

Parent/Student
K-12 Handbook



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Student Calendar - Casa Grande

2022/23 Calendar



July 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 | Independence Day

November 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 | Veteran's Day
24-25 | Thanksgiving

March 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13-17 | Spring Break
20-21 | ILPs and Teacher PD
24 | Instructional Day

August 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 | First Day of School

December 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19-30 | Winter Break

April 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7-10 | Spring Recess

September 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 | Labor Day
9 | Instructional Day
25 | Sandra Day O'Connor Day

January 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 | Teacher PD
6 | Instructional Day
16 | MLK Day
20 | Instructional Day

May 2023

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

25 | Last Day Students
26 | Last Day Teachers
29 | Memorial Day

October 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-7 | Fall Break
10-12 ILPs and Teacher PD

February 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20 | President's Day
24 | Instructional Day

June 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

No School

Important

No Instruction

Student Calendar - South, Phoenix, Poly, Pilgrim

2022/23 Calendar



July 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

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November 2022

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11 | Veteran's Day

24-25 | Thanksgiving

March 2023

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6-10 | Spring Break

13-14 | ILPs and Teacher PD

August 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 | First Day of School

December 2022

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19-30 | Winter Break

April 2023

S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
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7-10 | Spring Recess

September 2022

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17	18	19	20	21	22	23
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5 | Labor Day

25 | Sandra Day O'Connor Day

January 2023

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 | Teacher PD

16 | MLK Day

May 2023

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14	15	16	17	18	19	20
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25 | Last Day Students

26 | Last Day Teachers

29 | Memorial Day

October 2022

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3-7 | Fall Break

10-12 ILPs and Teacher PD

February 2023

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19	20	21	22	23	24	25
26	27	28				

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June 2023

S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

No School

Important

Mission

The mission of ASU Preparatory Academy is to design new models for educational success and to raise academic achievement for all learners.

ASU Charter

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural, and overall health of the communities it serves.

Purpose

This handbook provides guidelines and expectations for students, staff and families that will support a learning environment to best accomplish the mission of ASU Preparatory Academy.

Non-Discrimination

It is the policy of ASU Preparatory Academy not to discriminate on the basis of race, color national origin, gender, sexual orientation, age, or disability. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Legal name of entity: ASU Preparatory Academy
Compliance Officer: Janet Holt
Office Address: 1130 E. University Drive, Suite 230 Tempe, AZ 85281
Phone #: (480) 353-9437
Days/Hours: Monday – Friday 8:00am-4:00pm

ASU Preparatory Academy has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Any person who believes she or he has been subjected to discrimination on the basis of race, color, national origin, sex, age, or disability may file a grievance under this procedure. It is against the law for ASU Preparatory Academy to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

Grievances should be submitted to the Compliance Coordinator within 30 days of the date the person filing the complaint becomes aware of the alleged discriminatory action. If the alleged act of discrimination took place more than 30 days after awareness that a discriminatory act may have occurred, please provide an explanation as to why the complaint could not be filed within the 30-day timeline.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Compliance Coordinator (or her/his designee) shall investigate of the complaint. This investigation may be informal, but it must be thorough and in compliance with relevant statutes and regulations, affording all interested persons an opportunity to submit evidence relevant to the complaint. Allegations of sexual harassment or assault will be handled in compliance with the requirements of Title IX. The Compliance Coordinator will maintain the files and records of ASU Preparatory Academy relating to such grievances.

The Compliance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Compliance Coordinator by writing to the Head of Schools within 15 days of receiving the Compliance Coordinator's decision. The Head of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of race, color national origin, sex, age, or disability with any state or federal agency responsible for investigating discrimination.

ASU Preparatory Academy will make appropriate arrangements to ensure that disabled persons are provided accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio access of material for the blind, or assuring a barrier-free location for the proceedings. The Compliance Coordinator will be responsible for such arrangements.

Bullying

Students are prohibited from bullying, harassing or intimidating others on school grounds, school property, school sponsored events and activities and through the use of electronic technology or any electronic means. Bullying, harassment, or intimidation will not be tolerated.

Bullying is defined as repeated acts occurring over a period of time, which may include, but are not limited to, verbal, written, physical actions that are derogatory, exploitive, or manipulative against an identified student. Actions may include name calling, threatening, intimidation, rumor spreading, social exclusion or physical contact such as pushing, hitting, kicking, spitting or damage to personal property.

Students who are experiencing bullying, or who witness a student being bullied should immediately report the bullying behavior to a teacher or administrator. A written description of the incident should be provided as promptly as possible. The administrator will provide the student who alleges bullying with a copy of the student rights policy and inform the student of supportive measures available to the student. The administrator will inform the student's parent or guardian of the alleged incident. All reports of bullying, harassment or hazing will be investigated. If the report of bullying is substantiated disciplinary action may be taken against the individuals involved. The findings of the investigation will be shared with the student and the parent or guardian.

Students who are found to have engaged in bullying behavior will be disciplined in accordance with the ASU Preparatory Academy discipline policy, up to and including removal from the community.

Attendance Policy

Absences

Pursuant to A.R.S. 15-901(A)(1) excused absences shall be identified by the Department of Education. The department of Education defines an excused absence as, "An absence due to illness, doctor appointment, bereavement, family emergency, and out-of-school suspension." All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported as unexcused. Pursuant to A.R.S. 15-803(A), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or authorized person."

In order for absences relating to doctor or dental appointments to be excused, students must sign in at the office with a note produced by the doctor's or dentist's office. Absences relating to illness will be excused for three consecutive days upon daily parent notification. When a student is absent for the 4th consecutive day, due to illness, a doctor's note is required. In order for absences relating to bereavement, or school approved family travel to be counted as excused absences, the principal or office personnel must be notified prior to the absence.

Any student, grades 9-12, who misses ten percent (10%) or more of any class (usually five or more per semester) in any given subject, forfeits credit for that subject. This applies to all absences except those incurred while on school business.

Chronic Illnesses

Students with a chronic and/or recurring illness must provide documentation, signed by a doctor, and on file in the health Office if they are experiencing a chronic illness. A new form is required for each school year. A parent/guardian should be in contact with the school regarding the chronic health problem. A parent/guardian should contact a site administrator to develop an academic plan related to class work missed during absences. Absences due to a chronic illness are exempt from the cumulative 10% rule if they meet the guidelines of A.R.S. 15-346.

Tardy Rules and Procedures

A student who is habitually tardy may be considered truant. Students may be subject to disciplinary action including suspension if the administration determines that tardiness is excessive.

*Students are late to school if they are not in their seats at the start of the first period class (as shown on the student schedule).

*All parents are required to check their student in at the front office.

For approved high school students, a student may sign himself/herself in when arriving late to school without a parent/guardian; however, the parent/guardian of the student will be notified of their late arrival.

*An unexcused tardy is defined as a late arrival to school without a parent or legal guardian calling to excuse. Examples of this are: oversleeping, dropping off students at other schools, making stops for food and drink.

*An excused tardy is defined as late arrival for school because of an appointment such as: doctor, dentist, etc. and the parent or legal guardian calls to excuse a tardy. ASU Prep reserves the right to request documentation for appointments resulting in tardiness.

Student Tardy Count	Consequence
Students receive more than three unexcused tardies in a 30-day period	Notify Parent & Student Conference with Administration
Tardies four (4) and five (5)	Notify Parent & Student Conference- Detention-Lunch
Tardies six (6) and seven (7)	Notify Parent & 1 hour Detention- Before/After School
Tardies eight (8) or greater	1 day Community Break In School
Tardies 10+	3 Day Community Break In/Out of School
Tardies 12+	Truancy Letter to Parents-In Person Conference w/ Parents and Student. Possible loss of credit for students in grades 8-12
Tardies 15+	Truancy Officer Notified & Loss of credit in grades 8-12. Credit Appeal Required.

Casa Grande Dress Code

ASU Preparatory Academy - Family Handbook

● Dress Code

To enhance the experience of all our students we ask that you respect our dress code. For our ladies and gentlemen in grades nine through twelve, the uniform is a maroon collared polo shirt, and black or khaki bottoms. We consider boldly logo-ed athletic attire too informal for the educational experience we plan to provide.

Fridays are ASU Spirit Day. Students may choose to wear a gold-collared shirt in place of the regular uniform shirt. Bottoms remain the same.



Tops

Color: Maroon (gold may be worn on Thursdays)
Style: Polo

- ASU or ASU Prep logos on shirts are permissible.



Shoes

Shoes should have a closed-back or strap-back. Closed-toe shoes are required in all Science courses. Athletic shoes are required in Health and Wellness.



Outerwear

Color(s): Must be a solid color (no pattern). Black, tan, white, maroon, gold, gray are preferred.
Logos: ASU, ASU Prep or other University logos are encouraged (no other logos allowed).
Style: Jackets, sweaters, sweatshirts (long-sleeve shirts are not considered outerwear and will not be permitted to be worn as such). No hoodies.



Jewelry/Piercings/ Gauging

- Will be kept to a minimum (e.g., hoop earrings should not exceed the size of a quarter coin)
- Piercings of any exposed parts of the body other than the ears will not be allowed
- Gauging will not be allowed to exceed 6G (4.0mm)



Bottoms

Color: Khaki or black
Style: Pants (chinos), shorts, skirts or skirts

- Materials should be school appropriate: no denim, spandex, leggings, stretch pants or gym clothes.
- Bottoms must be size appropriate.
- Hemlines for shorts and skirts must extend beyond the outstretched fingers as the arm is relaxed against the side of the body.
- Long pants that cover the ankles are required for science lab use on lab days.



Tattoos/ Body Art

- Will not be allowed. However if permanent, will be covered



Backpack

- Will be free of logos, symbols or pictures representing something illegal, violent, illicit or suggestive

Interpretation of Dress Code

Any interpretation of the dress code will be determined solely by the administration at ASU Preparatory Academy including the definitions of "interference with the educational process" and "items that present a safety hazard." Violations of the dress code will have assigned consequences outlined in the Student Code of Conduct and at the discretion of the administration.

Phoenix Dress Code

ASU Preparatory Academy - Family Handbook

• Dress Code

ASU Prep students dress smartly and take pride in their appearance with designated school uniforms.

Fridays are ASU Fridays. Students may choose to wear a gold collared shirt in place of the regular uniform shirt. Bottoms remain the same.



Tops

Color: Maroon polo (Gold polo may be worn on Fridays)

Style: Polo

- All shirts must be collared.
- ASU Prep logos on shirts are encouraged.
- Shirts and blouses should not be sheer, see-through or have plunging necklines.
- Shirts and blouses should be size appropriate.



Shoes

K-8th Grade

Closed-toe shoes required every day. Athletic shoes should be worn on days when students have physical education.

High School

Shoes should have a closed-back or strap-back. Closed-toe shoes are required in all Science courses. No sandals allowed. Athletic shoes are required in Health and Wellness.



Outerwear

- Jackets, sweaters or sweatshirts may be worn over a uniform shirt with the collar showing.
- Outerwear may be of solid color (maroon, gold, black, white).
- No logos except ASU may be worn.
- No hoodies allowed.



Tattoos/ Body Art

- Will not be allowed. However if permanent, will be covered



Jewelry/Piercings/ Gauging

- Will be kept to a minimum (e.g., hoop earrings should not exceed the size of a quarter coin)
- Piercings of any exposed parts of the body other than the ears will not be allowed
- Gauging will not be allowed to exceed 6G (4.0mm)



Bottoms

Color: Khaki

Style: Uniform pants, shorts, skirts or skirts

- Materials should be school appropriate: no denim, spandex, leggings, stretch pants, gym clothes, holes or rips.
- Bottoms must be size appropriate.
- Hemlines for shorts and skirts must not be higher than three inches above the knee.
- Leggings worn with uniform must be solid in color (maroon, gold, black, white, gray)



Backpack

- Will be free of logos, symbols or pictures representing something illegal, violent, illicit or suggestive

Interpretation of Dress Code

Any interpretation of the dress code will be determined solely by the administration at ASU Preparatory Academy including the definitions of "interference with the educational process" and "items that present a safety hazard." Violations of the dress code will have assigned consequences outlined in the Student Code of Conduct and at the discretion of the administration.

Polytechnic Dress Code

ASU Preparatory Academy - Family Handbook

• Dress Code

For kindergarten through grade eight, the school uniform is a maroon polo top and khaki bottoms. For grades nine through twelve, the uniform is a maroon or white collared shirt and khaki or black bottoms.

Fridays are ASU Fridays. Students may choose to wear a gold-collared shirt in place of the regular uniform shirt. Bottoms remain the same.



Tops

K-8th Grade

Color: Maroon polo (gold polo may be worn on Fridays)
Style: Polo (ASU Prep logo optional)

High School

Color: Maroon or white (gold may be worn Fridays) Style: Polo with collar or button-up dress shirt with collar (plain or ASU/ASU Prep logos only, short or long sleeves okay)

- Shirts and blouses should not be sheer, see-through or have plunging necklines.
- Shirts and blouses should be size appropriate.



Outerwear

K-8th Grade & High School

Color: Must be a solid color (no pattern). Black, tan, white, maroon, gold, gray are preferred.

Logo: ASU, ASU Prep logos are encouraged (no other logos allowed).
Style: Jackets, sweaters, sweatshirts worn over a uniform shirt with the collar showing. (Long-sleeve shirts are not considered outerwear and will not be permitted to be worn as such but can be worn under uniform shirts if black, tan, white maroon or gray). NO hoodies, patterns, or plaids.



Bottoms

K-8th Grade

Color: Khaki-colored/beige
Style: Pants, shorts (knee length), skorts or skirts. Only solid colored socks/tights are allowed underneath the uniform (black, tan, white, maroon or gray)

High School

Color: Tan/Khaki or black
Style: Pants, shorts or skirts

- Materials should be school appropriate: no denim, cargo, spandex, leggings, stretch pants, gym clothes or rips/tears.
- Bottoms must be size appropriate.
- Hemlines for shorts and skirts must extend beyond the outstretched fingers as the arm is relaxed against the side of the body.
- Long pants that cover the ankles are required for science lab use on lab days.

Interpretation of Dress Code

Any interpretation of the dress code will be determined solely by the administration at ASU Preparatory Academy including the definitions of "interference with the educational process" and "items that present a safety hazard." Violations of the dress code will have assigned consequences outlined in the Student Code of Conduct and at the discretion of the administration.



Shoes

K-8th Grade

Closed-toe shoes required every day. Athletic shoes should be worn on days when students have physical education. NO boots.

High School

Shoes should have a closed-back or back-strap. Closed-toe shoes are required in all Science courses. Athletic shoes are required in Health and Wellness. NO flip flops, slippers or shower shoes.



Tattoos/ Body Art

- Will not be allowed. However if permanent, will be covered



Jewelry/Piercings/ Gauging

- Will be kept to a minimum (e.g., hoop earrings should not exceed the size of a quarter coin)
- Piercings of any exposed parts of the body other than the ears will not be allowed
- Gauging will not be allowed to exceed 6G (4.0mm)



Backpack

- Will be free of logos, symbols or pictures representing something illegal, violent, illicit or suggestive

South Phoenix Dress Code

ASU Preparatory Academy - Family Handbook

• South Phoenix K–12 Dress Code

For kindergarten through grade eight, the school uniform is a maroon polo top and khaki bottoms. For grades nine through twelve, the uniform is a maroon or white collared shirt and khaki or black bottoms.

Fridays are ASU Fridays. Students may choose to wear a gold-collared shirt in place of the regular uniform shirt. Bottoms remain the same.



Tops

K–8th Grade

Color: Maroon polo (gold polo may be worn on Fridays)
Style: Polo

High School

Color: Maroon or white (gold may be worn Fridays)
Style: Polo with collar or button-up dress shirt with collar

- ASU or ASU Prep logos on shirts are permissible.
- Shirts and blouses should not be sheer, see-through or have plunging necklines.
- Shirts and blouses should be size appropriate.



Shoes

K–8th Grade

Closed-toe shoes required every day. Athletic shoes should be worn on days when students have physical education.

High School

Shoes should have a closed-back or strap-back. Closed-toe shoes are required in all Science courses. Athletic shoes are required in Health and Wellness.



Tattoos/

Body Art

- Will not be allowed. However if permanent, will be covered



Outerwear

K–8th Grade & High School

Jackets, sweaters or sweatshirts may be worn over a uniform shirt with the collar showing. Outerwear may be of solid color. No logos except ASU may be worn.



Jewelry/Piercings/

Gauging

- Will be kept to a minimum (e.g., hoop earrings should not exceed the size of a quarter coin)
- Piercings of any exposed parts of the body other than the ears will not be allowed
- Gauging will not be allowed to exceed 6G (4.0mm)



Bottoms

K–8th Grade

Color: Khaki
Style: Pants, shorts, skorts or skirts

High School

Color: Tan/Khaki or black
Style: Pants, shorts or skirts

- Materials should be school appropriate: no denim, spandex, leggings, stretch pants or gym clothes.
- Bottoms must be size appropriate.
- Hemlines for shorts and skirts must extend beyond the outstretched fingers as the arm is relaxed against the side of the body.
- Long pants that cover the ankles are required for science lab use on lab days.



Backpack

- Will be free of logos, symbols or pictures representing something illegal, violent, illicit or suggestive

Interpretation of Dress Code

Any interpretation of the dress code will be determined solely by the administration at ASU Preparatory Academy including the definitions of "interference with the educational process" and "items that present a safety hazard." Violations of the dress code will have assigned consequences outlined in the Student Code of Conduct and at the discretion of the administration.

Pilgrim Rest Dress Code

ASU Preparatory Academy - Family Handbook

• Dress Code

ASU Prep students dress smartly and take pride in their appearance with designated school uniforms.

Fridays are ASU Fridays. Students may choose to wear a gold collared shirt in place of the regular uniform shirt. Bottoms remain the same.



Tops

- Color: Maroon polo (Gold polo may be worn on Fridays)
Style: Polo
- All shirts must be collared.
 - ASU Prep logos on shirts are encouraged.
 - Shirts and blouses should not be sheer, see-through or have plunging necklines.
 - Shirts and blouses should be size appropriate.



Shoes

- ALL BLACK (no white stripes or bottoms) shoes
- You may wear sneakers (younger students)
- CROCS and open toe sandals NOT Allowed
- Sneakers should be worn on PE days



Outerwear

- Jackets, sweaters or sweatshirts may be worn over a uniform shirt with the collar showing.
- Outerwear may be of solid color (maroon, gold, black, white).
- No logos except ASU may be worn.
- No hoodies allowed.



Socks

- Maroon or black socks—Knee socks must be worn with skirts, skorts, and jumpers. Crew, ankle or knee socks may be worn with other uniform bottoms (pants and shorts as determined by family for desired look).



Patches

- Our students will design our school's own crest the first week of school. Crests should be worn over the left side upper chest corner—will be made as an iron on.



Bottoms

- Color: Khaki
Style: Uniform pants, shorts, skorts or skirts
- Materials should be school appropriate: no denim, spandex, leggings, stretch pants, gym clothes, holes or rips.
 - Bottoms must be size appropriate.
 - Hemlines for shorts and skirts must not be higher than three inches above the knee.
 - Leggings worn with uniform must be solid in color (maroon, gold, black, white, gray)

Interpretation of Dress Code

Any interpretation of the dress code will be determined solely by the administration at ASU Preparatory Academy including the definitions of “interference with the educational process” and “items that present a safety hazard.” Violations of the dress code will have assigned consequences outlined in the Student Code of Conduct and at the discretion of the administration.

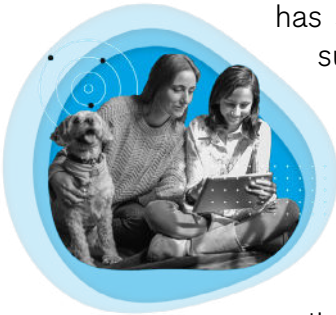
Athletics and Activities

ASU Prep offers many different athletics and activities for our students. To see what your campus offers, please visit and click on your school: asuprep.asu.edu

Family and Community Engagement

At ASU Preparatory Academy we believe family engagement and support help make critical contributions to student success. At ASU Prep, we are committed to

working with you to foster an environment of success for your student. Research has shown that students who have the support of their families are more successful in school and ultimately more prepared for college and career upon graduation.



During the school year, ASU Preparatory Academy sends an email newsletter for families. We will help you stay connected to information about resources and upcoming events. The primary guardian for each student will be added to the distribution list. If you would like to receive the newsletter for your school, please reach out to your front office team and ask to be subscribed.

Parent/guardian Conduct on Campus

ASU Preparatory Academy takes securing the educational facility and learning environment seriously. Fingerprint clearance or a background check is required for all those who volunteer on campus where an adult is to be alone with students, including, but not limited to reading groups, lunch duty, chaperoning field trips, and assisting with classroom celebrations. If you cannot provide a fingerprint clearance card or a background check, please consult with your school principal.

Additionally, all visitors to our campus, including parents and guardians are expected to adhere to our community norms. This includes adherence to ARS 13-2911 (interference with or disruption of an educational institution). Any parent/guardian who willfully disrupts, threatens the safety of staff or students, or otherwise interferes with ASU Preparatory Academy staff or students will no longer be permitted on the campus of ASU Preparatory Academy.

Assessments and Testing

Assessments and Testing Academic progress at ASU Preparatory Academy will be monitored and assessed using state standardized tests, progress monitoring and a benchmarking assessments. These tests measure proficiency in reading, writing, science and mathematics. Students in all grades will also be monitored through curriculum-based assessments. Teachers create content-specific assessments and students also self-assess their progress. Assessments will be explained in detail at Individualized Learner Profile (ILP) conferences.

Student Information System

ASU Preparatory Academy uses a student information system named Infinite Campus to manage student data. Parents/guardians have access to the attendance, grading, and contact information of their students through the Infinite Campus Portal. Parent/guardian login information is provided at the start of each school year. Individualized Learner Profile ILPs.

Individualized Learner Profiles (ILP) will be developed for each student in consultation with parents/guardians and families. Progress toward the ILP goals will be monitored throughout the year. This plan will include a criterion list of learning outcomes the student is expected to achieve by the end of the quarter. This list will serve as both a visual indicator of progress and an agenda for personal conferences with the student's teachers and parents/guardians. Student/parent/teacher conferences will be conducted throughout the year. The conference will include a review of the student's progress and goals for the upcoming term. Participation in the ILP conference is required for the parent/guardian and student.

Graduation Credit Requirement Breakdown

The minimum credits required per subject area include:

Math	4 credits
English	4 credits
*Lab Science	3 credits
Social Studies	3 credits
*World Language	2 credits
CTE/Vocational or Fine Arts	1 credit
Electives	5 credits

Progress Reports/Report Cards

Elementary

In progress grades will be available to parents/guardians the fifth week of each quarter with the final report card available at the end of each quarter.

High School

In progress grades will be available to parents/guardians the fifth week of each quarter with the final grade posted to the students transcript at the end of each semester.

ECAP

Each student will develop and reuse a personal Education and Career Plan (ECAP), an academic planning guide, which will be reviewed annually with their academic counselor at the student's ILP Conference.

Textbooks and Materials

Students will be provided printed and/or electronic textbooks free of charge. However, students may be asked on a voluntary basis to donate a limited number of basic supplies, such as pencils, pens, notebooks and crayons. Extended day students options for high school students may include an additional materials fee.

High School Transcripts

To expedite our transcript process, ASU Preparatory Academy has partnered with a third party transcript vendor, Parchment. You can now make your transcript requests online, without ever having to visit the school office. This is a simple, secure, and faster process. To request your transcript you will first create an online account with Parchment (<https://asuprep.asu.edu/transcripts>). Once you have created your account, you will be able to request to have your official or unofficial transcript sent electronically to the institution of your choice (including NCAA) and/or to yourself.

Academic Integrity

Students are expected to display honesty and integrity in completing assignments, both in classroom and at home.

Cheating includes copying another's assignment or allowing someone else to copy your assignment. If a student is caught cheating during an assessment, he or she will receive a "No Credit" for the assignment. Additional consequence for cheating may be given based upon the factual circumstances.

Plagiarism is to use and pass off the ideas or writing of another as one's own. It is a form of stealing. When a teacher determines that a student has plagiarized, they will first determine if the student's actions were knowing or ignorant; did the plagiarism occur before or after a related research skill has been taught? In cases where the plagiarism is deemed inadvertent (e.g., improperly cited sources), the student will be educated. In cases where the plagiarism is deemed flagrant (e.g., an essay copied from the Internet or a repeated offense), the case will be referred to the administration for disciplinary consequences. Repeated, flagrant plagiarism may be grounds for suspension or expulsion.

The abuse, improper use, illegal practices or violation of any policy, rule, law, or behavior expectation through the use of the computer is forbidden. This includes cheating and plagiarism. Misuse of technology may result in temporary loss of computer privileges. Continued, severe or repeated misuse of computers may result in an inability to complete the prescribed academic program of this school

Special Education Services

ASU Preparatory Academy provides Special Education in accordance with all federal and state statutes, regulations, and guidelines. While it is our belief that most special education needs can be met by the inclusion of the student in the regular classroom, students will be provided specially designed instruction and related services as indicated in the student's Individual Education Plan (IEP). Once enrolled, review of the student's existing IEP will be conducted within 10 school days. All services at ASU Preparatory Academy will be provided in accordance with the Individuals with Disabilities Education Act (IDEA). When the student's teacher and/or parent/guardian suspect a disability, the pre-referral process will be initiated. If the pre-referral process leads to the need for evaluation, or review of existing data, a meeting will be held, which includes the parent(s) or guardian and student if appropriate, and parent/guardian permission will be obtained in writing before an evaluation takes place.

After a student has been evaluated, a multidisciplinary evaluation team (MET) meeting, which includes the parent(s) or guardian and student if appropriate, will be conducted to determine the student's eligibility for special education services. Team members include classroom teacher, school psychologist, special education teacher, administrative representative, parents/guardians, and any involved related service providers. Based upon the information and data collected through the evaluation process and the determination of the team members regarding the eligibility of the student for special education services, an IEP meeting may be scheduled,

and an IEP may be developed by the team, which includes the parents/guardians and student if appropriate. Our primary goal of services is to provide services and supports to students that allow them to make meaningful progress in the general education curriculum in the least restrictive environment. In compliance with IDEA 2004, ASU Preparatory Academy is notifying parents/guardians of the availability of special education services for students through 21 years old. Procedural safeguards are available upon request. To access services, please contact:

Name: Janet Holt

Phone: (480) 353-9437

Email: Janet.Holt@asu.edu

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) 2004, ASU Preparatory Academy will conduct child find activities for children birth through 21 years old.

The following are the procedures: Pre-referral, Child Find and Identification

1. Review school records (from prior schools and school of current enrollment).
2. Complete a 45-day screening for school-aged children new to the school.
3. Document interventions attempted for school-aged children prior to referring for an evaluation.
4. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program.
5. Provide information to parent/guardian(s) in writing.
6. If appropriate, refer the child for evaluation and/or other appropriate services.

Charter schools identify, locate and evaluate all children with disabilities within their population served who are in need of special education and related services. For more information, contact your school site.

45-Day Screening

As mandated by Arizona Administrative Code (A.A.C.) R7-2-401 (C) and (D), ASU Preparatory Academy is required to establish a process to ensure that any academic and/or developmental concerns of its students are not overlooked, and to determine this within the first 45 days of each child's attendance at a new school. To comply with this mandate, your child's classroom teacher will screen your child on aspects of your child's development such as language, cognition, perception, and motor skills. Screening is a process of rating skill strengths and weaknesses. Should you have any questions about the screening process, please feel free to contact your child's teacher or school office.

Section 504 Compliance

In compliance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity at ASU Preparatory Academy. The law also requires that facilities be readily accessible for use by individuals with disabilities. ASU Preparatory Academy is obligated to comply with the requirement of this law. Questions concerning the law may be addressed with your school site principal.

Principals serve as Section 504 liaisons at the school sites.

Any person who believes she or he has been subjected to discrimination based on disability may file a grievance under this procedure. It is against the law for ASU Preparatory Academy to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. An outline of grievance procedures is available at each school on request. Questions concerning the way in which ASU Preparatory Academy complies with this law may be addressed with your school site principal.

Section 504 Grievance Procedure

It is the policy of ASU Preparatory Academy not to discriminate on the basis of disability. ASU Preparatory Academy has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Section 504 Compliance Coordinator, who has been designated to coordinate the efforts of ASU Preparatory Academy to comply with Section 504.

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

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 30 days of the date that the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The
- Section 504 Coordinator will maintain the files and records of ASU Prep Digital relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Chief Executive Officer within 15 days of receiving the Section 504 Coordinator's decision. The Chief Executive Officer shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Health and Human Services, Office for Civil Rights.

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

Parents' Right to Know Notice

We are pleased to notify you that in accordance with the Elementary and Secondary Education Act (ESEA), you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or substitute status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Public Notice of Educational Rights for Homeless Youth

Services to the Homeless Population Children who are determined homeless are provided with certain rights in schools that ensure an equal opportunity for education. The term “homeless children and youth” means individuals who lack a fixed regular and adequate nighttime residence (A); and (B) includes—(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

The McKinney-Vento Homeless Assistance Act (Subtitle B—Education for Homeless Children and Youth), reauthorized in 2015, ensures educational rights and protections for children and youth experiencing homelessness. McKinney-Vento Regulations All students are required to fill out a McKinney-Vento form upon enrollment. If your living arrangement is both temporary and the result of economic hardship, you may qualify for services under the McKinney-Vento Act.

The purpose of this law is to provide academic stability for students of families in transition.

You may want to talk with our Homeless Education Liaison if your family's temporary living arrangement is one of the following:

- You are living with friends or relatives, or moving from place to place because you cannot currently afford your own housing.
- You are living in a shelter or a motel.
- You are living in housing without water or electricity.
- You are living in a place not considered traditional housing, such as a car or a campground.

A student may also qualify as an “unaccompanied youth” if he or she is living with someone who is not a parent or guardian, or if he or she is moving from place to place without parent or guardian.

Children who qualify under McKinney-Vento have the right to:

- Attend the school they were attending when their family was forced to move to a temporary address because of economic hardship, even if that school is in another school district. The choice must be a reasonable one that is in the best interest of the children involved.
- Contact the Homeless Education Liaison if you are not sure.
- Stay in this school for the duration of the school year if their families are forced to move to another temporary address because of economic hardship.
- Receive assistance with transportation to attend school while they are in temporary housing
- Start school immediately while people at the school help families obtain school and immunization records or other documents necessary for enrollment.
- Enroll in school without having a permanent address
- Participate in the same programs and services that other students participate in.
- Receive any applicable Title I services.

Birthdays, Holidays, and other Celebrations

Special days in the lives of our students and staff are important to them, your family and to the learning community. The manner in which we recognize and celebrate these special days should honor and respect both those who willingly participate or choose not to participate. We also support family visiting the school during lunchtime to celebrate. However, we ask that NO food or drinks be part of the celebration. We have many students with food allergies and do not want to be in a position of excluding them from the celebration. We ask that balloons, flowers and surprises be shared at home because they interrupt the educational process.

ASU Preparatory Academy honors diversity in all aspects of our lives. This includes the religious holidays celebrated by the wide span of religions represented in our learning community. Religious and cultural holidays are important to both the individual student and our learning community. We will not celebrate any religious holiday school-wide. Students are encouraged to share about the holidays they celebrate and tell their peers about the origin of the holiday and why the day is important to them. This can take place during the classroom meeting.

Classroom Visits

Information about school tours, visits, or observations pursuant to A.R.S. 15-184(j) may be found on the school website.

Food Deliveries

ASU Preparatory Academy schools are “closed campuses.” Students attending our schools are not permitted to leave the school grounds. We do have lunch available and students are permitted to bring a lunch; however, any outside food deliveries will not be permitted (this includes UberEats, Postmates, etc.).

Emergency Drills

Emergency drills are held monthly to teach students the safest, quickest, route to exit from school buildings. A fire evacuation plan is posted in each room. Students and staff should study the plan and become familiar with it. It is important for students to follow their teacher’s instructions quickly and quietly whenever such an emergency exists. When the first alarm sounds, students will immediately leave the room in an orderly fashion as outlined by the teacher. Since safety in an evacuation is of utmost concern, no one will be allowed to run. Students are not permitted to talk during a fire drill and are to remain at least 150 feet away from the building. No one is to return to the building until instructed by administration.

Individual plans will be made for students with disabilities if they are unable to follow the usual emergency procedures. Those with significant needs will have a safety plan in place stored in the nurse’s office and communicated to first responder agencies as appropriate. SPED related service staff will be responsible staff for monitoring and assisting those students with additional safety needs during an emergency situation.

Mandatory Child Abuse Reporters

Schools are mandatory child abuse reporters. If there is reason to believe that a child is being abused, teachers and administration will report suspected abuse to the authorities.

Due Process

Students have rights and the responsibility to respect the rights and property of others. If a student fails to fulfill responsibilities regarding conduct, disciplinary action will follow. Each student is entitled to due process. This means that the student must be informed of the allegations and have an opportunity to respond including the right to be informed of the accusations against them, have an opportunity to accept or deny the accusations, have the factual basis for accusations explained to them, and have a chance to present an alternative factual position if the accusations are denied.

Staff Conduct with Students

Employees are expected to exercise general supervision over the conduct of students, not only while in the classroom, but also before and after school and during breaks. Teachers and other staff members will give students the dignity and respect they deserve and avoid embarrassing any student.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students; interference with those rights will not be tolerated.

All personnel employed by the school are expected to relate to students of the school in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the student and the staff, the education profession and process.

Violations of the above shall be considered serious and may result in severe disciplinary action and criminal prosecution.

Health and Safety Protocols

The health and well-being of our students, staff and families continues to be our highest priority.

*NOTE: COVID protocols are subject to change at any time, reflecting current Maricopa and Pinal County guidelines to ensure the health and well-being of our students, staff and families.

Inappropriate and Excluded Items

Items that interfere with the educational process or present a safety hazard as determined by the ASU Preparatory Academy administration will be confiscated. Students will be assigned an appropriate consequence for possession of these items in accordance with the discipline procedures.

Electronic Devices and Cell Phones Electronic devices such as cell phones, Air Pods, iPods, electronic games, etc. may be carried to school and used before or after school. All electronic devices should be turned off and stored in the student's backpack during school hours. Electronic devices may not be used during school hours without specific permission of the teacher.

Any electronic device which is not turned off or is not stored in the student's backpack during school hours, may be confiscated and turned in to the office. The electronic device will only be released to the parent and/or guardian of the student. The school is not responsible for loss or theft of electronic devices that students choose to bring to campus. *Note Accommodations with parent consent may be made at the site level with Principals.

Drug Free Zone

ASU Preparatory Academy is a Drug Free Zone which includes off campus consumption prior to being on school property, at a district function, or at a school-sponsored activity. It also includes use, possession, or distribution of drug paraphernalia, imitations of non-prescribed drugs, narcotics, and other noxious substances. The sale and/or distribution of any unauthorized controlled substances to other students at school, school activities, or even on district property or within the defined bounds of the drug-free school zone shall result in a recommendation for an expulsion hearing. This includes use, possession, distribution, or sale of tobacco, simulated tobacco products, (i.e., hookah pens, electronic cigarettes, etc.) alcohol, drugs, controlled substances, narcotics, paraphernalia, any non-prescribed drug.

Search and Seizure

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school administrators have a responsibility and the authority to search and obtain information for school safety. Searches will be limited in scope to that necessary to find or identify any contraband or dangerous item, and in no circumstance will a strip search be initiated. Reasonable efforts to contact a parent or guardian prior to a search of a student's person will be made.

Personal Property

Student cubbies, desks, school textbooks, computers and library books are the property of ASU Preparatory Academy and remain, at all times, under the control of the school. However, students are expected to assume full responsibility for the security and safekeeping of their desks, books and other property and equipment.

Personal items that are not considered necessary for the student's educational experience should be left at home, as the school cannot assume responsibility for these items. ASU Preparatory Academy is not responsible for the safe keeping of your personal items nor does the district assume responsibility for lost or stolen property. Any personal item (i.e., cell phone, Air Pods, iPod, camera, handheld game, toys, or dangerous items, etc.) which causes a disturbance or interferes with learning, should not be brought on campus and may be taken from you and may or may not be returned. When there is reasonable suspicion to believe that personal property has been missing or stolen or may be detrimental to the health, safety and welfare of others, a search may be conducted of a student's personal property including backpacks, cell phones and clothing pockets.

The use of school property before/after school hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited.

Positive Intervention Approach

In the event that students misbehave and do not abide by the principles outlined in the Guidelines for Behavior, ASU Preparatory Academy will use a positive discipline approach to correcting behavior. Positive Interventions are grounded in interventions at different levels: the individual, group, class, school, family, and community settings. ASU Preparatory's discipline practices are based on the belief that human beings are happier, more cooperative, and productive, and

more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them. The key function to our discipline practices is restoring and building relationships.

Positive Intervention Guidelines

- Address obligations of the offender resulting from those harms, as well as the community's obligations to both victims and offenders.
- Use inclusive, collaborative and restorative processes.
- Involve all individuals (harmed parties, offenders, parents/guardians, students, staff, and faculty) who have a legitimate stake in a given situation.
- Seeks to put right the wrongs that have been done so that victims feel safe and valued, and offenders feel restored to the school community.

Positive Intervention Goals

- Acknowledges that relationships are central to the building of the school community.
- Must establish policies and procedures that focus on harms done and misbehavior in a way that strengthens relationships.
- Focuses on harms done rather than rules broken.
- Gives voice to the person who has been harmed.
- Engages in collaborative problem-solving.
- Empowers change and growth for all involved.
- Enhances responsibility for actions and attitudes for all involved.

The goals of these practices are that:

- ASU Prep will foster a culture that is a safe, friendly and enjoyable learning environment.
- ASU Prep will foster an environment where everyone feels valued, respected, and included.
- ASU Prep will be a school where students are motivated to learn and faculty and staff enjoy meaningful and fulfilling work.

Positive Intervention Process

The Positive Intervention Process is designed to differentiate between punishment and discipline. Discipline is a way to teach kids to follow rules or correct misbehavior. Punishment is a form of negative discipline and is often used to get rid of or end a behavior. Positive Intervention process works just as

well as negative discipline. Positive behavior interventions in schools discourages the behavior while also teaching students expectations and accountability. Students make connections between their actions and the natural and logical consequences.

While the process outlined below is designed to provide a “map” for how Teachers, students and staff should correct misbehavior, address harm done, and provide an opportunity for students to be reincorporated into the school community, all are advised to use their discretion in each individual instance as to what is respectful and appropriate in each individual instance. Thus, the Positive Intervention process outlined below is a guide for decision-making, not a hard and fast set of rules. The Respect Agreement: At the beginning of the school year, each Teacher will lead his/her class in the development of a “Respect Agreement” for the class.

The Respect Agreement's purpose is to have students and teachers agree as to the guidelines for behavior that will create a safe, cooperative, and constructive classroom setting. The Respect Agreement will address the following four areas of behavior: Students respecting themselves and other students; Students respecting Teachers and Adults in the school; Teachers respecting Students; and Students and Teachers respecting school facilities and equipment. Respect Agreements must also include school rules outlined in this code of conduct. Once it is developed, Respect agreements are posted in a place in the classroom that is visible to all in the room.

In Class Issues: As issues of misconduct arise in the class, Teachers will seek to handle the misconduct by reminding students of their need to follow school guidelines by reteaching students school expectations. If students admit their infraction and immediately seek to correct their behavior, the student and Teacher will celebrate the resolution of a problem behavior, and the incident will be considered resolved. If the incident involves a single student, the Teacher will seek to handle the issue in a one-to-one session with the student. If the infraction involves a group of students or the entire class, the teacher will handle the issue in class using an appropriate method, such as a class meeting.

Respect Agreement Issues: If the Teacher's attempt to reteach expectations does not resolve the issue, Teachers and students will refer to the class Respect Agreement for guidance. Teachers will remind students of their prior agreement, the reasons behind the Respect Agreement, and how the behavior in question violates that agreement. Students are then invited to discuss the issue until a mutually agreed upon resolution is reached. While the decision to handle student misconduct issues in class shall ultimately be up to the teacher. The teacher may also utilize the Reflection folder, parent/guardian communication, or refer to the Dean of Students if the behavior becomes a chronic issue. ▪ The student may elect to have the teacher decide on an appropriate resolution to the incident; ▪ Students may request that a school leader serve as a mediator to work with students or to come to a resolution; or ▪ Students may choose to work at resolving the issue without a mediator.

Class Meeting: If an incident occurs between students of different classes, or attempts to resolve an issue in class has proven unsuccessful, students will be given one of three options:

- The student may elect to have the teacher decide on an appropriate resolution to the incident;
- Students may request that a school leader serve as a mediator to work with students or to come to a resolution; or
- Students may choose to work at resolving the issue without a mediator.

If the incident involves a student and a Teacher, and an appropriate resolution has not been reached, the Teacher can then refer the student to the Administration for a conference. If the incident involves a number of students, the Administration may choose to hold a restorative circle with students and adults involved in the incident. Who to include in the conference or circle will be up to the discretion of the Administration.

In the conference or circles, the five reflective questions will be discussed:

- What happened?
- What were you thinking at the time?
- Who has been affected by what you have done?
- In what way?
- What do you think you need to do to make things right?

Taking a Break from the Community (Missed activity, In-School Suspension, or Out-of-School Suspension): In those instances where the person(s) committing that misconduct or inflicting the harm does not agree to be restored, he or she will be asked to take a break from the community. There are three different levels of community breaks that may be issued for misconduct.

Three Levels of a Community Break:

Taking a Break from Community Activity: The student loses the privilege of participating in an activity or using materials for a brief time, usually a class period or a day. What is taken away must be directly related to the misbehavior, and the teacher/Administrator must make sure that the child truly understands and can live up to expectations. Teachers and Administration use this type of logical consequence when students defy, test, or simply forget the rules.

In School Community Break: The student attends school as usual but must report to a designated room for the entire school day. This allows students to stay on campus and gives students access to teachers if they have questions about classwork.

Out of School Community Break: The student is not allowed to attend school for a designated number of days. Students under the age of seven will not be given an out of school community break. Out of school community breaks for students in grades 4 and below will follow those provisions set out in A.R.S. 15-843 K and Governing Board Policy.

ASU Prep, pursuant to Arizona state law, shall expel from school for at least one year a pupil who is determined to have threatened an educational institution. In its discretion, the school may modify this expulsion requirement for a student on a case-by-case basis if the student participates in mediation, community service, restitution, or other programs in which the pupil takes responsibility for the results of the threat. ASU Prep may reassign a pupil who is subject to expulsion to an alternative education program if the student participates in mediation, community service, restitution, or other programs in which the pupil takes responsibility for the threat. A student's parent or guardian may be required to participate in mediation, community service,

restitution, or other programs in which the parent or guardian takes responsibility with the pupil for the threat. «Threatened an educational institution» means to interfere with or disrupt an educational institution as defined in section ARS 13-2911 by doing any of the following:

1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
4. Refusing to obey a lawful order to leave the property of an educational institution.

Suspension/Expulsion of Students with Disabilities

Students placed in special education programs will be expected to abide by the rules of conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of I.D.E.A. and state statutes.

An Out of School Community Break may be an option for students in the special education program and would count toward the maximum 10 days of suspension per school year before a change in placement is considered to have occurred. After 10 days, either consecutive or cumulative throughout the school year occurs, (or if a pattern of removals for behavior occurs) the special education department will conduct a manifestation determination team meeting which includes the parent or guardian, to decide if the behaviors are the result of the student's disability or if more or different supports are necessary.

Student Suspension and Expulsion/Due Process

A student whose conduct may warrant long-term suspension or expulsion shall be provided with written notice of the alleged misconduct and an opportunity to be heard by an impartial hearing officer. The form of due process required shall depend upon the gravity of the situation and the type of discipline invoked. In certain circumstances, an alternative to long-term suspension or expulsion will be offered to the student.

If a student withdraws from school after receiving notice of possible action concerning discipline, suspension, or expulsion, Administration may continue with the action after the withdrawal and may record the results of such action in the student's permanent file.

Records and Medication Policies

Health Services

It is the mission of the health office staff to keep students healthy and in school. Health Services is responsible for overseeing and tracking immunizations and routine screenings within Arizona State regulations. Parents/guardians will be contacted if there is anything missing from their child's health record. It is very important for the school nurse to have up-to-date parent/guardian phone numbers for every child. No child who is sick will be allowed to walk home, even with parental permission. Children are allowed to be picked up only by adults whose names are listed under the emergency contact information on Infinite Campus. Release of a student to a non-emergency contact or Uber requires admin approval and an email from the parent per incident.

All school health information is confidential and protected by FERPA and HIPAA laws. School health data is stored within Infinite Campus. Parents/guardians are responsible for informing the health office of any chronic illnesses that may interfere with learning or school day-to-day activities. Before the start of the school year, please ensure that your child's health records are up to date through the Infinite Campus Parent Portal.

Regular strength acetaminophen (Tylenol) will only be given to students who have written permission from a parent/guardian, indicated by online registration, and must be updated annually. Acetaminophen will be given as needed within the guidelines and directions listed on the label and based upon clinical judgment.

Medications needed by students should be given on a schedule that permits as many doses as possible to be given at home with supervision of a parent/guardian.

If medication must be taken during school hours, the parent/guardian must complete an "Authorization to Administer Medication to Students" form, available from Health Services. A medication consent form must be on file. Medications may not be sent to school with students. All medications, whether prescription or over the counter, including refills, **MUST** be brought to the health office by the parent or designated adult.

Prescription medication must be in the original prescription container labeled by the pharmacist. Label must include name of the student, name of the medication, dosage, frequency, and time to be given (if specified). Prescriptions must be in English. Doctor's orders are needed for changes to dosage, frequency or time of medication noted on the pharmacy label. Narcotic medications are not permitted at school under any circumstances.

Over-the-counter medication may be given with parent/guardian verbal consent if from the stock school health supply (including, but not limited to, Benadryl, ibuprofen, antacid tablets, aloe vera, calamine lotion, aromatherapy, etc.) Individualized over-the-counter medications on a

daily or scheduled basis. Cannot give if not age appropriate or expired.

Doctor's orders must be in writing on physician letterhead. Doctor's orders must include Name of student, name of the medication, dosage, frequency, and time to be given (if specified). Doctor's orders may be faxed or sent via encrypted email to Health Services. Please note on the fax: "Attention: Health Services" and the specific student's full name and date of birth.

Medications must be current. By law, Health Services will not give medications past the expiration date on the label.

Medication no longer being given to students at school cannot be stored at school and must be picked up by the parent/guardian and returned home at the end of the school year.

At the end of each school year, all medications must be removed from Health Services. Medication will not be stored at school over the summer break. A parent/adult must pick up the medications to be taken home. Medications cannot be sent home with students. All medication not picked up by the end of the last day of school will be destroyed and discarded by Health Services.

Exclusion from School Due to Illness

Symptoms of illness can appear suddenly; they progress rapidly in children, and infections spread easily in school settings. Many of our children are very susceptible to viruses.

In an attempt to minimize the spread of illness, we are requesting that you keep your child home if he/ she exhibits any of the symptoms described below. If you are unsure as to whether your child's symptoms are indicative of an illness, we are requesting that you keep your child home for the day. Unusual behavior changes or sleep patterns may also be indicative of the onset of illness. If your child is sent home due to illness, or becomes sick at home, keep him/her home for at least 24 hours after ALL symptoms have improved. A child sent back to school too soon will usually be more susceptible to other illnesses and may put other students at risk.

Symptoms of Illness Requiring your Child to Stay Home

Fever

Temperature of 100.4° F or higher, especially if other symptoms are present. No fever-reducing medications must have been given within 24 hours of arriving to school.

Diarrhea

One or more episodes of watery or loose stools within 24 hours of arriving to school.

Vomiting

One or more times in a 24-hour period.

Body Rash

Rashes are frequent occurrences in children. However, if the rash is accompanied by fever, or causes severe itching or discomfort, your child should remain at home until the symptoms disappear or are treated by a physician who gives you a written clearance for him/her to return to school.

Eye Discharge

Thick mucus or yellow/green drainage from the eye, crustiness along eyelids which appears after cleaning, or "pink eye." Child must be on antibiotics for at least 24 hours before returning to school. Sore Throat/Fever/Swollen Glands Severe sore throat, especially accompanied by fever and/or swollen glands may be strep throat. Strep throat requires treatment with antibiotics. The child MUST be on antibiotics for at least 24 hours before he/she can return to school. Please do not hesitate to keep your child home longer if the complaints are not greatly improved after only 24 hours.

Runny Nose/Cough

Runny noses and coughs are frequent during the winter and the spring. If your child coughs continuously, has thick yellow/green nasal or mucous drainage, or requires frequent wiping of nasal mucous drainage, please keep him/her home. Should these symptoms develop at school we will request that you take him/ her home.

Irritability/ Excessive Sleepiness

Excessive sleepiness, irritability, or unusual behaviors, especially in younger children may be indicative of the onset of illness. Children are uncomfortable, unhappy, and do not benefit from the classroom at these times.

Head Lice

If live lice are found, a parent/guardian must pick up the student immediately. After proper treatment and removal of nits/eggs, a student may return with a clearance from the school nurse.

Returning to School after Significant Illness, Injury, or Surgery

To maintain the health and safety of our students, it is essential that we receive current information on a child who is returning to school after a period of absence. In the event that a student is absent for three or more consecutive days, is hospitalized, has a need to go to the Emergency Room, or has a change in their functional status (i.e. change in weight bearing status, functional restriction, etc.) due to illness or injury, please provide the school nurse with documentation

from the physician noting any change in medications or restrictions including start date, date of return to school, or changes in activities. For injuries, please provide specific instructions from the physician regarding any restrictions or accommodations related to physical activity, therapy and/or equipment use which should be implemented at the school. The physician should also include a specific time frame for the restrictions. Without this note, the student may not be able to participate in his/her regularly scheduled activities, including therapies. We recommend in all such situations that a parent/guardian call the school nurse prior to the student returning. All documentation can be sent in with the student or emailed to the school nurse. The initiation of the chronic illness process may be discussed on a case-by-case basis or upon parent request.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA affords parents and students over eighteen (18) years of age (eligible students) certain rights. They are:

- The right to inspect and review the student's education records within forty-five (45) days from the day the school administrator receives a written request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents/guardians should write to the school administrator, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to the school officials with legitimate educational interests to review educational records in order to fulfill professional responsibility.
- Visit the FERPA website to read the full FERPA annual notification of rights and additional options.

Form Agreements

Receipt for Student Attendance and Discipline Procedures

Student attendance and their actions at school impact their learning. It is important for the entire family to understand the attendance policy and the discipline procedures at ASU Preparatory Academy.

Acknowledgement must be confirmed in Infinite Campus.

If a student's behavior requires immediate removal from the classroom or school, the student may be picked up, taken home or taken to the parent's/guardian's place of employment.

Student Safety Agreement

As a student at Arizona State University Preparatory Academy, I agree to follow the safety rules listed below while on my way to school, at school, and from school.

I agree to:

- Cross streets only in properly marked crosswalks
- Be alert and not distracted by electronic devices and cell phones
- Behave appropriately on the bus and at bus pick-up and drop-off
- Use the office phone to call my parents/guardians if I am not going directly home
- Be respectful of my community
- Follow the above expectations and I understand that my extended day or activity privileges will be revoked for a violation of this safety agreement

Parents/guardians who do NOT want information released about their children must deny directory information within Infinite Campus in the Student section under RELEASE AGREEMENTS.

District News and Media Opt Out Your student may be interviewed, recorded, videotaped, or photographed by the media or school staff for a story in the newspaper, internet, radio, or television. These media requests must be approved by school administration which will assure the best interests of your child and that their safety and rights are upheld. We will be cautious with our practices regarding this issue. Parents/guardians who want their child(ren) EXCLUDED from these activities, must opt out within Infinite Campus in the Student section under RELEASE AGREEMENTS.

Student Surveys, Research Studies and Evaluation

Due to the partnerships and affiliations ASU Preparatory Academy has, there will be times when students will be asked to complete surveys and have the data analyzed and evaluated. The privacy and confidentiality of our students is important; therefore, every opportunity to provide anonymity for each student will be taken.

Whenever appropriate, all stakeholders will be provided with additional pertinent information regarding the participation in the research.

Use of Technology Resources in Instruction and Community Involvement Electronic Information Services User

Internet and computer use at ASU Preparatory Academy is provided for students, parents/guardians and other users to conduct research and communicate for academic purposes only as determined by the school. Independent access to network services is provided to users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility.

All administrators and teachers may review files and communications to maintain system integrity and ensure responsible use of the internet and computers; files stored on District servers are not private.

ASU Preparatory Academy has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The school is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information.

Each user must:

- Use the computer technology to support personal education objectives consistent with the goals and mission of the school.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive, or illegal materials.
- Abide by all copyright and trademark laws and regulations.
- Agree not to release personally identifiable data.
- Agree not to use the computer to disrupt the use of technology for another user.
- Understand that the inappropriate use of technology may result in cancellation of permission to use the technology and possible disciplinary action may occur.
- Report any misuse of technology to administration.
- Be polite and use appropriate language.
- Respect privacy and not share passwords.

Student Technology Acceptable Use Policy

ASU Preparatory Academy provides technology resources in its learning environment to support student success. It is common for students to have responsibility for appropriately using technology items such as laptop computers and tablets during the school day. Student use of school technology is subject to the following conditions:

1. Students may only access their tablet/computer or network by using the assigned network account/password.
2. Students are responsible for their behavior and communication on the computer/tablet/network. Students may not use the network or school property to engage in transmission, receiving or possession of obscene materials or pornography of any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Students may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer/iPad/network.
4. Students may not use the network or school property to engage in illegal activities such as software pirating, peer- to-peer file sharing (i.e., FrostWire, Bit Torrents, etc.) and/or intellectual property violations (ex: music, videos, books, television shows, movies, etc. which are under copyright). Only public domain software may be installed on school property with the consent of the school Principal and IT Director.
5. All communications accessible on the internet should be assumed to be private property (e.g., copy written or trademarked). All copyright issues regarding software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.
6. Students may not use the network or school property to engage in "hacking." Malicious use of the network or school property to develop programs or infiltrate a computer or computer system and /or damage the software components of a computing system is prohibited. Students may not use the network or school property to disrupt its use by others.
7. Students may not bypass or attempt to bypass ASU Preparatory Academy's technology protection measures. Students must immediately notify the teacher, the principal, or the director of technology if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
8. Transmission of any material in violation of any state, federal law, or school policy is prohibited.
9. Any use of the network or school property for commercial purposes is prohibited.
10. Use of the network or school property to engage in cyber bullying is prohibited. Cyber bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

11. Privacy in communications over the internet and the school network is not guaranteed. In order to verify compliance with this rule, the school reserves the right to inspect any directories, files and/or messages residing on or sent using the school network or property.
12. Students and parents/guardians will indemnify and hold the ASU Preparatory Academy harmless from any financial losses or legal ramification sustained due to misuse of the network or school property by the students.
13. Use of non-educational games, videos, movies, or games/videos/movies not assigned by a teacher while on the network or using school property is prohibited.
14. When using the network or school computers students must follow the directions of school teachers/staff and adhere to school policies.

Student Technology Acceptable Use

Students and their parent/guardian must sign and return the ASU Preparatory Academy Signature Page and confirm the Technology Acceptable Use Policy and Safety Agreement, which is outlined below, before a student is issued any school-owned technology equipment.

Use of school technology is a privilege. The student is responsible for what occurs on his/her school assigned technology. Use of the internet is a privilege as well. Internet connection is provided for educational purposes only. Unauthorized and inappropriate use of school technology and internet connection will result in a cancellation of these privileges. An annual technology fee is collected per student in order to purchase Accidental Damage Protection for student devices. Should the student damage any property owned or in the care of ASU Preparatory Academy, including but not limited to tablets, computers, etc. the accidental damage protection will cover the associated repairs. Parents/ guardians may still incur financial responsibility to cover excess damages and loss of equipment. Refer to the Laptop Loan Agreement Policy located in Infinite Campus for details.

In addition, except when approved by school leadership, all students are expected to exclusively use the computers provided by ASU Preparatory Academy and to not bring personal computers to the school. School-owned computers are setup with the appropriate software needed in the classroom, together with the required filters that ensure the proper use of internet connection.

In alignment with the Children's Internet Protection Act (CIPA), ASU Preparatory Academy filters all internet-enabled computers. Network administrators have implemented measures to protect against (e.g., block/filter) internet access to inappropriate content.

The technology department monitors online activity of students in an effort to restrict access to this content. Nevertheless, parents/ guardians are advised that determined users may be able to gain access to information, communication and/or services on the internet which ASU Preparatory Academy has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial.

Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the internet.

Students accessing the internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or appropriate use of the internet. ASU Preparatory Academy has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using school computers/tablets/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Read the following paragraph and use Infinite Campus to provide your acceptance the Technology Acceptable Use Agreement:

"As the parent/guardian of this student, I have read the Internet Acceptable Use Policy and Safety Agreement, and have discussed them with my child. I understand that student access to the internet is designed for educational purposes and that ASU Preparatory Academy has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for ASU Preparatory Academy to restrict access to all objectionable and/or controversial materials that may be found on the internet."