs:

- The parent/guardian of the student submits a signed statement to the school Administrator stating that the parent/guardian has received information about immunizations provided by the Department of Health Services, understands the risks and benefits of immunizations and the potential risks of non-immunization, and that due to personal beliefs, the parent/guardian does not consent to the immunization of the student.

- The school Administrator receives written certification, which is signed by the parent/guardian and by a physician, which states that one or more of the required immunizations may be detrimental to the student's health and which indicates the specific nature and probable duration of the medical condition or circumstance, which precludes immunization.
- In the event of an outbreak of a vaccine preventable disease for which a parent/guardian cannot provide proof of immunity for your student, your student will not be allowed to attend school until the risk period ends. The Department of Health Services or local health department shall transmit notice of this determination to the school Administrator responsible for the exclusion of the students.

Illness Policy

Please call the school office if your student has been diagnosed by a physician with an illness that is contagious (chicken pox, strep throat, conjunctivitis/pink eye, etc.).

Do not send your student to school if they:

- Have a deep hacking cough.
- Have green mucus.
- Have a noticeable infestation of lice or lice nits.
- Have had vomiting in the past 24 hours.
- Have had diarrhea in the past 24 hours.
- Have had a fever in the past 24 hours.
- Have been on antibiotics for less than 24 hours. This includes eye drops for conjunctivitis (pink eye).

Chronic Illness

If a student's attendance will be affected by a chronic condition or accident, please contact the office at the beginning of the school year or when the condition occurs and provide a doctor's note. A Chronic Illness Certification Form must also be submitted that is completed by the student's physician.

Screenings

Various screenings may be scheduled through the Health Office during the school year. These will include vision and hearing.

Service Animals

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a documented medically diagnosed disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

A+ Charter Schools does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low

vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the School if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the School, services or activities provided.
- The animal poses an undue burden.
- A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animals' safe, effective performance of work or tasks, in which case the service animal must be under the handler's control.

The School shall not be responsible for the training, feeding, or grooming. The School must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the Principal at least three (3) days prior to bringing the service animal to school or to a school function. Forms are available by contacting the School Office.

Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) Bordetella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinopneumonitis, influenza, and strangles.

All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

The School, its employees and members of its governing body, are immune from civil liability with respect to actions taken to adopt this Policy and all decisions made and actions taken that are based on good faith compliance with this Policy.

Section III – Student Code of Conduct

Responsibilities and Expectations of Students

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most importantly, students share with the Administration and Faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of Teachers, students, Administrators, and all others who are involved in the educational environment. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the student to:

- Obey School Rules in Addition to State and Local Laws: Students have a responsibility to know all rules and regulations for student behavior and appearance and obey rules and regulations in order to provide a safe and positive learning environment. In addition, students have a responsibility to be aware of and comply with state and local laws.
- Cooperate with School Staff: Students have a responsibility to cooperate with school staff, authorities, and peers, as well as be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of students and school property.
- Respect the Rights of Others: Students have a right to an education without interference from others.
- Attend School: Students have a responsibility to attend school daily and to be on time.
- Complete Work Assignments: Students are responsible for completing all class work and homework on time. It is the student's responsibility to get homework or make-up work for absences.
- Be Prepared for Class: Students have a responsibility to bring to class any necessary books and materials that may be required to actively participate in class assignments and/or activities.
- Respect School Property: Students have a responsibility to respect and to protect all school property, materials, and equipment.
- Show Respect: Students have a responsibility to demonstrate respect for other students, Faculty, Staff, parents, community members, and themselves.

Expectation #1: All students will respect and obey the law. Any illegal activity occurring during school hours, within the vicinity of the school (defined as a three-mile radius) or while participating in any school activities/functions, will be met with zero tolerance, resulting in immediate suspension or expulsion. These illegal activities include but are not limited to; possession or use of tobacco or alcohol, activities related in any way to purchase, use, or possession of drugs, gang related activities, possession of weapons or abuse. Behaviors that promote substance abuse, the use of violence, etc. are also prohibited.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school Principal. The Principal shall immediately take appropriate safety and disciplinary actions in accordance with school policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

Expectation #2: All students will respect the property of others. Theft, vandalism, or any other mistreatment of property belonging to others, including the school, will result in consequences. These consequences may range from informal conference to expulsion and may include restitution of stolen and damaged items or police involvement when necessary.

Expectation #3: All students will respect the ideas, beliefs, cultures, and individual differences of others. Students engaging in verbal abuse, intimidation, harassment, discrimination, disrespect of authority, fighting, profanity, obscene behavior, extortion, gang-related activities, or students provoking, instigating, or generating conflict will receive consequences ranging from an informal conference to expulsion based on attitude, severity, and prior history. Gang activity includes but is not limited to inappropriate verbal comments, physical gestures, behavior, and possession of gang paraphernalia or clothing used to promote or advertise gangs. Any student that displays gang activity/involvement will be immediately suspended and may be recommended for expulsion. Gang activity or involvement may include flashing of gang signs, inappropriate verbal comments or physical gestures, gang clothing colors or symbols worn on the body or symbols or gang words drawn on books or materials.

Expectation #4: All students will respect the privilege of education. Tardiness, unexcused absences, plagiarism, lying, cheating, dress code violation, public displays of affection, possession of pornography, inappropriate sexual behaviors, depictions of nudity, etc., or any form of academic misconduct will result in consequences ranging from an informal conference to expulsion based on attitude, severity, and prior history.

Student Dress Code

The purpose of this Dress Code Policy is to prioritize safety and appropriateness in student attire at A+ Charter School. By adhering to this policy, we create a safe and respectful learning environment that promotes focus, professionalism, and positive self-expression. Students are expected to comply with the following dress code guidelines at all times during school hours, school-sponsored events, and while on school grounds.

Identification and Safety

- Students are required to wear their student ID visibly at all times while on school premises. The ID serves as a means of identification and enhances campus security.
- Shoes must be safe and appropriate. Tennis shoes are mandatory for Physical Education classes, and open-toed shoes, such as crocs or slides, are not permitted. Sandals are allowed in school provided they have a strap in the back to ensure stability and safety.

Slippers and slides are strictly prohibited. Students must wear shoes at all times while on school grounds.

Clothing Appropriateness

- Shirts and Images: Shirts with inappropriate images, such as those depicting drugs, alcohol, tobacco, profanity, sexual content, or violence, are strictly prohibited.
- Tattoos and Piercings: Tattoos on the head, neck, or face must be completely covered. Piercings are limited to ears, nose studs, and hanging piercings are not allowed due to safety concerns. Gauges should not exceed the size of a penny.
- Undergarments must not be visible.
- Clothing should not have plunging necklines, tube tops, spaghetti straps, or sleeveless tops unless the straps are at least 1 inch in width. Tank tops are allowed as long as the straps are at least 1 inch in width. Cropped tops may be permitted if they only expose 1-2 inches of the midriff. Belly buttons should not be visible.
- Pajamas are not allowed unless authorized by the administration for a designated spirit day.
- Dress Code Discretion: The dress code will ultimately be determined at the discretion of the administration, allowing flexibility in addressing specific situations or concerns.

Pants, Jeans, Skirts, and Shorts

- Fit and Sagging: Pants, jeans, skirts, and shorts must fit around the waist and not sag. Baggy or excessively loose clothing that hangs below the waistline is not permitted.
- Rips and Tears: The rips in jeans must stop at mid-thigh and not expose inappropriate areas.
- Shorts and Skirts: Shorts, skirts, and dresses must not expose any part of the buttocks and should be of appropriate length.

Additional Guidelines

- Hoodies must be worn down at all times while on campus to ensure clear visibility of the face and ears. This policy is in place for safety reasons and to prevent students from hiding earbuds or earplugs.
- Hats are allowed, provided that the bill is facing directly forward or backward. Hats should not be worn to the side or tilted.

Consequences

- Students found in violation of the dress code policy will be subject to consequences, including placement in detention until a parent or guardian delivers appropriate clothing.
- Students without their student ID will also be placed in detention until they display their ID.
- At the beginning of the school year, students will be provided with a free ID. In the event of loss or replacement, a fee of \$10 will apply, which must be paid in full before receiving a new ID.

- If a student does not have the money or their parents are unable to bring the ID, the student will be placed in detention until the situation is resolved.

Please review carefully this Dress Code Policy for detailed guidelines and expectations before signing Student Handbook and Policy Form, as it has recently changed. If you have any questions or concerns, please contact the school administration.

Use of Technology and Electronic Devices

Students are allowed, under adult supervision, to make use of available technology such as video equipment, Chromebooks, computer labs, 3D printers, graphing calculators, Internet access, etc. Each user is required to use the technology and electronic devices privilege in support of education or research and must be consistent with the educational objectives of the school and courses.

Access is a privilege – not a right. A+ Charter Schools will provide an educational setting for use but cannot be held responsible for student violations of set standards. Activities that shall be considered inappropriate shall include, but not be limited to, unauthorized use of technology such as downloading any information without permission; accessing music, video and game sites; visiting social networking sites, such as Instagram or Facebook; as well as possession and/or display of vulgar, profane or obscene material. Students are never allowed to use another person's login password to gain access to a school's computer. Loss of user privileges, disciplinary action, and/or legal action will be taken for improper use and violation of rules and standards. Students who do not sign up for usage may limit their accessibility to resource materials.

Wireless Internet access is available on campus. Should a student bring their laptop to campus with Administrator approval, they should abide by the set guidelines for e-mail and Internet usage. Again, loss of privileges and/or disciplinary action will be taken for improper use and violation of guidelines. Internet access is available for educational purposes ONLY.

Internet Protocol

- Be polite, using appropriate language and pictures in messages to others. Inappropriate language, illegal activities, and downloading inappropriate materials are prohibited.
- Respect and maintain user privacy. Do not reveal any personal addresses or phone numbers. Assume that all communication and information accessible through the network are private property. Copyright infringement is prohibited and illegal.
- Guard network security. Use the network appropriately in such a way that will not disrupt the use of the network by others.
- Damaging computers, computer systems, or computer networks is prohibited and will not be tolerated. If laptops/computers are found damaged (i.e., vandalized, downloaded viruses, etc.), student is responsible for the cost to repair or replace the computer(s).

Saving Documents

Students are required to save documents created on the school devices to their personal flash drive or school Google Drive account. Documents saved to school computers may be deleted at the end of each day, and therefore students will not be able to retrieve the document at a later date. If students do not have a flash drive, they can save the document to their school Google Drive account or e-mail the document to themselves as an attachment.

Academic Misconduct and Cheating

Cheating on schoolwork is presenting the work of another as one's own. This includes:

- Copying an examination assignment or other work to be assessed, homework assignment, in-class assignment, etc.
- Inappropriate collaboration on work to be assessed.
- The use of "cheat sheets" or other forms of facsimile visual prompt.
- Obtaining examinations, term papers, and essays from other sources, including electronic devices, with the intent to deceive.
- Viewing a video/reading a summary of a book rather than reading a book.
- Allowing a student to copy or look at one's work; or divulge test questions.
- Plagiarism is the representation of another's words, thoughts, or ideas as one's own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgment of such sources is required.

Plagiarism includes:

- Using a direct quotation without citing the source.
- Paraphrasing the ideas, interpretation, or expressions of another without giving credit.
- Failing to acknowledge or document sources.

The offenses for cheating and/or plagiarism are kept on record and will be considered for the student's entire high school enrollment.

Discipline Procedures and Consequences

A+ Charter Schools believes in Positive Behavior Intervention and Supports (PBIS), as well as Restorative Practices. In order to create a positive school culture and environment, teachers, staff and administrators will use PBIS strategies and Restorative Practices when working with students.

School rules are designed to protect all students, staff, and guests. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior.

The following contains a list of common and/or serious student conduct violations, along with a range of consequences. This list is not meant to be exhaustive. The intention to commit prohibited conduct may subject the student to the same discipline as an actual violation.

The violations and actions listed are meant as guidelines to promote consistency of discipline and are not intended to limit the school’s ability to discipline students.

Consequences for Student Misconduct			
Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	Definition	Minimum Consequence	Maximum Consequence
Absences and/or Tardies	A student must be in attendance a minimum of ninety (90) percent of each semester per class period.	Conference	Withdrawal from course/Receive an ‘F’ in the course
Academic Misconduct/ Cheating/Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Conference/ Zero on Assignment/ Detention	Short Term Suspension
*Alcohol (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school- sponsored events and on school-sponsored transportation	Short Term Suspension	Expulsion
*Alcohol (sale or distribution)	The sale or distribution of alcohol on school grounds or during a school event.	Long Term Suspension	Expulsion
**Arson	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)	Suspension	Expulsion
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	Suspension	Expulsion
**Assault (aggravated)	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)	Suspension	Expulsion
**Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing devise.	Short Term Suspension	Expulsion
*Bullying/ Cyber-bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group of attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the use of technology.	Mediation/ Conference	Expulsion

*Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property with the intent to commit any theft of any felony therein. (A.R.S. §131507)	Restitution/ Conference/ Detention	Expulsion
**Burglary (first degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft of any felony. (A.R.S. §13-1508)	Short Term Suspension	Expulsion
Bus/Transportation Misconduct	All students who ride the bus are subject to policies and regulations designed to provide safe transportation. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus and jeopardizes the safety of all passengers, the driver, and others. Riding the bus or van is a privilege, not a right, and the consequences of misconduct could result in the student being denied transportation. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.	Conference/ Detention/Loss of Transportation Privileges	Short Term Suspension
Class Violation	Students are responsible for following all class policies, rules, and procedures as outlined by the teacher.	Conference/ Detention	Short Term Suspension
*Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Suspension	Expulsion
Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment.	Confiscation/ Conference	Suspension
Contract Violation	Failure to comply with the guidance of an agreed upon contract.	Conference/Short Term Suspension	Long Term Suspension
*Dangerous Instrument/Device	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.	Short Term Suspension	Expulsion
Detention Violation	Failure to serve an assigned detention.	Detention/Short Term Suspension	Long Term Suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. §132904)	Detention/ Suspension	Long Term Suspension
Disrespect	Treating personnel or any others with contempt or rudeness	Conference/ Detention	Long Term Suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. § 13-2911)	Conference/ Detention	Long Term Suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school and/or school policy.	Change of Clothes/Detention	Short Term Suspension
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.	Short Term Suspension	Expulsion
**Drugs (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled	Short Term Suspension	Expulsion

	substances.		
*Drugs (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school's policy for such medication. The term "drugs" includes anything that looks like drugs.	Short Term Suspension	Expulsion
*Drugs (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	Long Term Suspension	Expulsion
Electronic Devices	Misuse of cell phones, media players or other electronic items, whether operational or non-operational.	Confiscation	Short Term Suspension
*Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.	Detention/Short Term Suspension	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.	Detention/Short Term Suspension	Long Term Suspension
Failure to Follow School Rules	Students are responsible for following all school policies, rules, and procedures as outlined by the school.	Conference/ Detention	Short Term Suspension
Failure to Follow Test Taking Procedures	Failure to comply with the rules, policies, or procedures for assessments or compromising the integrity of the test taking environment.	Detention/Short Term Suspension	Long Term Suspension
Failure to Return School Documents	Failure to return requested school documents.	Conference/ Detention	Short Term Suspension
*Fighting/Mutual Combat	Students shall not fight, push, intimidate or otherwise abuse other students.	Short Term Suspension	Expulsion
**Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	Short Term Suspension	Expulsion
**Firearm	Students are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)	Long Term Suspension	Expulsion
Fireworks	Students are prohibited from possessing or using fireworks or explosive devices on school property.	Short Term Suspension	Long Term Suspension
Forgery/Falsification	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).	Detention/Short Term Suspension	Long Term Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Detention/Short Term Suspension	Long Term Suspension
Gang Activity	Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which	Detention/Short Term Suspension	Long Term Suspension

	intimidate or adversely affect the educational activities of another student, or the orderly operation of the school.		
Good Neighbor Policy	School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner may result in disciplinary action. (A.R.S. §13-2905. A.5)	Detention	Long Term Suspension
*Harassment/Hazing/Threat/Intimidation	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (A.R.S. §15-2301)	Mediation/ Detention	Expulsion
Inappropriate Language/Gestures	The use of profanity or any derogatory language stated publicly.	Detention/Short Term Suspension	Long Term Suspension
Inappropriate Language to an Adult	The use of profanity or any derogatory language towards a staff member.	Detention/Short Term Suspension	Expulsion
Insubordination/Defiance/Non- Compliance	Intentionally resisting or disregarding the authority of school personnel. Failure to comply with the reasonable request of a staff member.	Conference/ Detention	Expulsion
Leaving Campus without Authorization	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee.	Detention	Short Term Suspension
Loitering	Remaining in a location for no obvious reason.	Detention	Short Term Suspension
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Detention/ Short Term Suspension	Long Term Suspension
*Other School Threat	An incident that cannot be coded in one of the other categories but did involve a school threat.	Mediation/ Detention	Expulsion
Pass Violation	Use of a pass for reasons other than specified.	Detention	Short Term Suspension
*Physical Abuse of Staff Member	Students shall not intimidate or physically abuse staff. (A.R.S. §15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (A.R.S. §15-843)	Long Term Suspension	Expulsion
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Detention	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Warning/ Conference	Short Term Suspension
**Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his/her will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.	Short Term Suspension/ Restitution	Expulsion/ Restitution
*Robbery (Armed)	Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	Long Term Suspension	Expulsion
**Sexual Abuse	For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.	Short Term Suspension	Expulsion

**Sexual Assault	For definition, refer to A.R.S. §13-1406	Long Term Suspension	Expulsion
**Sexual Harassment	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)	Short Term Suspension	Expulsion
**Sexual Harassment with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	Short Term Suspension	Expulsion
Sexual Misconduct	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials.	Short Term Suspension	Expulsion
Simulated Weapon	An instrument displayed or represented as a weapon.	Short Term Suspension	Long Term Suspension
Tardy	Failure to be at a designated location at a specified time.	Conference	Short Term Suspension
Technology Misuse/Computer Tampering	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any Network facility. This includes the unauthorized access of any computer, computer system, or network.	Conference/ Detention	Long Term Suspension
*Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by school insurance.	Short Term Suspension/ Restitution	Long Term Suspension/ Restitution
*Tobacco	Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, simulated tobacco, electronic cigarette and smokeless cigarette, or twist). NOTE: Possession of tobacco products on a K- 12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. §36-798)	Short Term Suspension	Long Term Suspension
*Tobacco Paraphernalia	Any apparatus or equipment used, or capable of being used, in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, and lighters.	Short Term Suspension	Long Term Suspension
Trespassing	Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. §15-841)	Short Term Suspension	Long Term Suspension

Truancy/Unexcused Absence	The failure of a student to attend his or her scheduled class at the prescribed time and place or leaving class before the prescribed ending time without authorization.	Detention	Short Term Suspension
*Vandalism/ Destruction of School Property	Willful destruction or defacement of school or personal property.	Short Term Suspension/ Restitution	Expulsion/ Restitution
Vehicle Violation	Improper driving or parking of a vehicle on school property without permission, and/or parking in prohibited areas. Going back to your vehicle during school hours without proper authorization from the office.	Revocation of Parking Privileges	Long Term Suspension
**Weapons	Any item that may cause harm to another person, including but not limited to, a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife of any size, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. (A.R.S. §13-3102(11))	Long Term Suspension	Expulsion
**Weapons (sale or distribution)	Sale of the above weapons.	Long Term Suspension	Expulsion

Per AZ Safe Regulations:

- A single asterisk (*) indicates the violation is reported to the Arizona Department of Education
- A double asterisk (**) must be reported to law enforcement and is reported to the Arizona Department of Education

Any act that violates the law may result in Law Enforcement involvement, in which case the Administrator will make every effort to contact the parent/guardian unless Law Enforcement Personnel indicate otherwise.

Students who have been long-term suspended or expelled from A+ Charter Schools or who have withdrawn pending disciplinary action may not attend school functions or return to the school campus at any time. Doing so may result in Law Enforcement involvement.

Note: Students who withdraw before the completion of the disciplinary action and/or expulsion review process, will resume in the process should they re-enroll at a future date.

Possible Consequences for Prohibited Conduct

Behavior Contract

Students may be placed on a behavior contract based on repetitive or preputial behavior pattern by school administration.

Conference

The student meets with school Officials. The student shall be asked to correct the misbehavior. A conference could result in loss of privileges, detention, or work detail. This conference may be documented.

Mediation

The intervention between student/s and/or adults in a dispute in order to resolve the issue to the satisfaction of both parties.

Detention

Loss of personal time before, during, or after school. Parents/guardians must provide transportation for detention. If a student is late or absent, they may receive an additional consequence.

Saturday School

This consequence is used as a positive alternative to out-of-school suspension. Saturday School can only be assigned by administration. Saturday starts at 8am and ends at 12noon. If a student does not attend an assigned Saturday School, he/she shall receive at least a one-day out-of-school suspension. If the student is late for Saturday School, they will be required to make up the time at the next scheduled Saturday School.

Restitution

Payment to the appropriate authority for damage or loss of property.

Teacher Involvement

Teachers shall be involved in the implementation and enforcement of the school's disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

Parent Involvement

The student's parent is notified by telephone, personal contact, or written notification. A conference may be held with the student, the parent and appropriate school personnel and other individuals concerned. This conference will be documented.

In-School Suspension

The student is removed from the regular classroom setting for one or more days and is assigned to a location isolated from other classmates on the campus. They will work on class work during these day(s) and will receive credit for the missed assignments. The parent will be notified.

Short-Term Suspension

The student is removed from school for a period of up to three (3) consecutive days or less. They must complete all missed assignments. The school Principal and/or designee may impose a short-term suspension. The student's parent is notified by telephone and written notice that the student is subject to suspension. A short-term suspension of 3 days or less is not subject to appeal.

Long-Term Suspension

The student is removed from school for a period of up to 10 consecutive days or more. The school Principal and/or Designee may impose a long-term suspension. The student's parent is notified by telephone and written notice that the student is subject to suspension. The student must complete all missed assignments.

Expulsion

The student is denied the opportunity to attend A+ Charter Schools by the School Governing Board. This decision is not subject to appeal.

School Related Criminal and Civil Laws

Parent Liability

Upon complaint of the Governing Board, the parents of minors who have damaged school property shall be held liable for all damage caused by their children.

Abuse of School Employee

It is a violation of the law for a person to knowingly abuse a school employee on school grounds or while the employee is engaged in the performance of school-related duties.

Aggravated Assault

A person commits aggravated assault if such person commits the assault knowing or having reason to know the victim is a school employee engaged in the performance of school-related activities.

Interference with the Peaceful Conduct of an Educational Institution

A person commits interference with the peaceful conduct of educational institutions by knowingly:

- Going upon or remaining upon the property of any educational institution in violation of any rule of such institution or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property.
- Refusing to obey a lawful order given by school officials.
- A student who is determined to have threatened an education institution shall be expelled from school for at least one (1) year except that the school may modify this expulsion requirement for a pupil on a case-by-case basis. The school may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The school may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Possession, Use or Sale of Drugs On or Near School Grounds (Drug-Free Zone)

It is unlawful for a person to intentionally be present with one or more persons within 300 feet of a school or its accompanying grounds, or to be present on any public property within 1000 feet of a school or its accompanying grounds, or a school bus stop to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug. It is unlawful for a person to intentionally be present on a school bus to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug.

Drug and Alcohol Use by Students

The term “drug abuse” includes non-medical use, possession, sale or purchase of all dangerous controlled substances prohibited by law, alcohol, hallucinogenic substances and inhalants, being under the influence of drugs or alcohol, possession of drug paraphernalia, and/or intent or attempt to do any of the aforementioned. All school employees and students are responsible for reporting suspected instances of drug abuse to the Principal. The appropriate Law Enforcement Authorities shall be contacted in instances involving drug abuse. An attempt will be made to contact parent/legal guardian in instances involving drug abuse.

Attempted or actual drug abuse, which includes possession of, use of, or purchase of, shall subject a student to the following disciplinary action:

- A three (3) to ten-day suspension by school Administration ranging to expulsion.
- Any offense that occurs after a first offense shall be considered “continued open defiance of authority” and “continued disruptive or disorderly behavior,” which may be subject to expulsion.
- A student who is apprehended for selling drugs/alcohol on a school campus shall be subject to expulsion.

Medical Prescription Drugs and Over-the-Counter Medical Drugs

A student who needs access to medical prescription drugs in school shall leave them with the school Health Assistant. The parent must deliver the medication in its original container to the school Health Assistant. Permission and written directions from a physician concerning the medication shall be left with the school Health Assistant. Students who are in possession and/or under the influence of prescription or over-the-counter drugs, and who have not followed the directions described above may be suspended for up to ten days. More serious consequences could result when it is determined that a student who is in possession and/or under the influence of prescription or over-the-counter drugs is participating in a situation where there is a higher degree of involvement (i.e., quantity of drugs, type of drugs).

Students who distribute prescription drugs to others shall be considered as distributing drugs for non-medical purposes and shall be subject to a minimum ten days suspension. More serious discipline, including expulsion, can be imposed depending on the circumstances or situation. Reasonable efforts shall be made to notify a student’s parent(s)/legal guardian(s) that the school Principal or another Administrator has questioned the student regarding violation of the school’s drug/alcohol abuse policy.

Efforts to prevent future drug/alcohol abuse by students who have returned to school following disciplinary action for drug/alcohol abuse may include, but not necessarily be limited to the following:

- Conference with campus Administration.
- Behavior contracts as outlined by school Administration.
- Referral to substance abuse prevention programs.
- A student may be required to undergo alcohol or drug screening if there is a reasonable suspicion of substance abuse. A positive test result or a student's refusal to submit to such a test may result in suspension or expulsion.

Medical Marijuana

The conditions which follow are applicable to a student who holds identification as a medical marijuana cardholder issued by the Arizona Department of Health Services for the medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.).

A+ Charter Schools will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on school property, in a school vehicle, or at a school-sponsored event. A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all school students.

If school officials have a reasonable believe a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

Classroom Discipline Procedures

The classroom teacher handles most minor disciplinary problems. Minor misbehaviors may include, but are not limited to such things as eating or drinking during class (with the exception of water), not following directions given by the Teacher, disturbing others, violating dress code, not being prepared for class (including missing homework assignments), or not putting forth academic effort. These misbehaviors may result in a detention at the school administration's discretion.

Scope of School's Policies

While the school does not take responsibility for students or student behavior outside of the facilities, policies and regulations pertaining to student conduct are extended to include, but not limited to:

- School campus.
- Going to and from school.

- At or near school bus stops and in school vehicles. Off campus during the normal school day, including release periods, field trips, sporting events, etc.
- At school events or any off campus conduct that causes a significant disruption back on the campus.

Failure to obey school policy, regulations, rules, and other reasonable expectations for acceptable student conduct will result in disciplinary action. Teachers and Coaches shall be involved in the implementation and enforcement of the school's disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

Legal References for Student Conduct: A.R.S. 13-2911, 15-341, 15-507, 15-521, 15-841, 15-842 and 15-843

Anti-Bullying Policy

A+ Charter Schools in accordance with ARS 15-341(40), recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. A+ Charter Schools finds that bullying, like other disruptive or violent behavior is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Definitions

Bullying may occur when a student or group of students engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

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

Bullying

Bullying of an individual or group can be manifested through written, verbal, physical, emotional or psychological means and may occur in a variety of forms including, but 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, and
- damage to or theft of personal property.

Bullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations (Section 504); and Title II of the Americans with Disabilities Act of 1994, and its implementing regulations (Title II).

Harassment

Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Cyberbullying

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 District-owned property, and by means of an individual's personal electronic media and equipment. Cyberbullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations, and Title II of the Americans with Disabilities Act of 1990 and its implementing regulations.

Intimidation

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

“School Premises” means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by A+ Charter Schools.

“School-Sponsored Functions or Activities” means a field trip, sporting event, or any other function or activity that is officially Sponsored by A+ Charter Schools or one of its school sites.

“School-Sponsored Transportation” means a motor vehicle owned, operated, leased, rented or subcontracted by A+ Charter Schools or one of its school sites.

Prohibition

Students are prohibited from engaging in behaviors that would constitute bullying and/or harassment on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, when traveling to/from school and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying and/or harassment which occurs outside of the school and the school day when such bullying and/or harassment results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting

Any student who believes he or she has been or is currently the victim of bullying should immediately report the situation to the school Principal. The student may also report concerns to a Teacher or Staff Member who will be responsible for notifying the appropriate school Administrator. Every student is encouraged, and every Staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion. Individuals may also be referred to Law Enforcement Officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Interpretation

This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views, provided that such expression does not cause an actual, material disruption of the work of the school.

Interrogation and Searches Policy

Searches

The Administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reasonable suspicion that the student has some item or material detrimental to the health, safety, or welfare of the student or other students, such as drugs or a weapon on school grounds or at school functions. The Administration may call in Law Enforcement Authorities to conduct the search at their discretion.

The student has no expectation of privacy in items provided by school for storage, such as desks, storage areas, etc. These items may be inspected at any time with or without reason, with or without notice, by school personnel.

Interrogations

School Officials may question students without reservation regarding matters that are important to the school. A parent/guardian will be contacted if the student is subject to discipline for a serious offense.

If a Child Protective Services Worker or Law Enforcement Officer wishes to speak to a student regarding an investigation of alleged child abuse by a parent or if the parent or guardian is suspected of some other type of crime and the student has information as a witness, parental notification is not permitted.

School Officials shall cooperate with the investigating Officer or Child Protective Services Worker. If a student is taken into protective custody, the above officers shall be requested to show proper identification and sign a "Form of Interviewing Officer." Six (6) hours after the student has been taken by the Officer or Worker, school personnel may respond to questions from the student's parent or notify the parent, if necessary.

Unless the student is being questioned regarding abuse or criminal activity of a parent, the school shall notify a parent prior to the interrogation, and ask the parent if the Officer may question the child. If the parent consents to the interrogation, the parent will be asked to be present at the school for the questioning or to authorize the interrogation in their absence. If the parent cannot be reached or refuses authorization, the Peace Officer will be requested to contact the parent to make other arrangements.

If a Law Enforcement Officer is present on campus, at the request of the school, to interview students due to concerns for safety of the students, parent contact will only be made if a student is taken into custody or following the decision that the student may be subject to discipline for a serious offense.

If a Peace Officer is present at the school with a warrant or subpoena, the Officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure personnel of the school cooperate fully with the police.

When the arrest is formally made, the school and its employees no longer exercise jurisdiction over the student, and the school may respond to inquiries from the parents as to the location of the student.

Restraint and Seclusion Policy

This Policy addresses the behavior management techniques to be used with students attending A+ Charter Schools. Behavior management techniques such as restrain, seclusion, temporary removal from the classroom and confinement shall be utilized in accordance with the following standards:

Temporary Removal

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student and send them to the Principal, or to another administrator, as long as the removal is done in accordance with:

- The rules established for the referral of students, as outline din the School's behavior management and expectations Policy; or
- The conditions of A.R.S. S 15-841, when applicable.

Confinement

Under A.R.S. § 15-843, the Principal shall ensure that disciplinary practices involving the confinement of students left alone in an enclosed space shall include the following:

- Prior written parental notification that confinement may be used for disciplinary purposes is included in the student's enrollment packet or admission form.
- Written parental consent has been obtained before confinement is allowed for any student in the School.
- An exemption to prior written parental consent exists if a school principal or teacher determines that the student poses imminent physical harm to self or others. In this instance, the school principal or teacher shall make reasonable attempts to notify the student's parent or guardian in writing by the end of the same day that confinement was used.

Restraint and Seclusion

The use of restraint or seclusion is not to be limited, by policy or practice, to students with disabilities.

Restraint and Seclusion are defined in A.R.S. § 15-105 as follows:

- "Restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices.

The following are not considered to be a restraint:

- Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.

- The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
- The brief holding of a student by one adult for the purpose of calming or comforting the student.
- Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.
- "Seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a larger group for purposes of calming.

Restraint or seclusion techniques may be used on any student if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- The use of restraint or seclusion is to be used only in an emergency to protect persons from imminent, serious physical harm to self or others.
- The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use. If seclusion is utilized, school staff must reassess the child every thirty (30) minutes and if the need for seclusion extends beyond one hour, an administrator's approval is required for continued seclusion.
- Any area used for seclusion must be free of objects that could cause harm, must provide for adequate visual and audio supervision of the student, must provide adequate lighting and ventilation, and must not be locked.
- The restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed may not impede the student's ability to breathe.
- The restraint technique may not be out of proportion to the student's age or physical condition.
- A debriefing with affected staff and parents and, if appropriate, the student must be conducted within forty-eight (48) hours. During the debriefing a determination should be made regarding the need for a functional behavioral assessment (FBA).

- A student who has required crisis management on the part of the school staff more than three (3) times in a semester must have a functional behavioral assessment (FBA) and, if appropriate, a behavior intervention plan (BIP) developed within a reasonable time following the third (3rd) restraint or seclusion incident.

A+ Charter Schools requires the following procedures to be adhered to when a restraint or seclusion technique has been used on a student:

1. School personnel shall provide the student's parent or guardian with written or verbal notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four hours after the incident.
2. Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
3. Schools shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review shall include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment.
4. If the need to contact and request support from law enforcement instead of using a restraint or seclusion technique on a student is determined necessary, the school shall comply with the reporting, documentation and review procedures established under the paragraphs above.

Corporal Punishment

For the purposes of this Policy, corporal punishment is defined as the deliberate infliction of pain intended to discipline or reform a person's bad attitude and/or behavior. A+ Charter Schools prohibits the use of corporal punishment.

Appendices

Appendix A: Physical Education Waiver



Physical Education Waiver Form

To waive the required Physical Education requirement, a student must fill out a Physical Education Waiver Request. The activity must meet the following criteria to waive the on-campus course:

- Minimum of 90 hours of documented participation required per semester
- Taught by an accredited or highly qualified instructor through a recognized organization
- Summer Activities cannot be included in the PE Waiver
- Examples of activities: dance, gymnastics, club sports, swimming, martial arts, etc.

Waivers must be signed by the activity's sponsor/instructor, as well as the school's Principal, and turned into the school office. This is only a waiver of the Physical Education class requirement. This waiver does not grant the .5 PE credit. The .5 credit required for graduation must be attained through another elective class.

PHYSICAL EDUCATION WAIVER REQUEST

OUT OF SCHOOL ACTIVITY _____

ORGANIZATION _____

In the city of _____ Today's Date _____

Student's Name _____ Current Grade: 9 10 11 12

I was involved in the sport/activity in the: Fall Winter Spring

During school year: _____

REQUIRED: Attach documentation of hours of participation in out of school activity.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Club/Activity Sponsor's Signature: _____ Date: _____

For School Office Use Only:

Circle: Approved / Denied

Reason for Denial: _____

Academic Advisor Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Entered into SIS System: Staff Initials: _____ Date: _____

Appendix B: Student Handbook and Policies Acknowledgement Form

This information is presented in order to ensure the safety and well-being of all students at A+ Charter Schools. It is also meant to ensure that all students and parents/guardians have received communication regarding the various policies and procedures at A+ Charter Schools.

My signature below indicates I have listened to, or read, an explanation of the following policies:

- ✓ Attendance and Tardiness Policies, requiring a student to be in attendance at least 90% of the time in order to earn course credit. Excessive absences may result in the withholding of credit. Excessive absences include unexcused absences. (This means that I am allowed nine (9) absences per semester per period and may lose credit on the tenth (10th) absence per period.)
- ✓ Student Conduct including the dress code, academic requirements, and policies regarding extracurricular activities.
- ✓ Student Conduct on school vehicles. Riding the bus/van is a privilege, not a right. Suspension of privileges does not relieve parents of the responsibility of sending a child to school.
- ✓ Use of technology and electronics as outlined in the Handbook and Technology Use Agreement.
- ✓ Drug and alcohol abuse. (I understand that drug/alcohol abuse includes illegal drugs, alcohol, prescription drugs, and other mind-altering substances. Abuse includes the possession, use, distribution, sale, or purchase of any of the above.)

By signing this document, we are indicating that we are aware of these policies and that our signatures will be in force for the remainder of the current school year. Additionally, our signatures below indicate our understanding and acceptance of the attendance policy.

If I am found in violation of any of these policies and agreements, I may be suspended or expelled from school.

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

If my student is found in violation of any of these policies and agreements, they may be suspended or expelled from school.

Parent Printed Name: _____

Parent Signature: _____ Date: _____