

PHOENIX COLLEGE

STUDENT/PARENT HANDBOOK

2019-2020



PHOENIX COLLEGE

A MARICOPA COMMUNITY COLLEGE

Celebrating **15** years of high school at
Phoenix College.



WELCOME TO PHOENIX COLLEGE PREP ACADEMY

Dear Parents/Guardians and Students,

Welcome to the 2019-2020 school year at Phoenix College Preparatory Academy (PCPA). We enter this school year with great enthusiasm. Our staff is committed to providing a place where students can experience success in a number of ways and we look forward to a great year!

For your convenience, this handbook has been designed as a quick reference. We hope it answers most of your questions about how PCPA functions. All students and parents/guardians should understand the contents of the ***Student/Parent Handbook*** as they relate to the Phoenix College Preparatory Academy and Phoenix College components of our program.

Phoenix College Preparatory Academy is a unique school. As a PCPA student, you are part of two educational worlds: high school and college. The PCPA program is under the direct supervision of Phoenix College, the flagship college of the Maricopa Community College District, a leader in higher education and career training in Arizona. As a program of Phoenix College, our students have many educational opportunities and experiences that will support their learning throughout high school. This is part of who we are. Our students have the opportunity to take college classes at Phoenix College as early as ninth grade, earning college and high school credits at the same time. There is no tuition cost associated with the high school component of our program and college tuition is free for qualifying students.

As educational professionals, we believe that students can be successful in a program such as ours, provided the students and their parents/guardians understand and share their responsibilities in conjunction with the school. Your student's education is a partnership between parents, students, teachers and staff.

Parents should review our School-Student-Parent/Guardian Compact for further suggestions in how to support your child's success. Parents and students will be required to sign the School-Student-Parent/Guardian Compact and return it to the office by the end of the first week of school. The staff at PCPA strives to maintain the highest level of academic structure to ensure students meet all Arizona, Phoenix College and PCPA Standards required to earn a high school diploma, and continuing in a post-secondary program.

I am looking forward to working with you to ensure Phoenix College Preparatory Academy provides for all of us an inclusive, supportive, high quality learning experience.

Sincerely,
Keith Brown
Principal, Phoenix College Preparatory Academy

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PHOENIX COLLEGE PREPARATORY ACADEMY

MAILING ADDRESS

1202 W. Thomas Road OSE 105 (Osborn Site) omit
Phoenix, AZ 85013

PHYSICAL ADDRESS

3310 N. 10th Avenue OSE 105
Phoenix, AZ 85013

OFFICE HOURS

Monday-Friday
7:30am-4:30pm

GENERAL OFFICE PHONE NUMBER & ATTENDANCE (602) 285-7998
FAX NUMBER (602) 285-7697
PUBLIC SAFETY (480) 784-0900

ADMINISTRATION

Keith Brown/Principal (602) 285-7979
keith.brown@phoenixcollege.edu

Sid Bailey/Assistant Principal (602) 285-7998
sid.bailey@phoenixcollege.edu

Carolina Martinez/Administrative Specialist Senior (602) 285-7192
carolina.martinez@phoenixcollege.edu

Katrina Napier/Administrative Specialist Senior-Finances (602) 285-7218
katrina.napier@phoenixcollege.edu

Sophia Graves/School Counselor (602) 285-5792
sophia.graves@phoenixcollege.edu

Dewan Cannon/Athletic Director (602) 285-7998
cannon@phoenixcollege.edu

FACULTY

Petra Abril ACT Prep/Special Education
Kelly Cordalis Science
Lyndsey Hoffman English
Jonathan Vie Chemistry/Robotics/ 3-D Display
Andrew Laue Math
LaShaun Starks Social Studies/StuGo Advisor
Annmari Sikon English
Emily Quezada Reading/World History
Amy Bettner Math
Kerry Keith Health/Frosh 101

EMAIL ADDRESSES

petra.abril@phoenixcollege.edu
kelly.cordalis@phoenixcollege.edu
lyndsey.hoffman@phoenixcollege.edu
jonathan.vie@phoenixcollege.edu
andrew.laue@phoenixcollege.edu
lashaun.starks@phoenixcollege.edu
annmari.sikon@phoenixcollege.edu
emily.quezada@phoenixcollege.edu
amy.bettner@phoenixcollege.edu
kerry.keith@phoenixcollege.edu

Daily Schedule

Mondays, Wednesdays		Tuesday, Thursdays, Fridays	
Period 1	8:15 - 9:00	Period 1	8:15 - 9:05
Period 2	9:05 - 9:50	Period 2	9:10 - 10:00
Period 3	9:55 - 10:40	Period 3	10:05 - 10:55
Period 4	10:45 - 11:30	Period 4	11:00 - 11:50
Lunch	11:30 - 12:10	Lunch	11:50 - 12:30
Period 5	12:15 - 1:00	Period 5	12:35 - 1:30
Period 6	1:05 - 1:50	Period 6	1:35 - 2:25
Period 7	1:55 - 2:40	Period 7	2:30 - 3:15
Advisory	2:45 - 3:30		

Half-Day Schedule (No Advisory)

Period 1	8:15 - 8:45
Period 2	8:50 - 9:20
Period 3	9:25 - 9:55
Period 4	10:00 - 10:30
Period 5	10:35 - 11:05
Period 6	11:10 - 11:40
Period 7	11:45 - 12:15

*****Lunch will be served until 12:45 pm for those that choose to stay on campus.***

Students are able to leave campus at 12:15pm.

Schedule(s) are subject to change to accommodate college classes.

PHOENIX COLLEGE PREPARATORY ACADEMY MISSION & VISION

MISSION STATEMENT

Through a shared vision, Phoenix College Prep Academy, supported by Phoenix College, is committed to creating and sustaining a community where all learners will pursue high standards to succeed in college and career.

VISION

- Students will come to school prepared to learn, and will put forth the greatest amount of effort in each class in order to be successful.
- Students will leave at the end of the day a better educated person who is excited to come to school the next day.
- Staff will provide a positive learning environment and utilize data and research-based instructional methods in developing lessons to allow each student to experience success each day.
- Administration will continue to provide supervision and support to staff, enabling them to grow and improve in daily instructional methods.
- Staff will provide the student body a safe learning environment and an opportunity to get a jump-start on a college and career path.
- Staff of PCPA and PC will foster a spirit of collegiality where ideas and strategies, to enhance educational outcomes, for all students, are freely shared.
- Parents/guardians will be readily involved in their student's education and in school activities.
- Meeting and exceeding state-based and college readiness standards will become the norm and staff and students will anxiously anticipate the testing procedures to demonstrate their talents.

BELIEFS

- All students can achieve a personal level of success.
- All students can maintain a desire to learn.
- All students are expected to learn and retain academic and social skills that will allow them to be a productive member of society.
- A feeling of self-worth is necessary for learning to take place.
- Developing self-evaluation skills is necessary in fostering acceptance of personal responsibility for one's learning.
- Parental involvement is essential to a student's education.
- High expectations are essential for student success.

ACADEMIC GOALS

- Every PCPA student will complete the course requirements to be admitted to a four-year postsecondary institution.
- Students will have the opportunity to earn concurrent high school-community college credits.

EDUCATIONAL OUTCOMES OF PHOENIX COLLEGE PREPARATORY ACADEMY

The faculty at PCPA has verified that the school's objectives are consistent with the curricular guidelines established by the Arizona Department of Education. The following educational outcomes receive priority:

- High standards of literacy, demonstrated by performance levels in both written and oral expression
- Technological competence
- Mathematical confidence and skill
- Research skills
- The ability to examine world problems in and from a global perspective

We intend to create a campus where the values of responsibility, accountability, trust, integrity, compassion, and hard work are embraced and practiced by all members of the campus community.

Our faculty members work collaboratively in curriculum development, relating and linking content across the disciplines, and in providing broad-based academic and experiential assessment opportunities to support student success.

Our Students flourish at PCPA by utilizing effective self-management while working toward sound personal & academic goals. Through their efforts, they will show they are aware that a college preparatory school requires high standards of work ethic, academic accomplishment, and personal responsibility, in order to prevail.

BLENDED LEARNING ENVIRONMENT

PCPA currently uses a Blended Learning modality of instruction to deliver course content to its students. This means that part of the instruction is based upon teacher led activities, while other portions of the instruction occur in an online environment. Program(s) used combine rigorous content with direct-instruction videos, multimedia, and interactive learning tools and resources to engage and motivate students.

Regardless of the instructional strategies in use, students are expected to maintain the highest standard of quality and personal integrity as they navigate their coursework. Teachers will work hard to pace the coursework so that the online component supports learning in the classroom. This will allow for more opportunities to individualize the content for students either to enrich their learning experience or to receive additional academic support. All content is aligned to Arizona State Standards, including Arizona's College & Career Ready (Common Core) Standards.

PHOENIX COLLEGE VISION & MISSION

VISION

Phoenix College will be the premier provider of learning opportunities for our community to go far close to home.

MISSION

Phoenix College delivers teaching and learning experiences that inspire the lifelong pursuit of educational, professional, and personal goals for our diverse urban community.

The **Phoenix College Mission** is supported through a rich tradition of:

- University Transfer Education
- General Education
- Workforce Development
- Developmental Education
- Continuing and Community Education
- Community Partnerships
- Student Support Services
- Global Engagements
- English as a Second Language

PHOENIX COLLEGE PREP ACADEMY'S NON-DISCRIMINATION STATEMENT

PCPA does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex-equity), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the school's programs and activities, including vocational education. PCPA admits students of any race, gender, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the high school. It does not discriminate on the basis of race, sex, color, national and ethnic origin, disability, or limited English proficiency in administration of its educational policies, admission policies, scholarships and loan policies, athletic, and other school administered program.

Students, parents or guardians, employees, or members of the community who have any concerns about these regulations or who wish to file individual grievances should contact the Principal. PCPA recognizes its obligation to provide overall program accessibility throughout the school for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Phoenix College Preparatory Academy is a free public high school and does not require any citizenship or immigration status information or documentation to enroll students into high school classes. Students are not required to take college courses and are enrolled on a first come, first served, basis.

MARICOPA COMMUNITY COLLEGE DISTRICT NON-DISCRIMINATION POLICY

(AR 2.4.2) It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

TRANSLATION SERVICES

For translation and interpretation services, please call the office at 602-285-7998. We will be happy to provide you any needed information and arrange for assistance. Phoenix College Preparatory Academy has bilingual Office staff to assist parents or community members. The process for requesting interpretation or translation services is as follows:

1. Calls that come into the general office number are answered by front office staff and if translation services are need they are transferred to the language point of contact.
2. Calls made to the designated language phone number will be assisted by the appropriate language point of contact.
3. At that time any need for translation or interpretation services can be requested by the caller.
4. The language point of contact will make any necessary arrangement to ensure that the caller's needs are met.

For individuals who come into the administrative offices, translation and/or interpretation services will be made available immediately for Spanish speaking parents and by appointment for other languages.

THE ACADEMIC PROGRAM

The Academic Program allows qualified students the opportunity to earn concurrent high school and college credit. Students who plan well and work hard may earn sufficient college credits while in high school to begin university study at the sophomore or junior level.

Minimum Graduation Requirements		General High School Credit Requirements for Arizona Universities	
Content Area	Credit(s)	Content Area	Credit(s)
English	4.0	English	4.0
Mathematics	4.0	Mathematics	4.0
Science	3.0	Science	3.0
Social Studies	3.0	Social Studies	3.0
Career & Technical Education/Fine Arts	1.0	Career & Technical Education/Fine Arts	1.0
Electives	7.0	Foreign Language	2.0
Total	22.0		

STATE ASSESSMENT

Students must meet the standards set forth in **AZ Merit and AIMS** in Reading, Writing, Mathematics, and Science. Students also must pass a **Civics test** with a score of 60% or higher in order to graduate from high school or obtain a high school equivalency certificate. *Skills in which proficiency is required (in research, presentation and technology) are embedded all through the curriculum.*

SERVICE HOURS

Service hours include student volunteer activities at school and in the community. Service hours are required for each grade level to support aspects of civic engagement taught in the Social Studies curriculum as well as prepare students for certain aspects of the post-secondary education application process. Service forms are available in the office. Forms can be submitted to PCPA Advisors upon completion. **Freshmen: 10 hours Sophomore: 20 hours Junior: 30 hours Senior: 40 hours =100 hours**

GRADE REPORTING AND PROGRESS REPORTS

Phoenix College Grades: Phoenix College does not mail grade reports. Final course grades are available on-line at the end of each semester through www.my.maricopa.edu.

College Grade Checks: Students are expected to have their college Professors fill out a grade check form every two weeks and turn it into the office. Failure to do so may disqualify a student from taking college courses in the future.

High School Progress Reports: Progress reports are issued mid-quarter during each semester

High School Report Cards: report cards are issued at the end of each semester. Academic grades encompass an evaluation of homework, test grades, class work, quizzes, reports, projects, portfolios, and class participation.

College and High School Transcripts: Students must submit a copy of their unofficial college transcript to an office administrator in order for college grades to be added to their high school transcripts. Teachers will post grades on-line through an online grading system. Student and parent usernames and passwords will be assigned. Please make sure all of your contact information is up to date to allow effective communication regarding this process.

ACADEMIC POLICIES/GRADE SCALE

100-90%=A 89-80%=B 79-70%=C 69% or below=F (PCPA does not issue "D"s)

- **College course credits** are only transferable (to the university level) when students earn a "C" or greater.
- Incomplete grades for any course must be completed within two weeks after the course has ended. It will become an "F" by default unless prior arrangements are made with the teacher and principal.
- A student that receives a **D or F in a college or high school class**, or is **withdrawn** from a college class after the drop period may be **ineligible for financial aid** for the rest of their academic career at PCPA and/or any of the Maricopa Community Colleges.
- If a student receives the score of 1 (Minimally Proficient) on the AZ MERIT State Assessment their academic standing will be reviewed and the student may be enrolled in a high school English and/or Math Lab depending on the Minimally Proficient subject area.

- All PCPA students taking college classes will be required to turn in a **grade check every two weeks** to their advisor. Failure to provide grade checks may disqualify students from taking college courses the next semester.

GRADE POINT AVERAGE (GPA)

- Academic Phoenix College classes are given Honors ranking; an extra point calculated for college grades A, B, or C.
- Courses designated as Pass/Fail do not count toward GPA Calculations.
- If a course is retaken, the new grade is calculated into the GPA.

CREDIT

College credits are transferred to the high school on the following ratio:

High School Credit(s)	0.22	0.33	0.5	0.66	1.0
College Credit Hour(s)	1	2	3	4	5

- **At least a C (70%) is required** to pass a class and **receive credit** at PCPA and Phoenix College.
- Individual circumstances may suggest a student be enrolled in an academic class for audit/credit only.

SCHEDULES

- Independent study opportunities may be offered. Approval of the principal is required.
- Most college classes will be scheduled by cohort (grade level) for scheduling purposes.
- Senior students are required to take at least five (5) high school and/or college classes (not including Advisory period).
- High school and/or college Math and English courses required both semesters of Senior year.
- Students will be enrolled in courses that typically contribute to an Associate's degree or the Arizona General Education Curriculum (AGEC) block of classes. Other courses must be approved.
- College classes must be above "100" level. PCPA will not pay for "0" level courses.
- All Phoenix College enrollments are subject to school approval. Students may not enroll in Phoenix College classes without that approval.
- Summer classes at Phoenix College are taken at student/family expense unless funding is available. If so, students will need to fill out a Scholarship Form available in the office.
- Enrollment in community college courses anywhere other than Phoenix College will be rare, and subject to prior approval by school administration.

COLLEGE PLACEMENT TESTING

The Accuplacer and Write Placer tests are required placement tests that are needed before a student is enrolled in college level English and Math. These tests determine enrollment in Phoenix College classes based upon academic progress. Recommendation for testing must also come from the teacher of the academic area the student is testing into to take into account academic progress, behavior, and attendance.

STATEMENT OF AGREEMENT/ELIGIBILITY FOR COLLEGE CLASSES

Students demonstrate their readiness for enrollment in Phoenix College classes by meeting the following criteria that demonstrates achievement and growth:

ATTENDANCE

1. Students **MUST** maintain regular, punctual attendance in their high school classes or they may be ineligible for college classes.
2. High School classes are the first priority. Students can not miss more than 5 minutes of a high school class to take a college class.
3. Students **MUST** maintain regular attendance in their college classes.
4. Excessive absences or tardiness may affect your ability to maintain enrollment in college classes or to enroll in future college classes.

APPEALS

Unfortunately, there are times when a family emergency, illness or other extenuating circumstances may produce excessive absences that result in the loss of credit for high school course. Every effort is made to support our families and students before credit is lost in any course. If however, a students exceeds the maximum number of absences in any high school course, the parent may request an appeal by contacting the PCPA front office within 5 days at the end of the semester. A meeting will be set with the

appeals committee for review. The determination of the appeal will constitute the final decision regarding loss of credit for absenteeism.

Appeal process consist of:

1. Completing the semester.
2. Once report cards have been sent out parent/guardian contacts the office to set up meeting.
or
If student's parent(s) and/or guardian are aware that an appeal is needed before semester is over they can contact the office to set up meeting before semester is out.

ACADEMIC PROGRESS

1. Completion of a minimum one semester of high school courses. (Families may choose to pay for college courses until the student is eligible as noted above.)
2. Willingness to take on challenging academic coursework and to participate productively in the college community.

RESPONSIBILITY & ACCOUNTABILITY

1. Complete challenging college level coursework
2. Strictly adhere to all attendance, academic, and disciplinary requirements as outlined in the college handbook. Courses meeting during PCPA breaks must be attended as per college guidelines.
3. Participate in tutoring for additional academic support.
4. All students must turn in attendance verification forms upon office administration request.
5. All students must turn in a copy of their syllabus at the beginning of each semester to office administration.

STUDENTS AND PARENTS ACKNOWLEDGE THE FOLLOWING

1. All tuition and book costs for Phoenix College courses are provided by Phoenix College Preparatory Academy (PCPA) for eligible students.
2. All textbooks **MUST** be returned on time to PCPA upon completion of the course or the parent/guardian will be billed.
3. A grade earned in a college course is a permanent part of a student's college transcript. (D's do not transfer to the university).
4. Students who request to be withdrawn from a college course must exhaust all options for support and improvement prior to the final decision to withdraw is granted. Withdrawals must be completed prior to the college withdrawal deadline in order to maintain financial aid eligibility and enrollment into future courses. ***Failure to follow this process may result in a loss of access to college classes for the duration of the student's high school career. Students withdrawn for attendance or discipline issues will be withdrawn as "failing" (coded as a "Y" on the college transcript which will impact your college GPA).***
5. The following steps are mandatory prior to being withdrawn from a college course:
 - a. A conference with the principal and/or designated staff member outlining difficulties/reason for requesting withdrawal
 - b. Documentation of tutoring
 - c. A parent conference with the principal to discuss possible impact of this decision and future access to college classes.
6. Parents and PCPA staff have full access to student's college records as long as they are enrolled in PCPA
7. Students in classes and other activities with college students may be exposed to adult material, subject matter, and language.
8. Classes lower than 100 level, internet courses and/or open entry courses will NOT be paid for by PCPA.
9. Students may be required to attend a study hall to ensure full time enrollment in school. Failure to attend study hall may result in withdrawal from college classes.

EXTERNAL TESTING CALENDAR

Standardized testing is one avenue used to help assess student progress toward graduation, learning goals and post high school readiness. This feedback can provide students, parents and teachers with information that can be put to use in programming, lesson planning, and curriculum development. It also helps the school identify areas needed for intervention and additional support.

Grade Level	Schedule	Assessment	Description
Upon enrollment or at any Grade Level	All Year	Accuplacer/ Write Placer	Provides a benchmark to measure improvement. Used to determine PC course enrollment options
9 th , 10 th , 11 th	Spring	State Testing	AZ MERIT is aligned to Arizona's state learning standards which detail the concepts covered in select courses. The test is designed to measure student mastery of course-specific skills and readiness for college or career. Arizona controls the decision making for all aspects of the tests including test content, scoring, and reporting. Arizona educators are involved in the development of AZ MERIT. www.azed.gov/azmerit Students will take AZ MERIT End-of-Course (EOC) tests in English Language Arts (ELA) and Math that will test their proficiency in these subjects. The ELA tests include a writing portion and a reading portion. AZ MERIT End-of-Course tests are ELA 9, ELA 10, ELA 11, and Algebra I, Geometry, and Algebra II. Students take AZ MERIT while in the appropriate course. A passing score on AZ MERIT is not required for graduation. Students will also be tested according to the Science standards using the Arizona Instrument to Measure Standards (AIMS Science).
11 th /12 th	Spring/Fall	SAT/ACT	College entrance tests. Students register online at www.collegeboard.com for the SAT or www.actstudent.org for the ACT.
12 th	Fall	Civics Test	Students will also be tested according to the United States Immigration and Naturalization civics questions. Students will be required to score 60% or higher in order to graduate from high school or obtain a high school equivalency certificate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA - 20 U.S.C. §1232g) is a Federal law that protects the privacy of student education records. 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 within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

Parents or eligible students have the right to request in writing that a school correct records that 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:

- School officials with legitimate educational interest;
- A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
- A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
- Other schools to which a student is seeking to enroll;
- 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.

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 athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

SPECIAL EDUCATION

It is Phoenix College Preparatory Academy's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years of age.

We are responsible for identifying, locating, and evaluating all children with disabilities within our school and for making appropriate referrals to:

1. Arizona Early Intervention Program (AzEIP) for children birth through 2 years of age for evaluation and services if needed; and
2. School district of residence for children aged 3 through 5 for evaluation and services if needed.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the school, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help. PCPA provides special education and related services, at no additional cost, designed to meet the needs of students with disabilities under the Individuals with Disabilities Education Act. To initiate a special education referral, please contact our office at 602-285-7998.

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 of attendance. 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.

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

<p>For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901</p>	<p>Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007</p>
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ACADEMIC PROBATION

Academic Probation is a condition of both heightened accountability and greater support. Students may be placed on Academic Probation based on the performance in the previous semester. Parents are informed, a mentor is appointed and conditions to remain in school are established. A student making no effort to improve after being placed on Academic Probation will likely be asked to leave the school. If you have been placed on Academic Probation, your enrollment for the next semester is limited.

ADMISSIONS INFORMATION, POLICY & PROCEDURES

(A.) ADMISSIONS POLICY

Phoenix College Preparatory Academy admits students of any race, religion, nationality or ethnic origin and extends all rights, privileges, programs, and activities generally accorded or made available to all students at the school. Phoenix College Preparatory

Academy (PCPA) does not discriminate on the basis of race, religion, national and ethnic origin or disabilities in the administration of its educational policies, athletics, and other school-administered programs.

In order to become admitted, students must live with their parent(s) if under the age of 18. If living with someone else, you must show proof of Legal Guardianship. Students who are not living with parents or guardians may register; however, they must meet the guidelines of the McKinney-Vento Homeless Assistance Act. For more information on this act, please refer to <http://www.ade.az.gov/asd/homeless/> or contact our office at 602-285-7998, or the Arizona Department of Education Homeless Education Coordinator at (602) 542-4963.

(B.) ADMISSIONS PROCEDURE

Enrollment packets are available online at our school website or you may come to the school during office hours to pick up a packet. If you would like to know what documentation is required for enrollment, please call the front office at 602-285-7998.

(C.) WITHDRAWING A CHILD FROM SCHOOL

If you should wish to transfer your child to another school, we can help make the transfer more efficient if you give us advance notice of your intent to withdraw your student. The parent or guardian who registered the student and signed the enrollment papers is the ONLY person who can officially withdraw the student. We will provide you with a state-recognized, signed withdrawal form which must be taken to the new school. The new school will request original student records directly from us. Should you have additional questions please contact us.

(D.) CUSTODY

In most cases, divorced parents continue to have equal rights, such as access to information where their child or children is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents. We expect that parents will faithfully follow the court order. We will not monitor nor accept responsibility for parents who violate designated pick-up days. The school does not wish to take part in custody issues nor their enforcement.

(E.) DIRECTORY INFORMATION AND MILITARY RECRUITERS

PCPA will not release student information without written authorization. However, by law, we must release student's names and phone numbers/addresses to military recruiters unless a signed opt out form is submitted to the front office at the beginning of the school year.

RIGHTS OF HOMELESS STUDENTS

Phoenix College Preparatory Academy shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

Immediate enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school. As stated in state statute Charter schools are not required to enroll students when they have reached their physical capacity.

School Selection: McKinney Vento eligible students have a right to select from the following schools:

The school he/she attended when permanently housed (School of Origin)

The school in which he/she was last enrolled (School of Origin)

The school in the attendance area in which the student currently resides (School of Residency)

Remain enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

Participate in programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms.

***For more information contact the principal at (602) 285-7979 or
Alexis Clermont, M.Ed. – State Homeless Coordinator
Phone: 602-542-4963 – Email: alexis.clermont@azed.gov
For more information, refer to <http://www.azed.gov/homeless/>***

To report an absence or tardy please call (602) 285-7998

ATTENDANCE POLICY

Regular and timely class attendance for all classes, each day, is a basic school and class requirement. Attendance is a critical aspect of learning and a crucial part of success at PCPA. PCPA will maintain a strict policy regarding attendance so that students will be able to take full advantage of the extraordinary opportunity extended to them. All students are expected to be regular and punctual in their attendance. Unwarranted or excessive absences from Phoenix College classes may result in the student being dropped from those classes and dismissal from PCPA. Punctual transportation to and from school is a student's responsibility. A missed bus, missed ride, or car problem is not a valid excuse for an absence.

APPEALS

Unfortunately, there are times when a family emergency, illness or other extenuating circumstance may produce excessive absences that result in the loss of credit for high school courses. Every effort is made to support our families and students before credit is lost in any course. If however, a student exceeds the maximum number of absences in any high school course, the parent may request an appeal by contacting the PCPA front office within 10 days of returning to school. A meeting will be set with the appeals committee for review. The determination of the appeal will constitute the final decision regarding loss of credit for absenteeism.

DEFINITIONS

Ditching- Not attending any class after being present on campus.

Truant- The act of not being present on campus.

Absence- Failure to be present during a class period or tardy more than 50% of the class period.

Unexcused Absence- Absent without written permission from parent or guardian.

(A.) Excused Absences

Normally, only illness-related absences are "excused" absences. Exceptions are school approved functions and bereavement. Doctor and dental appointments will be excused with a note from the doctor's office. Parents have 48 hours to notify and correctly identify the absence for the office to excuse the absence.

Parents/Guardians must call the Attendance Office by 8:00 a.m. to report a student absence. In addition, a parental note is required the first day the student returns from their absence to document an excused absence. Excused absences will be authorized when there is:

- a personal illness
- a medical appointment
- a death in the family
- School-sanctioned activities
- If college activities and/or field trips conflict with a high school class, parents must call in to excuse the absence. Students can also fill out a field trip permission slip form, signed by parents and teachers.
- Absences related to legal system
- Family Emergency Bereavement/Funeral (immediate family member only)
- Religious Observances (should be prearranged with PCPA Administration)

An emergency situation or an unusual circumstance presented as a justification for an absence will be evaluated by the Administration on a case-by-case basis. Family vacations /outings should not be scheduled during school days.

ANY ABSENCES NOT RELATED TO THE ITEMS MENTIONED ABOVE ARE CONSIDERED UNEXCUSED.

(B.) Unexcused Absences

Students will **NOT** be allowed to make up any academic work missed when an absence is recorded as “unexcused.” It is the responsibility of the parent and the student to inform teachers, and administration when a medical problem exists. Medical documentation will be required to verify that a health problem exists. Please remember that the Attendance Policy is designed to maximize student attendance and minimize disruptions of the student’s academic progress. Additionally, the parent may be referred to authorities for permitting their student to become truant.

Absence Count

Per semester	6 unexcused absences 9 combined excused and unexcused absences	No credit issued
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- **Three (3) unexcused absences within a semester** will result in a parent letter and/or phone call by teacher.
- **Five (5) unexcused absences within a semester** in a class will result in an attendance notice indicating that he/she is in jeopardy of losing credit from the class for excessive unexcused absences. Parents will also be notified in writing and/or by phone by the school office.
- **Six (6) unexcused absences within a semester** may result in no credit for course(s).
- A combination of **nine (9) excused or unexcused absences within a semester** may result in no credit for course(s).

(C.) Tardies

Students are expected to arrive on time at the start of each school day and arrive on time to every class period after that. Students should be in their seats by the posted time class is scheduled to begin. Tardiness results in disrupted class time and will not be tolerated.

The following is our tardy policy: Students sign in to the front office upon arrival. Students with excessive tardies will result in further disciplinary action. Teachers will assign detentions for students who are tardy. Failure to serve detention will result in administrative disciplinary action.

- Tardies may affect class grades based upon individual instructor’s class policies.
- After **(4) four unexcused tardies**, notice will be given to the student and parent/guardian and detention will be assigned after school.
- After the **sixth (6) unexcused tardy** during a semester, a parent/guardian conference will be held and appropriate discipline will be in effect. **Four tardies equal an unexcused absence.**
- Saturday School will be assigned for behavioral referrals and excessive detentions. Saturday School will occur once a month from 8-12 noon on PCPA campus. Failure to attend an assigned Saturday School may result in suspension or expulsion.

(D.) School Absence for Religious Purposes

Upon approval of the school principal or his/her designee, a student may be excused from school attendance for religious purposes as follows:

1. A request for such absence is made by the student’s parent/legal guardian in a timely manner to ensure staff has sufficient time to gather work/assignments for the student to complete during their absence.
2. Such requests should be limited as not to place an undue burden on the student to make up missed work or impede their learning in the core academic areas.
3. Any religious instruction or exercise takes place at a venue away from school property

(E.) Policy Regarding School Closure and the Excuse of Students from School Attendance

A school is required to apply to the Arizona Department of Education in order to close school and excuse students from attendance under the following circumstances:

1. Widespread illness for three consecutive days or more
2. Adverse weather conditions for three or more consecutive days
3. Concerted refusal by students to attend classes for three or more days
4. Other situations as approved by the Department of Education

(F.) Academic Probation

Attendance issues may impact your grade, which may result in being placed on Academic Probation. Academic probation occurs for any student who fails a class and needs to make up a class in summer school.

(G.) Early Dismissal

Parent/Guardian or authorized emergency contact must report to the office to sign their child out if they need to leave the school early.

(H.) Tardy Policy

Teachers will shut the door after the five minutes between changing periods and all students not in class will be considered tardy. tardies will become a referral along with every subsequent tardy becoming a referral.

DRESS CODE POLICY

We realize that our students are on a college campus, where the style of dressing is more varied than at a regular high school campus; however, because PCPA is a high school committed to preparing students for college and careers, students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, and on field trips. Unkempt appearances must be corrected before returning to class. Extremes of any kind of fad or wearing apparel which call undue attention to the person are not acceptable. Any clothing which by word, statement or graphic representation that is derogatory, demeaning, or taunting in nature which states or implies to incite or upset students or staff members is not acceptable. **If the student has to go home for a clothing change, an unexcused absence may be issued. Repeated dress code violations may result in suspension from school for dress code and insubordination issues.**

- Modesty is the expectation for dress on campus and at school-sponsored events. Shorts may be worn, providing that they are of appropriate length and appearance. The check for this will be to extend arms down; short length should be beyond fingertips. No spandex. All shorts must be neat in appearance without torn areas or holes.
- Apparel advertising tobacco, alcohol, illegal substances, and/or offensive slogans are not acceptable attire at school or at school sponsored functions. Slogans considered offensive would include double meaning sexual jokes or sayings, profanity, promotion of cultic groups or clans, gang affiliated symbols or sayings, racial or social slurs. Sayings or graphics that are rude or crude are inappropriate.
- Swimsuits, halters, midriff shirts, spaghetti strap tops, and tank tops/basketball jersey type tops, mesh see through material shirts/blouses, pajamas, or tube tops are considered inappropriate attire for school.
- Pants must be worn above the hips - NO SAGGING. (Pants cannot sit below the cleft of the buttocks.)
- The wearing of clothing, related apparel, jewelry or manner of grooming, that by virtue of its association with memberships to groups, cults, gangs or represents or attempts to copy gang-like behavior will not be tolerated in school or at any school activity. Examples that have come to light in school settings include trench coats, armbands, and satanic pentagram (star), and swastika emblems. Additionally jewelry or apparel worn to represent self-mutilation or murder is not acceptable in this school setting. Wearing of chains (interlinked, animal collars), choke chains and spikes are not acceptable as supplementary or accent jewelry.
- Dress code policies are enforced at all school sponsored events and when representing the school such as recruiting activities, athletic events, talent shows and the like.

Much attention has been drawn to schools about safe environments that are free of intimidation or harassment that comes either verbally, physically or visually. **The standards outlined in this handbook have been implemented to help ensure a safe environment and are not intended to diminish personal taste or values.** Extreme fads or expressions that detract from instruction represent a standard of inappropriateness for school. Such types of dressings may be perceived as attempts by individuals to incite others to react and to create an antagonistic confrontation. At that point the safety and welfare of the general school environment may be considered as compromised.

Inappropriate dress includes:

- Shirts with straps that are less than 2 inches wide
- Any shirts with straps or show the stomach (including any shirts without sleeves such as tank tops or spaghetti straps)
- Clothing with excessive holes
- Gang-related clothing or insignia
- See-through shirts, unless an additional shirt is worn underneath
- Clothing that is skin tight, or reveals the back, midriff, cleavage, or buttocks
- Clothing that exposes underwear; underwear worn as outerwear.
- Attire showing pictures, logos or messages promoting drugs, sexploitation, discrimination, profanity, or violence or other activities that are illegal for minors.
- Blouses or tops which are too short, causing the midsection, including the belly button, to be exposed.
- Short shorts or micro-mini skirts – Inseam cannot be shorter than 4 inches
- Headwear (all caps/hats, bandanas, beanies, stocking caps, etc.) may not be worn inside unless such item has religious affiliation. You can wear them outside of the building at any time.
- Leggings may be worn beneath dresses, shorts or skirts but must be covered at the waist and hip area.
- Pajama pants, slippers or other sleeping attire (except for specific spirit days)

Dress Code Violation Consequences:

1st offense: Warning & Detention

Student will report to the office to arrange for appropriate attire (office will supply a shirt or a belt).

2nd offense: Disciplinary Action-Detention & Parent Notification

Students will receive detention and their parent/guardian will be notified.

3rd offense: Disciplinary Action-Parent Notification & Student Sent Home

Student's parent/guardian will be notified and the student will be sent home for the day.

Any additional offenses may involve disciplinary action including but not limited to detention, parent meetings, and/or suspension.

PROHIBITED ITEMS

The following items have no place at school: knives, weapons or replicas of weapons of any kind, fireworks of any kind, lighters, matches, cigarettes, vape paraphernalia, wax paraphernalia, tobacco products of any kind, drugs, alcohol, pornography, portable radios, laser pointers or pens, water guns, baseballs, and hardballs. These items and anything else that causes problems of control at school will be taken and disciplinary action will follow. The classroom teacher has the discretion to prohibit any item that is disruptive to the instructional environment.

All electronic devices including but not limited to cell phones, MP3 players, iPods and all headphones must be turned off and in backpacks during class time. These items will be confiscated and returned in accordance with the school's discipline code.

OTHER IMPORTANT POLICIES

(A.) ACADEMIC HONOR ROLL

Students will be placed on the Academic Honor Roll at the end of each semester grading period if they achieve a grade point average of 3.3 or better.

(B.) ACADEMIC ELIGIBILITY

Students who are not maintaining at least a grade of "C" or better in each of their classes will be ineligible to participate in certain extracurricular events until grades improve. Approval to take Phoenix College classes will be withheld until grades improve.

(C.) CLASS RANK

Grade Point Average and class ranking are based on all coursework taken during your high school career. Concurrent enrollment and other college courses taken while at PCPA and PC are also included in Grade Point Average computations. If you fail a course and subsequently retake and complete the course satisfactorily, the passing grade will be used in computing the grade point average and rank-in-class. The failing grade will then be removed. Students are ranked at the end of the junior year, at the end of the first semester of the senior year, and at the end of the senior year.

(D.) COLLEGE CLASSES

We are excited for the opportunity you have as a PCPA student to take college courses. As a mature, serious, and hard-working student we feel you will take full advantage of the opportunity to succeed in your classes. You are receiving these college classes at no cost to you (example: regular tuition from \$86 per credit hour plus the cost of books). However, if you refuse to attend and complete a college class you may be asked to repay some or all the tuition and fees for the college class. Students are required to turn in the book for the class or you will be charged. If a student fails or doesn't complete college class(es) PCPA will not pay for the following semester of college class(es) and the student may be ineligible for financial aid for the rest of their academic career at PCPA and/or any of the Maricopa Community Colleges.

(E.) COMMUNICATION

PCPA works hard to inform families of the activities occurring on campus and may communicate via several means:

- Newsletters and notices may be mailed home or sent home with the student
- Emails will be sent periodically. Teachers and staff may be contacted by email at any time.
- Automated calls will be made daily for attendance and as needed for announcements.
- The PCPA/Phoenix College Website is updated with calendar information and other news as needed.
(www.phoenixcollege.edu/pcprep)
- It is important that the PCPA office have all updated phone numbers and email of all parents or guardians within a week of them changing.

(F.) COMPLAINTS AND CONCERNS

We are grateful for your time and support and for entrusting us with the education of your children. Should you ever encounter a problem at school, please discuss it with the teacher involved or principal as soon as possible. Doing this prevents uneasiness and tensions from building up. A well-balanced child can only develop with the full cooperation of parents and teachers. We are ready and willing, at all times, to be of service to the students entrusted to our care.

We will listen to you and do what is best for all concerned. The following complaint procedure is in place:

1. Contact the Phoenix College Preparatory Academy staff member (teacher, office staff, administrator etc.) directly involved and attempt a resolution to the problem. Express complaints against specific individuals first to the individual in question and then to the principal if you deem it necessary.
2. If necessary, arrange an informal meeting with the principal before seeking any other recourse. If the issue is not resolved in the meeting, the matter may be referred to the next level of review.
3. If you are dissatisfied with the outcome of the meeting, please complete a Parent Complaint Form, available in the office. Upon receipt of the signed form, the Director will schedule a conference to be held within ten school days between the parent, principal, teachers, staff members and/or professionals whose input might be relevant to the issue in question. In the event the staff members are not available, an appropriate designee will attend. Any relevant documentation must be submitted to the principal by all parties in advance of the meeting for review by the principal prior to the meeting. Following the review of the documentation provided, the principal will convene a meeting with those relevant to the complaint. If the complaint involves a grade the material submitted will be evaluated to make sure that they fall within:

- a. the teacher's own grading policy;
 - b. the parameters set by the high school (see Grade Reporting);
 - c. all assignments turned in on time to the teacher were graded and that appropriate credit was given.
4. If the issue is not resolved to the parent's satisfaction, the proposed resolution, along with all data, information forms, and other documentation pertinent to the matter at hand, shall be forwarded to the College President for a due process hearing and final decision.

(G.) EMERGENCY EVACUATION DRILLS

Emergency Evacuation Drills must be taken seriously by all students. Each classroom has a map indicating the emergency exit routes. Students should become familiar with these. Students are to follow staff instructions and remain in assigned areas until further instructions are given.

(H.) EMERGENCY AUTHORIZATION and INFORMATION

Upon enrollment, parents sign an emergency medical form. It is the responsibility of the parent to keep all information on this form up to date. **Parents must call the school anytime there is a change in contact information and provide the new contact information to the office.** This is very important to maintaining communication with families and in order to contact families in case of an emergency.

(I.) FOOD AND DRINK

Food and drinks are not allowed in the classrooms. Water is the only exception and must be in a lid tight container and placed in a designated area away from all computers and electronics.

Food delivery for individual students is not permitted during the school day. Clubs and activities may request other lunch accommodations through the front office.

(J.) ITEMS LEFT AT SCHOOL

Sometimes students will bring items from home to school grounds. Items you choose to bring to school are brought to class at your own risk. Parents may or may not have given permission for these items to be brought to school. In any case, our school, administration, and teachers are not responsible for items left at school for any reason, or for items a student allows another student to take home. Neither the school nor the staff is responsible for lost or stolen items.

(K.) MAKE-UP and LATE WORK

Rationale: The Phoenix College Preparatory Academy Make-up and Late Work policy addresses the need for a consistent process for all staff to follow with regard to the acceptance and credit awarded for work that is turned-in by students beyond a prescribed deadline. The expectation is that all students turn in assignments on time. When this does not occur, we need to encourage students to show responsibility for their learning by completing the assignments. The philosophy of awarding partial credit for late work takes into account the following assumptions:

1. The teacher had a valid reason for assigning the work.
2. The assignment is aligned to the curriculum.
3. The assignment is designed to help inform the student and teacher of the student's level of mastery of the course objectives.

If these assumptions are true, then the student should be expected to complete all assignments, even if the work is turned in late. The following statements define the terms and conditions of the policy.

Make-up Work: Make-up work is defined as any assignments or tests students need to complete due to an excused absence. Students will be allowed the same amount of days equal to the number of excused absence days to make up assignments for full credit.

Late Work: Late work is defined as any work completed and turned in after a designated due date. Work becomes late when an absence is unexcused, for truancy or when a student turns in assignments after the equal number of days allowed for excused absences. Late work will be accepted according to the information on the teacher's syllabus.

Incomplete: When a student receives an incomplete in a class, the student has two weeks from the end of the quarter or the date set by the teacher. If the work is not completed in that time frame, the incomplete becomes an F.

(L.) OPEN CAMPUS

ONLY seniors with 15 college credits (verified by the office) and parent approval (as specified on the Open Campus form) will be allowed to leave campus for lunch. Students who leave campus without parent permission will face disciplinary action including possible suspension or expulsion.

(M.) PARENT TEACHER CONFERENCES/PARENT MEETINGS

In addition to scheduled parent-teacher conferences, parents may request a conference with a teacher, at any time, to monitor their child's academic performance. At parent or school request, a meeting can be scheduled to review progress, adjustment to school, work habits, homework patterns and to create plans for improvement.

(N.) PARENT INVOLVEMENT

We have high expectations for parent involvement and encourage parents to volunteer up to 10 hours during the school year as a PCPA school parent. We ask that parents volunteer at the school to help us with various school activities and events.

(O.) REPORT CARDS

We believe it is important to keep both the parent and student informed of the student's grades. Parents will receive grade information in the mail at the conclusion of each semester. Progress can be monitored online through the designated online grading system.

(P.) REPORTING CHILD ABUSE/DUTY TO REPORT ABUSE/NEGLECT OF MINORS (A.R.S. 13-2911)

According to state law, school employees cannot ignore child abuse and are required to report. Non accidental injuries, sexual molestation, abuse and neglect must be reported to Child Protective Services. People who are required to report suspected abuse are protected by state legislation from civil or criminal liability.

(Q.) SCHEDULING AND ACADEMIC PLANNING

Scheduling courses occurs upon enrollment for new students and prior to the first or second semester for continuing students. Arizona law requires all students to complete an Educational and Career Action Plan (ECAP) to be updated yearly. PCPA uses its Advisory class to help students monitor their progress toward graduation and career planning throughout the school year. This ensures that students meet PCPA graduation requirements and seeks to support post-high school goals. It also addresses the competencies established by the Arizona Board of Regents for admission to all three state universities.

(R.) SCHOOL BUSINESS HOURS

The office is open for business Monday through Friday from 7:30 a.m. to 4:30 p.m. Students are to report to the Phoenix College Main Campus Library or Student Union before or after school business hours.

(S.) SKATEBOARDS

Skateboards shall not be used on Phoenix College campus ground. Phoenix College Preparatory Academy students must turn their skateboards in to the office before the start of the school day and pick up their skateboard at the end of the school day or after their last scheduled class period. Any student who violates the skateboard policy will be subject to disciplinary action, including but not limited to suspension from school.

(T.) STAFF TRANSPORTING STUDENT

Students ARE NOT ALLOWED to ride with staff in personal vehicles. They can transport in a school vehicle only as available by Phoenix College.

(U.) STUDENT CAR-USE ON CAMPUS

It is a privilege for students to be able to drive to school and park on campus. Students must have a valid driver's license and proof of insurance on file in order to drive a car to school and should obtain a parking sticker from college safety. Students transporting or being transported by other students do so with the permission of their parent or guardian and do so at their own risk. Students must obey all speed limit and traffic signs on the property.

(V.) TUTORING

Academic tutoring is available at PCPA. Students have access to a variety of tutorial services. Teachers and staff are available for tutoring during published school days (see calendar) before and after school. Under this arrangement, students may receive individualized help in all subject areas. Students who do not maintain a "C" in ANY class may be assigned to mandatory tutoring.

(W.) VALLEY METRO BUS/TRANSPORTATION PRIVILEGES

Students will be issued a Metro Transportation Card valid for one month. The MetroCard is valid on the Light Rail and can be used weekends as well with a reduced fare. If a student loses/misplaces the card he/she will need to pay full price (\$32) for a replacement. Students must return their old bus card before being issued a new one. The student's name will be put on the initial card and number documented for accountability purposes.

As representatives of PCPA, students are expected to act appropriately at all times while riding either the Maricopa Community College District vans or the Valley Metro busses or light rail trains. Behavior to and from school may rise to the level of disciplinary action.

For the safety and security of all passengers, students are expected to follow the following policies:

- Eating and smoking are not allowed on the light rail or bus
- You may bring your drink on if it is in an approved, covered plastic container
- Fighting, throwing, pushing, playing loud radios or stereos, rough behavior, shouting, and vulgar language are not allowed.

(X.) VISITORS AND VOLUNTEERS

Adult visitors to campus are welcome. However, all visitors must sign in at the school office. Student visitors must be cleared to visit the school by a member of the school administration at least 24 hours before the visitation. Student visitors must be appropriately dressed for the school day, sign in at the school office and wear a visitor badge as long as they are in the building. Emergency contact information must be provided for the student and the administration reserves the right to revoke the visitation at any time.

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>RANGE</u>	<u>CONSEQUENCE</u>
<u>ABUSE OF STAFF</u>	<u>Verbal or physical disrespect or injury to staff members acting in their capacity as district employees.</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term</u> <u>Suspension</u> <u>Expulsion</u>
<u>ALCOHOL, DRUGS</u>	<u>Use, possession, or being under the influence of alcohol or non-prescribed drugs on school property or at school events; possession of paraphernalia associated with drug use.</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term</u> <u>Suspension</u> <u>Expulsion</u>
	<u>Sale or distribution of alcohol, non-prescribed or prescribed drugs on school property or at school events.</u>	<u>MIN</u> <u>MAX</u>	<u>Long-term</u> <u>Suspension</u> <u>Expulsion</u>
<u>ASSAULT</u>	<u>Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any non-consenting person.</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term</u> <u>Suspension</u> <u>Expulsion</u>
<u>BULLYING</u>	<u>Repeated negative verbal, physical or psychological actions toward another student.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term</u> <u>Suspension</u>
<u>BUS/</u> <u>TRANSPORTATION</u> <u>VIOLATION</u>	<u>Failure to comply with rules established for the use of school transportation.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Loss of privileges</u>
<u>CUMULATIVE</u> <u>VIOLATIONS</u>	<u>Documented misconduct which occurs frequently enough to show a lack of intent to abide by school rules.</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term</u> <u>suspension</u> <u>Expulsion</u>

<u>DESTRUCTION OF PROPERTY</u>	<u>Defacing or damaging school property or the personal property of others.</u>	<u>MIN</u> <u>MAX</u>	<u>Detention and/or Restitution</u> <u>Expulsion</u>
<u>DISORDERLY CONDUCT</u>	<u>Behavior disruptive to school climate or the educational process.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>RANGE</u>	<u>CONSEQUENCE</u>
<u>DRESS CODE</u>	<u>Failure to comply with the school dress code.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference/Compliance</u> <u>Short-term suspension</u>
<u>ELECTRONIC DEVICES</u>	<u>Possession or use of electronic devices likely to disrupt the school environment or educational process. This includes, but is not limited to, all speakers/audio devices, recorder/players, CD/DVD players, iPods, MP3 players, laser pointers and pagers. Cellular phones, camera phones and text messaging devices are to remain off and concealed inside school buildings and during the students' instructional time.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference/Confiscation</u> <u>Long-term Suspension</u>
<u>EXPLOSIVE DEVICES</u>	<u>Possession of any destructive device, including but not limited to, explosive, incendiary or poison gas devices (i.e. bombs, grenades, or similar devices); and fireworks of any kind.</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term suspension</u> <u>Expulsion</u>

<u>FIGHTING</u>	<u>Physical contact with another person intended to cause injury.</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term suspension</u> <u>Expulsion</u>
<u>FIREARMS</u>	<u>Possession of loaded or unloaded firearms, including but not limited to, any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projective by the action of an explosive or other propellant; the frame or receiver of any such weapon.</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term suspension</u> <u>Expulsion</u>
<u>GAMBLING</u>	<u>Possession of equipment or materials associated with gambling; participating in games of chance for the purpose of gain.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>
<u>GANG ASSOCIATION, SYMBOLS</u>	<u>Gang-related behavior, association, apparel, symbols, paraphernalia, and/or activities.</u>	<u>MIN</u> <u>MAX</u>	<u>Parent Involvement</u> <u>Expulsion</u>
<u>“GOOD NEIGHBOR” VIOLATIONS</u>	<u>Failure to obey school rules, traffic/pedestrian laws, and act as a good neighbor in the community.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>
<u>GANG ASSOCIATION, SYMBOLS</u>	<u>Gang-related behavior, association, apparel, symbols, paraphernalia, and/or activities.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>
<u>HARASSMENT VERBAL ABUSE</u>	<u>Statements or actions that intimidate or demean others. This especially includes any form of sexual harassment.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>RANGE</u>	<u>CONSEQUENCE</u>
<u>INAPPROPRIATE USE OF TECHNOLOGY RESOURCES</u>	<u>Inappropriate use/failure to comply with electronic information services guidelines.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>
<u>INAPPROPRIATE USE OF TECHNOLOGY</u>	<u>Failure to follow school personnel's guidelines regarding use of technology.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>
<u>INSUBORDINATION NON-COMPLIANCE</u>	<u>Failure/refusal to comply with the reasonable rules or requests of school personnel.</u>	<u>MIN</u> <u>MAX</u>	<u>Detention</u> <u>Long-term Suspension</u>
<u>PLAGIARISM</u>	<u>Presenting work done (in whole or in part) by someone else as if it were one's own.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>
<u>REASONABLE STANDARD OF "RIGHT/WRONG"</u>	<u>Other behaviors that a reasonable person would consider to be wrong.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Expulsion</u>
<u>THEFT</u>	<u>Stealing or concealing school property or the property of others or participating as an accomplice, including copying copyrighted software.</u>	<u>MIN</u> <u>MAX</u>	<u>Detention and/or Restitution</u> <u>Expulsion</u>
<u>THREATS</u>	<u>Verbal or written statements or gestures that may be construed as threatening to the safety of students or staff.</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term suspension</u> <u>Expulsion</u>

<u>TOBACCO</u>	<u>Use, possession, or distribution of tobacco products including lighters and matches on or within 300 feet of school property or at school events.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference and Detention</u> <u>Long-term Suspension</u>
<u>TRESPASSING</u>	<u>Unauthorized presence on district property and/or refusal to leave district property upon request of school authorities.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>
<u>VEHICULAR VIOLATION</u>	<u>Unsafe/inappropriate operation or use of vehicle; transfer of vehicle to unauthorized persons; parking violation.</u>	<u>MIN</u> <u>MAX</u>	<u>Conference</u> <u>Long-term Suspension</u>
<u>VULGARITY, PROFANITY, OBSCENITY, DISRESPECT</u>	<u>Vulgar, profane, obscene, or disrespectful behavior or language; possession or display of vulgar, profane, or obscene material.</u>	<u>MIN</u> <u>MAX</u>	<u>Detention</u> <u>Long-term Suspension</u>

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>RANGE</u>	<u>CONSEQUENCE</u>
<u>WEAPONS, DANGEROUS INSTRUMENTS</u>	<u>Possession of, but not limited to:</u> <u>1) any device that (a) is designed as a weapon and capable of causing bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, switchblades, knives, chains, clubs, and pepper spray;</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term suspension</u> <u>Expulsion</u>

	2) <u>any BB, paint-ball, pellet-firing, dart, or any other air gun that expels a projectile through the force of air pressure or expanding gases;</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term suspension</u> <u>Expulsion</u>
	3) <u>any electric weapon (I.E. any device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current); and</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term suspension</u> <u>Expulsion</u>
	4) <u>look-alike weapons, including, but not limited to, toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles.</u>	<u>MIN</u> <u>MAX</u>	<u>Short-term suspension</u> <u>Expulsion</u>

PREVENTION & OUTREACH HOTLINES

**24-Hour Suicide Prevention Hotlines: If at any time if you feel a student is in danger or at-risk of harming themselves, you can call any of these 24-hour hotlines and have a crisis team dispatched.

List of Resources and Hotlines for Domestic Violence:

National 1-800-799-SAFE (7233) 1-800-787-3224 (TTY)
Domestic/Family Violence Resources in Maricopa County
Trauma Healing Services Department, EMPACT-SPC 480-736-4949 Toll Free at 1-800-656-HOPE
Arizona Coalition to End Sexual and Domestic Violence 602-279-2900 Toll Free at 1-800-782-6400 www.azcadv.org

Local and National Hotlines for Sexual Violence:

The Rape Abuse & Incest National Network (RAINN)
Toll Free at 1-800-656-HOPE (4673)

Trauma Healing Services Department, EMPACT-SPC
480-736-4949
Toll Free at 1-800-656-HOPE

*This resource can send out a crisis team who specializes in sexual assault to help students with the entire process from start to finish, and even assign a case manager and legal advocate.

Arizona Coalition to End Sexual and Domestic Violence
602-279-2900 Toll Free at 1-800-782-6400
www.azcadv.org

Substance Abuse Resources for Teens:

National
The National Institute on Drug Abuse
www.drugabuse.gov

Local
Al-Anon and Alateen meetings in Phoenix, AZ
In English: 602-249-1257 <http://www.al-anoneastvalley.org>
In Spanish: 602-275-4343 <http://www.srvais.org>

Banner Behavioral Health
24-hour Helpline 602-254-4357
Toll Free at 1-800-254-4357

Resources for Eating Disorders:

National Websites and Resources:
National Eating Disorder Association
Toll Free Confidential Helpline: 1-800-931-2237
Website: www.nationaleatingdisorders.org
Educator Toolkit E-Publication Link: <http://www.nationaleatingdisorders.org/sites/default/files/Toolkits/educatortoolkit/index.html>

MEDICATION GUIDELINES

PRESCRIPTION MEDICATIONS

All prescription medication used by your child during the school day must be authorized by a physician in order to comply with law. It must be in its original container, clearly labeled. The parent and physician must sign a statement that authorizes PCPA staff to dispense medication to the child. Students are not allowed to administer medication to themselves. All prescription medications must be given to the office until it is time to take the medication. Prescribed medication will only be administered to students at school when there is a signed letter by the parent and a physician's prescription on record in the office.

All prescription drugs given in school shall be prescribed by a licensed physician on an individual basis as determined by the student's health status.

Medications must be brought to school in the original pharmacy labeled container and shall display:

1. Student's name
2. Prescription number
3. Medication name and dosage
4. Administration route or other directions
5. Date
6. Licensed physician's name
7. Pharmacy name, address and phone number

OVER THE COUNTER MEDICATIONS

These medications will be handled similarly to prescription medications. Medications must be in their original packaging and must be accompanied by a note from the parent or guardian stating what the medication is, the dosage and time to be given. All over the counter medications must be given to the office until it is time to take the medication.

1. The same procedure applies to non-prescription medications (i.e. Tylenol, Advil, etc.)
2. Medications must be delivered to the office by the parent/guardian of the student unless the medication is to be retained by the student for immediate administration (asthmatic inhalers)
3. Changes in prescription medication shall have written authorization from the licensed physician and signed consent from the parent/guardian.
4. The State Department of Health does not allow the school to administer over-the-counter medications to students unless written parental permission is provided. Please do not ask us by phone to administer any medication to your child.

Medical Drugs (Medication) (A.R.S. 32-1901 and A.R.S. 15-345)

Students who need to have access to medical drugs (as defined in A.R.S. 32-1901, Paragraph 39) in school must leave them with the school office, along with parental permission and the written directions of a physician concerning their use (see A.R.S. 15-345). In case a student needs to use such drugs at a school sponsored event away from school property, at least a parent's note should be given to the teacher on duty and the drug left with him/her except when needed. Students who are in the possession of medically approved drugs, but have not followed the directions prescribed above, *shall be warned for the first offense*. All succeeding offenses he/she should be disciplined according to normal school disciplinary policies. Students who distribute such drugs to others will be considered under the policy as distributing drugs for non-medical purposes.

STUDENT CODE OF CONDUCT

INTRODUCTION

It is our belief that students need an environment that is safe and positive for learning. In establishing a positive school climate for learning, we encourage positive behavior. The purpose of disciplinary measures is to help a student understand why new behaviors are needed, adjust to new behaviors and to change unacceptable conduct. The intent of the Student Code of Conduct is to minimize distractions to the educational processes that interrupt the rights of all students to a high-quality educational experience. The Arizona Legislature has charged each local school board with the "maintenance of public order upon all property under its jurisdiction which is used for educational purposes" (A.R.S. §§13- 2911). Among the means granted the local school board to meet this public responsibility are the discipline, suspension or expulsion of students from any or all school activities (A.R.S. §§15-341, 15- 342, and 15-843). We are providing this information to parents and students as required by A.R.S. §15- 843.

Students are to conduct themselves in a manner conducive to a learning environment. We believe that positive student behavior is guided by the following strands: ***Respect, Responsibility, Safety, Academic Integrity, Cooperation, and Courtesy.***

Policies and Policy Definitions of the Student Code of Conduct

APPROPRIATE SCHOOL CONDUCT

Students shall: sit appropriate in seat (no sitting on desk/tables and/or no feet on chairs/desks/tables), address peers and staff with respect using names (Student: Mark, Mary. Staff: Mr. Smith, Ms. May; do not use first name or nicknames). Be mindful of your surrounding and don't use foul or inappropriate language/discussions.

ALCOHOL USE

A zero tolerance policy is in place at the school concerning the use and distribution of alcoholic beverages. A student who is caught with alcoholic beverages on campus will be immediately suspended. If student is suspected of having ingested alcoholic beverages, their blood alcohol level will be tested. Suspension and /or expulsion may follow.

ANTI-BULLYING POLICY Prohibition of Harassment, Intimidation, and Bullying

There is a zero tolerance policy for harassment, hazing and bullying. Bullying is the physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior. This violation includes abuse based on race, ethnicity, gender, religion or disability, and forcing a student to risk or suffer physical or mental harm or degradation to join or remain in an organization. Students having intimidated, bullied, threatened anyone on the school campus will have a report

filed in their permanent record, and the student may be suspended for up to ten days, or expelled, depending on the severity of the offense and the student's prior history. There is a confidential process for students or parents to report such incidents, and a process for investigating claims. In addition, staff is required to report suspected harassment, intimidation or bullying through a formal process. We also have disciplinary procedures for those students who intimidate, bully; threaten verbally or in any other manner, other students, teachers or any staff member.

HB 2368 directs school district governing boards to adopt and enforce procedures that prohibit pupils from harassing, intimidating and bullying other pupils. Phoenix College Preparatory Academy is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy. Phoenix College Preparatory Academy Principal is authorized to direct the development and implementation of procedures addressing the elements of this policy.

Bullying

Bullying may occur when a student or group of students engages in any form of behaviors that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional 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.

Cyberbullying

Cyberbullying includes, but is 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.

Harassment

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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.

Any offense will be dealt with as follows:

- Notification to parent(s) or guardian(s);
- Notification to police, depending on the severity of the offense;

- A student who has committed the offense shall receive detention, suspension, or expulsion, depending on the severity of the offense; and student will be placed on a behavior contract and counseling will be required upon return to campus.

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal, administration or another school employee verbally or in writing. The principal or the principal's designee shall investigate all reports of bullying. You may report bullying to any administrator, teacher, or support staff.

- Any school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator.
- School personnel shall maintain confidentiality of the reported information.
- If your report is verbal, you will be asked to fill out a form within one (1) day of reporting the issue listing all the relevant information. The form is available in the front office.
- Administration or designee will investigate and review the results with the alleged victim and shall notify the student's parent(s) of the report.
- If the principal or the principal's designee determines that bullying has occurred, discipline will be administered.
- The student who has allegedly been bullied will be given a written copy of student's rights, protections and support services available. Parents will be notified.

Administration will address the issue of the report and notify parents of the outcomes (within FERPA guidelines found on pg. 24 - 20 U.S.C. §1232g) Regardless of the outcome of the investigation the principal or the principal's designee will meet with the involved students to review the findings of the investigation. Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable policies and administrative regulations.

Documentation related to reported bullying and subsequent investigation shall be maintained for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

PCPA has established procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary relevant District policies shall be followed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Racial/Ethnic Insults and Intimidation/Bullying

A healthy school environment must be free from racial/ethnic insults and intimidation. Under the heading of "Harassment and Verbal Abuse," any behavior intended to intimidate or demean others violates school rules. However, behavior, which intentionally intimidates or demeans another person or group on the basis of racial or ethnic background, has a uniquely destructive effect on school climate, often eroding an entire group's feeling of safety. For this reason, intentional racial/ethnic insults or intimidation will never be tolerated in the school environment.

MARICOPA COMMUNITY COLLEGE DISTRICT SEXUAL HARASSMENT POLICY (AR 2.4.4 AND 5.1.8-17)

The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

ASSAULT

An assault is a physical attack, real or threatened, on a person who does not wish to fight or provoke a fight. This violation also includes a student who encourages another student to commit an assault. If a student has a potential conflict with another student and the student does not report the situation to the administration, that student faces the same disciplinary action if a fight occurs. Any physical attack by a student upon another student will result in immediate and indefinite suspension. The student who provokes a fight will receive the stronger consequence. Under federal law, any assault that occurs on campus, on the bus or shuttle, or at any school related activity is a reportable act. The Phoenix Police Department will be notified when there is a fight on campus.

DANGEROUS WEAPONS, INSTRUMENTS

The use, display or possession of a knife, a CO2 or spring-powered BB gun, laser beam pointer, brass knuckles, nunchakus, slingshots, club, fireworks, or any other instrument not designed for lethal use but which may be capable of causing physical injury is strictly prohibited by law. This includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used, or threatened to be used (i.e., a toy gun).

DEADLY WEAPON/FIREARMS

A zero tolerance policy is in place at the school concerning the use, display, or possession of any operable or inoperable, loaded or unloaded (1) weapon, including a starter gun, which will or is designed to, or may readily be converted to expel a projectile by action of an explosive; (2) the frame or receiver of such a weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary or poison gas device, (b) any weapon that will, or may readily be converted to expel a projectile by action of an explosive or other propellant and that has any barrel with a bore of more than one-half inch in diameter, and (c) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled. This violation includes handguns, pistols, rifles, shotguns, starter guns, and flare guns.

DEFIANCE OF AUTHORITY

Defiance is the refusal to comply with reasonable requests of school officials. Physical resistance to school officials may result in expulsion regardless if such resistance is the first occurrence.

DISCRIMINATION

Mistreatment based upon race, ethnicity, gender, religion or disability. This violation includes false accusations of discrimination or harassment.

DISORDERLY CONDUCT AND OBSCENE LANGUAGE

Disorderly conduct is conduct that disrupts the orderly operation or educational environment or mission of the school. This violation includes profanity and obscene gestures. Our students will conduct themselves in a mutually respectful manner. The language used on campus must be appropriate for the learning environment. Vulgar or obscene language is not acceptable.

ELECTRONIC DEVICES

Electronic music devices can be used outside of class/school assembly/school events, but must be used with headphones at a volume level that does not disrupt others. Electronic music devices and accessories must be put away during class, school assemblies, and school events. You may have a cell phone and you may use the cell phone at lunch or during passing period. However, if you are using any electronic devices in the classroom or during class time, they will be confiscated. If you do not surrender the device to the teacher, the staff, or the administrator who asks for it, you will be charged with defiance of authority and appropriate consequences will be issued.

ELECTRONIC MEDIA/INTERNET ACCEPTABLE USE, TERMS AND CONDITIONS

In a blended learning environment, the use of electronics and electronic media is a fact of life. Internet access is available to PCPA students as an educational tool. The school's goal in providing this service is to promote educational excellence by resource sharing and gathering information and news from research institutions. We are pleased to offer PCPA High School students access to computers in the Phoenix College Library and Computer Commons. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

However, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, PCPA will support and respect each family's right to decide whether or not to apply for access.

PCPA deploys and enforces a technology protection measure to prevent minors from gaining access to visual depictions that are pornographic, harmful to minors or obscene. (A.R.S. 34-501 and 34-502)

COMPUTER ACCESS GUIDELINES

One student per workstation unless students have been assigned to small groups by the instructor. Students will login using the username and password assigned to the classroom laptop hub/desktops unless directed to do otherwise, such as signing in using their MEID and password. PCPA staff will assist students in setting up setting up their MEID.

INTERNET GUIDELINES

Violations may result in a loss of access as well as other disciplinary action*.

Internet Access in classrooms is limited. Use of unapproved sites to complete coursework in an online academic program is prohibited. (Examples of sites not allowed but are not limited to these sites are: Facebook, YouTube, Pandora, Google or other search sites). Any student who is seen on or suspected of being on any other site without permission will receive a warning and a repeated offense will result in a referral. You are responsible for your actions.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Visiting websites of a sexual nature
- Downloading files without teacher permission (i.e. music, video, clip art, pictures, etc.)
- Visiting online chat rooms or any other non-educational website (i.e. Facebook, IM)
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another's password or MEID
- Trespassing in another's folders, work or files
- Deliberate damage to hardware or software
- Use of District computers for illegal activities

Phoenix College reserves the right to take disciplinary action which may result in expulsion from the college campus.

FORGERY

This refers to using the signature or initials of another person on any official school document.

FIGHTING VS. ROUGH OR INAPPROPRIATE PLAY

Fighting, defined as physical contact with another person intended to cause harm, is never appropriate on a school campus. This is distinguished from the type of play —especially that of younger students — in which participants may exceed the bounds of good judgment without intending to injure one another. Response to inappropriate play must be measured by the age of students and type of endangerment that results.

GANG ASSOCIATION OR ACTIVITY

"For the purposes of school discipline, a gang shall be defined as a group of three or more persons who (1.) have a name, (2.) claim a territory, (3.) have rivals/enemies, (4.) interact together to the exclusion of others, and (5.) exhibit antisocial behavior often associated with crime or a threat to the community.

"Gang behavior that initiates, advocates, or promotes activities which threaten the safety or well-being of persons or property on school grounds, or which disrupts the educational environment, is strictly forbidden. Any student wearing, carrying, or displaying gang clothing, symbols or paraphernalia; exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action."

The following will be used to prohibit inappropriate and/or gang-related behavior on campus: Graffiti symbolizing gang membership or identification can inflame hostility between gangs and create a potentially violent situation. Students using graffiti may receive a suspension from school. Throwing signs may result in suspension. Baseball caps cannot be worn inside any enclosed area or they will be confiscated and returned to the student per dress code. Baseball caps containing gang identification/graffiti will be turned over to the police department and can be retrieved by parents. Before or after school altercations will be reported to the police immediately. School personnel, if necessary, will do follow-up. Weapons will be turned over to the police. Students will be suspended. Fighting will result in automatic suspension. Intimidation will warrant suspension. Students traveling to and from school who attend gang fights, and are identified by police, may receive detention by school personnel and/or a citation for loitering by the police. Students who continue to disrupt the educational process or pose a threat to other students due to gang-related behaviors will be recommended for long-term suspension or expulsion.

GROUNDS FOR SUSPENSION AND EXPULSION

The principal may suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or from school, during the lunch period whether on or off campus, or during, or while going to or coming from a school sponsored activity.

HAZING PREVENTION

State law requires that a hazing prevention statement be posted in every school handbook for students and parents. Hazing is currently defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

ILLEGAL DRUGS

A zero tolerance policy is in enforced at the school or school related activities concerning the distribution, manufacture or sale of marijuana, non-prescribed drugs and inhalants, and other noxious substances. This policy also includes distribution, manufacture, or

sale of drug paraphernalia and imitations of non-prescribed drugs and other substances. ANY STUDENT SUSPECTED OF USING ILLEGAL DRUGS WILL BE REQUIRED TO UNDERGO A CERTIFIED DRUG TEST FOR ILLEGAL DRUGS AT PARENTAL EXPENSE. Depending on the findings, the Administration will take appropriate disciplinary action.

MISUSE OF TECHNOLOGY

Every student will have a technology contract on file which states how students may use the computer labs and the limitations on the use of our computer labs with respect to the internet and electronic communications. Any downloading of copyrighted documents or programs that students claims as original work (plagiarism) is also considered Misuse of Technology. Students who commit violations of this policy will receive a zero on the assignment in question and will be referred to the Administration for disciplinary action.

NO PASS, NO PLAY

Our students must receive a grade of "C" or better in all classes in order to participate in any organized school sports or official after school activities. Students earning an F in any class will not be eligible to participate in any official off-campus activity.

PLAGIARISM AND CHEATING

Except in situations where the assignment or project specifically states that work may be done jointly, as in a group project, every student is expected to produce his/her own original work. This includes a student whose parents complete the homework and the student then claims that it is their own original work. Our students are bound to a moral code that does not allow them to plagiarize or cheat. Copying or loaning of assignments that are part of a student grade is considered cheating. Copying test answers or in any way falsifying or misrepresenting academic work is also considered cheating. Plagiarizing is defined as the theft of academic ideas. Students may not use the words or ideas of others as their own without identifying the source properly. All students will use APA format for documentation. Plagiarism and cheating has become an endemic problem in American academic institutions. We consider plagiarism and cheating serious breaches of trust and honesty. Most importantly, cheating or plagiarizing is incongruent with the objectives and goals of the PCPA.

Students who are found guilty of cheating and plagiarism will be dealt with severely. Students will receive no credit for the assignment or exam or may be subject to disciplinary procedures. Acts of academic dishonesty which will not be tolerated at PCPA are listed below:

- Cheating on tests.
- Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise).
- Unauthorized collaboration.
- Plagiarism.
- Theft or alteration of materials.

Consequences for Cheating: Guidelines: The offenses for cheating/plagiarism are kept on record and will be considered for the student's entire 4 year high school enrollment.

1st Offense

Receive zero for assignment and parent notification

2nd Offense

Receive zero for assignment, parent notification, and receive an 'F' for the semester grade.

Multiple Offenses

suspension, possible expulsion and parent notification.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public behavior is defined as behavior that is not offensive to anyone or cross lines of decency and modesty. Our students are not allowed to exhibit displays of affection or sexually suggestive behavior; for example, hand holding, kissing, intimate embracing, groping, or inappropriate caressing of the body.

SEXUAL ASSAULT

This is defined as sexual contact without consent.

SEXUAL HARASSMENT

Unwelcome conduct of a sexual nature, regardless of whether the conduct is physical or verbal.

SEXUAL OFFENSE

Sexual conduct that is immoral by community standards. This violation includes indecent exposure, lewd phone calls and possession of pornographic materials.

STUDENT SPEECH

Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption, lewd, vulgar or plainly offensive speech, "fighting words," and threats of violence.

THEFT

Taking or concealing property that belongs to others.

THREATS

Threatening safety of person(s) or property. This violation includes violations of ARS 13-2911: (1) Bomb threats and other threats made for the purpose of disrupting or interfering with the school or other school functions; (2) Going on or remaining on school property for the purpose of disrupting or interfering with the use of school property by students or staff; and (3) Disobeying a lawful order to leave school property. Tobacco Use: There is a zero tolerance policy concerning the use of tobacco. However, the behavioral consequence for the first offense will involve a conference with the parent/guardian in order to determine an appropriate course of action.

TRESPASSING/UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY

If your schedule allows you to leave prior to dismissal, you are required to leave. Individuals are not permitted to "visit" school without 24 hour prior notice and approval from administration. Failure to get such permission may result in action to remove the individual from the property. PCPA's schedule does not always align with other districts, such as Phoenix Union High School District. Students who are not enrolled in our school may not visit during the school day, even if their home school is not in session.

VANDALISM

This refers to damage to public or private property at our school. Any student observed or reported committing acts of vandalism, including graffiti, will be referred to Administration for appropriate disciplinary action that may include suspension or expulsion from school. The student's family will pay for the repair or replacement of any property vandalized.

BEHAVIORAL CONSEQUENCES OF THE STUDENT CODE OF CONDUCT

Any referral for misbehavior must be preceded by attempts of the teacher or staff member to correct the misbehavior. As a minimum, parents will be called by phone when a behavioral problem exists. If the misbehavior continues, a referral will be completed by the teacher or staff member and submitted to the Administration for action. This referral counts as the first offense. A second referral from any teacher for the same problem counts as the second offense, etc. A parent-teacher-administrator meeting may be scheduled by the teacher or staff member at any time during this process. Progressive disciplinary action may result in suspension or expulsion.

Summary of the Student Disciplinary Policy

The disciplinary policy is designed to help ensure a healthy, safe and educationally productive school environment. Detailed information relating to specific offenses are outlined below.

PCPA operates under a "Zero Tolerance" policy for drugs, alcohol, violence and intimidation. Accordingly, the consequence of such an offense will be long-term suspension or expulsion. In certain circumstances, the Principal may require that a drug/alcohol screening be conducted.

Any behavior that disrupts the learning process and/or threatens the safety of any other person is subject to this discipline policy. There are four primary consequences for infractions: detention, suspension, long term suspension and expulsion. The determination of the severity of the behavior and appropriate consequence will be made by the Principal, and those decisions are binding, subject to Board review.

Due to the unique location and nature of the program and the co-enrollment of students at the community college, PCPA considers the school and all areas of the Phoenix College campus as part of the high school, and the disciplinary policy extends to behavior in all Phoenix College areas. The program, offering opportunities for responsible choice in a high school/college blended community, expects students to exercise those choices in a way that reflects positively on them, their peers, their program and the school. Expect to be held accountable for your behavior choices.

ARIZONA REVISED STATUTES (LAWS) RELATED TO PUBLIC SCHOOLS

Interference with or Disruption of an Educational Institution (A.R.S. 13-2911)

Under Arizona Law, there are very specific penalties for any person who commits "interference or disruption" to an educational institution. **A person commits interference with or disruption of an educational institution by doing any of the following:**

1. Threatening to cause physical injury to any employee of or any person attending an educational institution.
2. Threatening to cause damage to any educational institution, property of any educational institution, or property of any person attending an educational institution. * A person found to be in violation of this law as described in paragraphs 1 or 2 above may be charged with a Class 6 Felony. It does not matter if the above actions were not directed to any specific individual, educational institution or property of an educational institutional.
3. Knowingly goes onto or remains on the property of an educational institution for the purpose of interfering with or disrupting the lawful use of the property, or in any manner that interferes with the lawful use of the property by others.

4. Knowingly refuses to obey a lawful order to leave the property by a school official, officer or employee of an educational institutional. * A person found to be in violation of this law as described in paragraphs 3 or 4 as described above may be charged with a Class 1 Misdemeanor.

Teacher's Authority to Remove a Student from Class (A.R.S. 15-841)

A.R.S. 15-841 gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from his/her class by documenting abusive, threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher's recommendation to remove the student from class, the principal shall remove the student unless he/she can produce evidence that the basis for the recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal: (1) Arrange for placement of the student in another class or an alternative setting, (2) Contact the parents to inform them of their child's removal from class and an explanation of procedures, (3) Arrange for appropriate continuation of the student's instructional program by securing individual lesson plans, learning objectives, and activities from the referring teacher, and (4) Arrange for a meeting of the school placement review committee to be conducted within three days of removal.

Sex Offender Notification (A.R.S. 13-3825)

Legislation calling for community notification of sex offenders (A.R.S. 13-3825) took effect June 1, 1996. The legislation requires that law enforcement agencies, not schools, be responsible for notification of the neighborhood when a known sex offender resides in the area. The guidelines provide levels of notification based on the risk a particular sex offender poses to the community; there are three levels as determined by law enforcement officials. Level two and three sex offenders may present a danger to the community. When a level-two sex offender moves into a community, the law enforcement agency may notify the school district. In the case of level three sex offenders, the agencies shall inform the school district. PCPA will cooperate with law enforcement agencies by ensuring that principals and school staff members are notified as necessary. The Principal's office will maintain a file of the notifications that may be reviewed by community members. School staff will have access on site to a copy of the notification and any other pertinent information. Copies of the neighborhood notifications may be obtained from the local school. In an effort to maintain trust and better inform the greater school community, PCPA may send letters home with students.

School Property (A.R.S. 13-2911)

Any student who cuts, defaces, or otherwise injures any school property is subject to suspension or expulsion and, upon complaint of the school; the parents of such students shall be liable for the damages.

Smoking and Use of Tobacco Products (A.R.S. 36-798-03)

A.R.S. 36-798-03 prohibits the possession of tobacco products on all school grounds, buildings, parking lots, playing fields, buses and at off-campus school sponsored events. This law applies to all students, staff and visitors. Violations of this law are a "petty" criminal offense, punishable by a fine of up to \$300. Smoking or possession of tobacco products is not permitted on or within 300 feet of school property (school grounds, inside school buildings, in school parking lots or playing fields, in school vehicles) or at off-campus school sponsored events.

The "Good Neighbor" Policy: Student Conduct within the School Community (A.R.S. 13-201)

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour and school days, including: social media and internet, cell phone usage during school and outside of school on school days or days where students participate in school functions outside the normal school day. Failure to act as a good neighbor within the school community may result in disciplinary action (A.R.S. 13-201).

Suspected Child Abuse Notification (A.R.S. 13-3620)

School personnel will comply with laws regarding child abuse and reporting to the department of Child Protective Services.

Abuse of Staff (A.R.S. 15-507)

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a Class 3 Misdemeanor. In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of threat, verbal, written, or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion or possible referral to the police department. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

Alcohol and Drug Violations and Arizona Drug Law (A.R.S. 13-3411)

Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the district's "good neighbor" policy will result in disciplinary action by school officials, notification of parents, and possible involvement of police. The following provisions of Arizona's Drug Law (A.R.S. 13-3411) are offered as a warning. Arizona judges have no discretion to impose less than mandatory prison sentences and fines.

Here is what could happen if you are under the influence, in possession of, or sell drugs on or within 300 feet of school property:

- If 18 or older, you will be tried as an adult.
- If convicted as an adult, your crime will be classified as a felony carrying a minimum mandatory prison sentence of 3 years and 9 months and a minimum fine of \$2,000. (If convicted as a minor, you may be placed in the custody of the Department of Corrections until the age of 18.)
- If convicted of a drug offense, your driver's license will be suspended until age 18; if you do not have a driver's license, you may be denied a license until the age of 18.

Parental Involvement Regarding Drug Violations (A.R.S. 15-843)

Whenever there is a reasonable suspicion that a student is suspected of violating the school drug policy and is questioned by the school principal or designee, his/her parent(s) or legal guardian(s) shall be notified that such questioning took place.

When it has been determined that a student has violated the school drug policy, his/ her parents shall be notified. Additionally, parent conferences are not only encouraged, but shall be required throughout any disciplinary procedures (see A.R.S. 15-843) relating to this section.

Drug Use by Persons Other Than Students or Employees (A.R.S. 13-2911)

Persons other than students or employees suspected of distributing, possessing, or under the influence of such substances, shall be reported to the principal or the person in charge. If the principal or person in charge is reasonably certain it has occurred, he/she shall inform law enforcement authorities, (see A.R.S. 13-2911) except that if it appears that the individual is an adult and is under the influence of alcohol and is not disorderly, then the principal or the person in charge shall use his/her discretion in notifying law enforcement authorities and shall take action as seems appropriate.

Behavior Chart Here

SCHOOL-STUDENT-PARENT/GUARDIAN COMPACT

The purpose of this agreement is to provide parents/guardians, students and school personnel with a clear understanding of their respective roles in the education process. By signing this document, you are agreeing to follow ALL the Phoenix College Preparatory Academy handbook guidelines and abide by all the consequences for violating those guidelines. By involving parents/guardians, students and school staff in a review of the agreement, the end result will be a shared responsibility for improved academic achievement and the means by which the school and the parents will build and develop a partnership that will help your student achieve the State's high standards.

SCHOOL RESPONSIBILITIES

Phoenix College Preparatory Academy will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's student academic achievement standards as follows:
 - Aligning our curriculum with the Arizona College and Career Ready Standards in each subject area and grade level.
 - All teachers will be highly qualified to teach their subject area.
- Providing high-quality professional development to our teachers so they are using research-based, teaching methods to create an effective learning environment, including Blended Learning.
 - Provide each parent timely notice when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.
 - Hold parent-teacher conferences during which this agreement will be discussed as it relates to the individual child's achievement.

- At any time during the school year parents may call the school and request an appointment for a parent-teacher conference.
 - At any time during the school year teachers may call parents and request a parent-teacher conference.
- Grade checks will be conducted on a regular basis to ensure that students can participate in school sponsored activities such as sports, extra-curricular activities, field trips.
 - Beginning the second week of the semester grade checks will be turned into the designated staff member to adhere to the academic eligibility (conducted every other week).
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Progress reports will be issued twice per semester.
 - An end-of-semester report card will be mailed home in December and in May.
 - Access to grades online through a designated online grading system.
 - State Assessment results will be mailed home
 - Teachers will make phone calls home when the student falls below a "C" to inform parents of required tutoring sessions.
 - Teachers will communicate "Good News" when the student is doing well in class.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Parent-teacher meetings can be scheduled directly with the teacher or through the front office.
 - During scheduled parent-teacher conferences.
 - If these meeting times are not available to the parent, parents may schedule meetings during the regularly-scheduled school days with an administrator.
- Will require students to adjust their attitude, concentration, and effort (ACE) if they do not complete homework, do not participate in class, and/or have a referral. ACE will take place each day in a designated classroom.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Parents may volunteer to help chaperone any school event. Volunteer list available in the office.
 - Parents may observe classroom activities with PCPA's Principal's approval. They must sign in at the office and wear a visitor's badge at all times.
 - Parents are encouraged to keep track of the topics their children are studying. When applicable, parents should contact the teacher and arrange to be a speaker with the class about their experiences with a given topic. When the parent comes to the school in this capacity, they still need to sign in at the office and wear a visitor's badge.
- Provide parents with the opportunity to participate in the planning, review, and improvement of the school's parental involvement policy, and of any school wide program plan in an organized, ongoing, and timely way (Including Academic Parent Teacher Team (APTT), PTO, and Site Council).

STUDENT RESPONSIBILITIES

As a student at Phoenix College Preparatory Academy, I will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

- Use a daily planner to keep track of my homework assignments and my grades. This planner will always be available to parents and teachers.
- Do my homework every day and ask for help when I need it. I will not rush through it just to get it done, but will put forth my best effort.
- Attend tutoring if my grades drop below a "C" in ANY class and will continue to attend tutoring until I achieve a "C".
- Attend interventions to improve academic progress, determined by Galileo/AZ MERIT testing.
- If I play sports I understand that I must maintain a "C" or better for any sport and that I must maintain the "C" in order to play.
- I understand that I must have a "C" or better in all my classes to be eligible for field trips and any other extra-curricular activities.

- I understand that if I receive a D or F in a college or high school class, or if I am withdrawn from a college class after the drop period I will be ineligible for financial aid for the rest of my academic career at PCPA and/or any of the Maricopa Community Colleges.
- I understand that I must reimburse PCPA for tuition, textbook costs, and fees for Phoenix College classes that result in any grade lower than a “C” and go through the Academic Probation Appeal process prior to seeking enrollment for future classes. Failure to do so will prevent enrollment in future college courses.
- Obey all attendance and tardy policies (see attendance and tardy policy section).
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Will attend ACE during lunch when homework is not turned in, I receive a referral for behavioral issue, and/or do not participate in class.
- I understand I will not receive credit for a class where I have 6 unexcused absences or a total of 9 unexcused and excused absences.
- Not violate any of the behavior standards set forth in the Student Handbook such as:
 - No violation of the dress code
 - No disruptive behavior in class
 - Electronic devices (cell phones, iPods, mp3 players, handheld video games, etc.)
 - No use of cellphones during class time for any purpose, inside or outside of the classroom
 - Respectful behavior toward all teachers, staff and administration and other students
 - No harassment or bullying of other students.
 - No plagiarism or cheating
 - No violation of classroom rules
- Understand that my backpack or purse may be searched by school authorities if they have a reasonable suspicion to believe I am carrying stolen property, a dangerous instrument, a weapon, alcohol, tobacco products or illegal drugs.
- Read the Student/Parent Handbook. If I have any questions, I will ask teacher, or an administrator for clarification.
- I understand I can only go off campus for lunch if I am a senior with 15 college credits. Leaving campus for lunch when not approved to do so by a parent/guardian and the Principal could lead to suspension or expulsion from school.

WE, AS PARENTS/GUARDIANS, WILL SUPPORT OUR CHILDREN’S LEARNING IN THE FOLLOWING WAYS:

- I agree to work together with my child’s teachers and the administration to ensure the academic success of my child. This may be accomplished by
 - Ensuring my child attends school daily and on time.
 - Ensuring that my child has a place and a time to do their homework.
 - Checking my child’s daily planner to ensure that my student is completing the assigned homework.
- I agree to keep my child’s absences to a minimum and ensure that my child attends school on statewide and mandatory testing days. I also agree to notify the school 1 week in advance of any planned absences affecting my child’s attendance (See attendance policy for appropriate excused absences).
- I understand that my child will not receive credit in any class where he/she has 6 unexcused absences or a total of 9 total absences (excused and/or unexcused).
- I support the school in assigning tutoring for my child if his or her grades fall below a “C” by ensuring that my student will be in attendance.
- I support the school in assigning interventions for my child to improve academic progress, as measured by Galileo/AZ MERIT, by ensuring that my student will be in attendance.
- I agree to provide suitable clothing for my child according to the dress code (See dress code policy for appropriate dress).
- I agree to read the Student/Parent Handbook; to call the school if I have any questions regarding the policies stated in handbook.
- I will contact the school and request a conference any time I have a concern regarding my child’s progress or contact with school personnel.
- I will contact the school if I have any concerns regarding my student’s safety (harassment, bullying, etc).
- I agree to support the enforcement of the bus-use and shuttle-use guidelines and/or the guidelines for student car-use on campus.

- I understand that office personnel are the only individuals who can give medical permission for my child to leave the school grounds. If my child calls home and requests that I come to school due to a medical emergency, I must call the school and speak to office staff before coming to get my child.
- PCPA reserves the right to contact the parent or guardian provided as emergency contacts to confirm the request. (I understand that only the persons listed in the school files can pick up my child and not someone who is not listed).
- I understand that I must sign my child out when leaving school early.
- Will make sure my student attends lunch classroom support when they do not turn in homework, get a referral for a behavioral issue, or do not participate in class.
- I will inform the school within 10 days of any changes in contact information including phone number, address, email and emergency contact information.
- I will complete and turn in all required administrative forms in a timely manner.
- I understand my child can only go off campus for lunch if he/she is a senior with 15 college credits and will support this policy.
- I understand that if my child receives a D or F in a college or high school class, or is withdrawn from a college class after the drop period they will be ineligible for financial aid for the rest of their academic career at PCPA and/or any of the Maricopa Community Colleges.
- I understand that I must reimburse PCPA for tuition, textbook costs, and fees for Phoenix College classes that my child takes that result in any grade lower than a "C". Failure to do so will prevent enrollment in future college courses.

SCHOOL-STUDENT-PARENT/GUARDIAN ACKNOWLEDGEMENT FORM (Return to office)

The purpose of this agreement is to provide parents/guardians, students and school personnel with a clear understanding of their respective roles in the education process. By signing this document, you are agreeing to follow ALL the Phoenix College Preparatory Academy handbook guidelines and abide by all the consequences for violating those guidelines.

By involving parents/guardians, students and school staff in a review of the agreement, the end result will be a shared responsibility for improved academic achievement and the means by which the school and the parents will build and develop a partnership that will help your student achieve the State's high standards.

By signing below I acknowledge that I understand and agree to adhere to all the guidelines set forth in the Student/Parent Handbook, and, in addition, agree to be added to the school emergency contact system.

2019-2020 PCPA Administration & Staff Agree to these terms.

Name of Student (Please Print) _____ **Grade:** _____

Student (Signature)

_____ **Date** _____

Parent (Signature)

_____ **Date** _____

STATEMENT OF AGREEMENT/ELIGIBILITY FOR COLLEGE CLASSES

Students demonstrate their readiness for enrollment in Phoenix Community College classes by meeting the following criteria:

1. Demonstrated achievement/growth in:

Attendance:

a. Students **MUST** maintain regular, punctual attendance in their high school classes or they may be ineligible for college classes.

b. Students **MUST** maintain regular attendance in their college classes.

c. Excessive absences or tardies may affect your ability to maintain enrollment in college classes or to enroll in future college classes.

d. Academic progress

e. Handling responsibility Completion of a minimum one semester of high school courses.

(Families may choose to pay for college courses until the student is eligible as noted above.)

2. Willingness to take on challenging academic coursework and to participate productively in the college community.

3. Commitment to demands of the program:

Complete challenging college level coursework

Strictly adhere to all attendance, academic, and disciplinary requirements as outlined in the college handbook.

Courses meeting during PCPA breaks must be attended as per college guidelines. Participate in tutoring for additional academic support.

All students must report to their assigned Seminar teacher weekly to turn in attendance verification forms. All students must turn in a copy of their syllabus at the beginning of each semester to their Seminar teacher.

Students and parents acknowledge the following:

1. All tuition and book costs for Phoenix Community College courses are provided by Phoenix College Prep Academy (PCPA) for eligible students.

2. All textbooks **MUST** be returned on time to PCPA upon completion of the course.

3. A grade earned in a college course is a permanent part of a student's college transcript.

4. Students who request a withdrawal from a college course must exhaust all options for support and improvement prior to the final decision to withdraw is granted. Failure to follow this process may result in a loss of access to college classes for the duration of the student's high school career. Students withdrawn for attendance or discipline issues will be withdrawn as "failing" (coded as a "Y" on the college transcript which will impact your college GPA.) The following steps are mandatory prior to being withdrawn from a college course: A conference with Seminar teacher and counselor outlining difficulties/reason for requesting withdrawal Documentation of tutoring A parent conference with the counselor to discuss possible impact of this decision and future access to college classes.

5. Parents and PCPA staff have full access to students' college records as long as they are enrolled in PCPA.

6. Students in classes and other activities with college students may be exposed to adult material, subject matter, and language.

7. Classes lower than 100 level, internet courses and/or open entry courses will **NOT** be paid for by PCPA

8. Students may be required to attend a study hall to ensure full time enrollment in school. Failure to attend study hall may result in withdrawal from college classes.

**STATEMENT OF AGREEMENT/ELIGIBILITY FOR COLLEGE CLASSES
ACKNOWLEDGEMENT FORM (Return to office)**

The purpose of this agreement is to provide parents/guardians, students and school personnel with a clear understanding of their respective roles in the College eligibility process. By signing this document, you are agreeing to follow ALL the Phoenix College Preparatory Academy guidelines for college eligibility and abide by all the consequences for violating those guidelines.

By involving parents/guardians, students and school staff in a review of the agreement, the end result will be a shared responsibility for improved academic achievement and the means by which the school and the parents will build and develop a partnership that will help your student achieve success at the college level.

By signing below I acknowledge that I understand and agree to adhere to all the guidelines set forth for concurrent college enrollment eligibility.

2019-2020 PCPA Administration & Staff Agree to these terms.

Name of Student (Please Print) _____ **Grade:** _____

Student (Signature)

_____ **Date** _____

Parent (Signature)

_____ **Date** _____