

2018 – 2019

Polytechnic Parent/Student Handbook

asuprep.asu.edu

Work hard.



Be kind.



Be smart.



ASU Prep Academy Locations

Phoenix

735 E. Fillmore St.
Phoenix, AZ 85006
Phone: 602-496-3100

Polytechnic STEM Academy

6950 E. Williams Field Rd.
Mesa, AZ 85212
Phone: 480-727-5700

Polytechnic High School

7350 E. Innovation Way South
Mesa, AZ 85212
Phone: 480-727-5769

South Phoenix Primary

40 E Hidalgo Ave
Phoenix, AZ 85040
Phone: 602-492-1722

South Phoenix Intermediate

5610 S. Central Ave.
Phoenix, AZ 85040
Phone: 602-268-9911

South Phoenix High School

4445 S. 12th St.
Phoenix, AZ 85040
Phone: 602-441-0570

Tempe High School

500 W. Guadalupe Road
Tempe, AZ 85283
Phone: 480-965-5901

Casa Grande

2612 W. Gila Bend Hwy.
Casa Grande, AZ 85193
Phone: 520-374-4200

Digital High School

300 E. University Dr. Suite 210
Tempe, AZ 85281
Phone: 480-727-4980



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ASU Preparatory Academy 2018 - 2019 Calendar

July



July 26 Meet the Teacher
July 26 – 27 ILP Conferences
July 30 First Day of School

Notes

August



September



Sept. 3 Labor Day Holiday
Sept. 28 End of 1st Quarter

October



Oct. 1 – 5 Fall Break
Oct. 9 – 10 ILP Conferences

November



Nov. 12 Veterans Day Holiday
Nov. 22 – 23 Thanksgiving Holiday

December



Dec. 21 End of 2nd Quarter
Dec. 25 Christmas Day
Dec. 24 – 31 Winter Break

January



Jan. 1 New Year's Day
Jan. 1 – 7 Winter Break
Jan. 8 – 9 ILP Conferences
Jan. 21 MLK Holiday

February



Feb. 18 President's Day

March



March 8 End of 3rd Quarter
March 11 – 15 Spring Break
March 18 – 19 ILP Conferences

April



May



May 24 Last Day for Students
May 27 Memorial Day

Notes

Lined area for taking notes, consisting of 20 horizontal lines.

Welcome **ASU Prep Families**



Dear Families,

All of us at ASU Preparatory Academy would like to extend a warm welcome and thank you for making ASU Preparatory Academy your school of choice.

Please take time to read through our entire handbook as a family. We revise and improve the handbook annually, based in part on your feedback, so re-reading is important for returning families as well. Reading each section of the handbook will help you and your family understand the ASU Preparatory Academy practices that ensure all our students are able to learn in a supportive academic environment.

When you have read the handbook, please complete and return the signature page to the school office by the end of the first week of school.

Please be sure to stay up to date with ASU Preparatory Academy through our weekly newsletters and by visiting our website at asuprep.asu.edu. Our learning community is most successful when all the partners are involved. Thank you for your continued involvement and for helping make ASU Preparatory Academy a great place to learn and grow!

Sincerely,

Directors Chrystal Keller & Claudia Mendoza

● **Mission and Purpose**

The mission of ASU Preparatory Academy is to provide premium environments for learning, helping all students become innovative leaders and problem solvers who are prepared for success in college and their preferred careers.

This mission is accomplished with the participation of students, staff, family, community and university partnerships and through ASU Preparatory Academy's four pillars: Academics, Partnership, Leadership and Innovation.

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.

Nondiscrimination

ASU Preparatory Academy, in affiliation with Arizona State University, does not discriminate on the basis of race, color, national origin, gender, disability, religion, sexual orientation or age in its programs, activities and enrollment or in its hiring and employment practices.

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: ASU Preparatory Academy, Section 504 and Title IX Coordinator, 1130 E. University Drive, Suite 230, Tempe, Arizona 85287.

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.

The ASU Prep Way

Work hard. Be kind. Be smart.

● Polytechnic Operations

Instructional Day Hours

STEM PreK– 8 8:15 a.m. – 3:15 p.m.
 High School 7:45 a.m. – 3:10 p.m.

School Office Hours

STEM PreK–8 7:45 a.m. – 3:45 p.m.
 High School 7:15 a.m. – 3:45 p.m.

Extended Day Hours: Will vary for each activity

Athletics (Practices/Games)*
 Varies see coach or athletic director for details.

**Fees may be involved*

Polytechnic Athletics

ASU Preparatory Academy will participate in the Canyon Athletic Association (CAA). More information about the Canyon Athletic Association is available at azcaa.com.

Sports Offerings



High School (grades 9-12)



Boys Soccer

Cheer



Girls Volleyball

Wrestling



Cross Country

Golf

Boys Basketball

Track and Field

Girls Basketball

Co-ed Soccer

Boys Volleyball

Baseball

Flag Football

Softball

Junior High (grades 5-8)

Flag Football

Golf

Girls Volleyball

Track and Field

Cross Country

Co-ed Soccer

Boys Basketball

Baseball

Girls Basketball

Softball

Cheer

Wrestling



No Pass/No Play

State Board of Education Rule R7-208 as mandated by the Arizona State Legislature requires that each school district must have in place a “No Pass/No Play” policy. Athletics, speech, theatre, music, spiritline and ROTC are all defined as extra-curricular activities that fall under the “No Pass/No Play” policy.

All requirements for Polytechnic Athletics may be found at asuprepathletics.weebly.com.

Extra-curricular and Athletics Activity Fees

We do not require an activity fee, and our athletic fee is \$150.

Club Poly

The Club Poly Program is offered before and after school for students in grades pre-school through sixth grade. Students not enrolled in ASU Preparatory Academy are not eligible to attend Club Poly.



Phone: 480-727-5700

Before School Hours: 6:15 – 8 a.m.

After School Hours: 3:15 – 6 p.m.

Cost:

Before school care**	After school care**	Before and after school care**
\$18.00/week for 1-3 days*	\$42.00/week for 1-3 days*	\$60.00/week for 1-3 days*
\$30.00/week for 4-5 days*	\$70.00/week for 4-5 days*	\$100.00/week for 5-4 days*

*Please note sliding fee scale for those who qualify for free/reduced lunch.

**10 percent discount for each additional child enrolled from the same family.

Creativity Hall (Elementary and STEM Academy) School Pick-up and Drop-off Map



Polytechnic High School Pick-up and Drop-off Procedures

Enter the campus from Sossaman Road on to Ulysses Avenue. Take the first right and proceed to Unity Avenue.



Turn left and continue to the Drop-off/Pick-up roundabout. Traffic will return to Unity Avenue and head east to Tweet Street, turn left and proceed back to Ulysses Avenue and head east to return to Sossaman Road to exit the campus or turn right if you are heading to the STEM Academy for Drop-off/Pick-up.

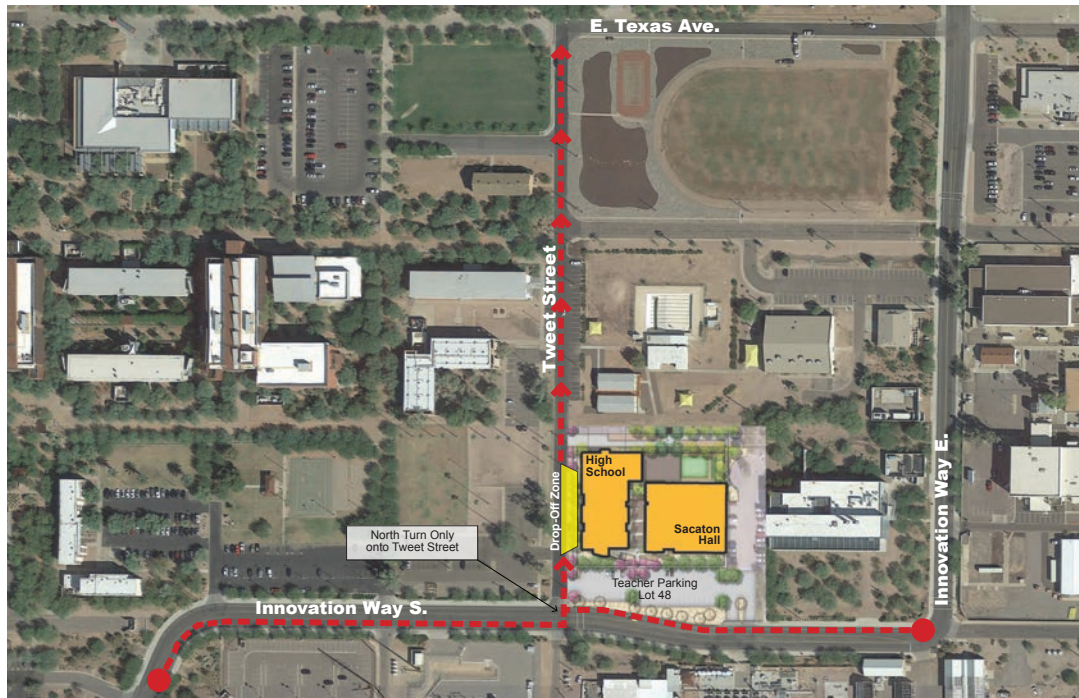
Student Parking

1. Student Parking Permit applications are available at ASU Parking and Transit Services (PTS) or at cfo.asu.edu/pts-permits
 - \$210 for a perimeter lot pass (can be purchased by the semester for \$105 per semester)
 - \$280 for green lot pass (can be purchased by the semester at \$140 per semester)
 - See ASU Poly parking map for details.
 - Fee will not be pro-rated
 - Parking Permit is non-transferable between students
 - Students must show valid permit to front office to receive a designated parking space. ASU PTS requires a proof of a valid driver's license, registration and insurance.
2. Student parking on school days (7 a.m. to 7 p.m.) is only allowed by school-approved student parking permits.
3. Student permits are only valid in the lot assigned to ASU Preparatory Academy Polytechnic HS by ASU PTS.
4. Student parking permits are valid only for the vehicle on file. Any person using a student permit for a vehicle not registered with the school and ASU PTS will be subject to citation.
5. Students driving to school may only park their registered vehicle in the designated student parking space assigned to that student.
6. Students must park in assigned space in designated lot (Between white lines).
 - Students may only park in their assigned parking space.
 - If a vehicle is parked in your assigned parking space, notify the Front Office and you will be advised where to park until the situation is resolved (Open Spaces).
 - Do not park in another assigned parking space.
7. Students must register their vehicle(s) with the ASU Preparatory Academy Polytechnic High School Front Office by:
 - Providing proof of ASU Parking Permit
 - Car model, year, etc.
8. Students must have a current school year parking permit on the vehicle they are driving. Students must register any new vehicles if there has been a change in vehicle with the ASU Preparatory Academy Polytechnic Front Office.
9. Parking permit must be visible at all times. Permit placement: windshield, driver's side, upper corner.
10. Students should not leave personal or school property in vehicles. ASU Preparatory Academy Polytechnic and/or Arizona State University are not responsible for lost or stolen items left in vehicle.
11. Students must obey all traffic laws and school rules to include but not limited to:
 - Speed limit (25 miles per hour)
 - Control and/or use of vehicle
 - Directions of school employees
 - No passengers in the back of an open truck bed
 - Parking in assigned spaces only
12. Student vehicles may be searched if reasonable suspicion warrants.
13. Students must cooperate with authorities if access to vehicle is requested.
14. Students will lock (secure) vehicle at all times. All students park at their own risk. ASU Preparatory Academy and/or Arizona State University are not responsible for any theft, vandalism, or damage to any vehicle.
15. Parking violations will be reported to ASU PTS. Repeat violators may lose their parking permit (no refund), have their car towed/booted and/or be subject to school discipline. Student's vehicle may be ticketed and/or stickered if not properly registered/parked.

16. Students will pay for all citations through ASU PTS - cfo.asu.edu/pts-customer-service
17. Permits will not be issued to students unless all of their fees and fines due at the time of submitting an application for a parking permit have been paid in full.
18. All accidents and vandalism should be reported immediately to the ASU Police Department **480-965-3456**.
19. All parking rules and regulations are enforced by ASU PTS.

For a complete listing of all ASU PTS Rules and Regulations please refer to cfo.asu.edu/pts-rules.

High School Pick-up and Drop-off Map



Visitor Parking Procedures



ASU Preparatory Academy welcomes all visitors to their campuses and ASU has welcomed us to their campus; therefore it is very important we follow all traffic laws as posted and obtain/display proper parking permits. Please obtain your temporary visitor pass from the front office and return it upon your departure.

In the interest and safety of our students, staff and families, please review the Drop-off/Pick-up procedures and the ASU Polytechnic Campus parking rules.

The complete ASU Parking and Transit Services (PTS) Rules and Regulations can be found at cfo.asu.edu/pts-rules. Parking definition as stated on the ASU PTS website: "Parking: A vehicle that has ceased to move, whether attended or unattended."

ASU Park Mobile App

ASU Preparatory Academy families can also take advantage of the ASU Park Mobile feature around campus. To learn more, go to <https://cfo.asu.edu/pts-parking-poly>.

● Attendance

All students are expected to be in attendance every day school is in session. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. We do, however, realize that health and family take precedent, but we ask families to plan activities on days and times when school is in session.

Our attendance policy is governed by ARS 15-803 – School attendance; exemptions; definitions:

1. It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless excused pursuant to section ARS 15-803.
2. A child who is habitually truant or who has excessive absences, may be adjudicated an incorrigible child. Absences may be considered excessive when the number of absent days exceeds 10% (18 days) of the number of required attendance days prescribed in section ARS 15-803, subsection B, paragraph 1.
3. As used in this section:
 - a. “Habitually truant” means a child who is truant for at least five (5) school days unexcused within a school year.
 - b. “Truant” means an unexcused absence for at least one (1) class period during the day.
 - c. “Truant child” means a child who is between six (6) and sixteen (16) years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Absences

When a student needs to be absent, we ask that parents/guardians call the attendance line before 8:15 a.m. each day the student is absent. State law mandates that the school record a reason for all student absences. This greatly reduces the need to call you at work or home to confirm the absence. The absence will be unexcused if no reason is given. When calling, please leave the child's name (with spelling), date of absence, grade level, reason for absence and a telephone number where you can be reached in case we have questions. Federal law requires that we make every attempt to contact parents/guardians on the day the student is absent.

Late Arrival and Early Departure



Any time a student arrives after the official school start time, the student is required to sign-in at the front desk. Upon the fifth tardy day/ early departure, the student will be credited with one absence day. Upon the third subsequent day tardy and each day thereafter, the student will be credited with one absence day. **Ten or more days absent in a semester may result in the student not being promoted to the next grade level and/or losing credit.**

Parents/guardians picking up students early from school are required to report to the front desk and sign their student out. However, unless absolutely necessary, signing students out is discouraged during the school day as being in school is a priority. If at all possible, parents/guardians should refrain from scheduling appointments during the school day.

● 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.



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 or other University 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). NO hoodies.



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.



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



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

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.

● Family Involvement

Family Commitment



Involvement in your child's education will make him/her a more successful student. Involvement: Know their friends, get involved in their activities, know their teacher, understand what they're doing in school, help them with homework, ask to see their homework and arrange family activities to honor students for their work. Please consider the safety of your child before and after school:

- Make arrangements to have your child picked up if he/she is not riding the bus or attending an extended day program.
- Make arrangements to have your child picked up within 30 minutes of the end of a school-sponsored activity such as extended day, music practice, sporting events, dances, etc.

Family Involvement Program

Family partnerships help make critical contributions to student success. The purpose of our Family Involvement Program is to help families be active contributors to their child's educational success; particularly assuring their child is prepared for success in college.

This program will apply to all registered families of ASU Preparatory Academy. The school will track credits earned.

Guiding points:

- Each family is encouraged to fulfill a minimum of 30 credits of service (15 credits per semester)
- Any family member can help contribute to the accrual of points through their service
- One credit is worth approximately one hour of service
- Credits are assessed to activities based on the level of involvement and the direct relationship to student support
- Statements of current credit status will be distributed twice a year in December and May
- ASU Preparatory Academy sends a weekly email newsletter. If you would like to receive one for your school, please sign up in our front office or email asuprepmarketing@asu.edu.

Fundraising



Participating in any and all fundraising activities and the payment of extra-curricular activity fees are not required to have your child enrolled at ASU Preparatory Academy.

Parent Conduct on Campus

ASU Preparatory Academy takes securing the educational facility and learning environment seriously. This includes adherence to ARS 13-2911 (interference with or disruption of an educational institution). Any parent who willfully disrupts, threatens the safety of staff or students, or otherwise interferes with ASU Preparatory Academy will no longer be permitted on the campus of ASU Preparatory Academy.

Family Involvement Menu

The menu below does not include an all-inclusive list of family options. If you have additional ways to offer your services, please see our front office staff.

All Families

- Participate in the Individualized Learning Plan (ILP) Conferences
- Attend Summative Presentations

Families Helping Students

- Ensure Perfect Attendance
- Graduate from American Dream Academy
- Extend Teaching and Learning Initiatives at Home
- Sponsor/Co-sponsor a Student Club
- Support Your Child's Participation in After School Activities
- Attend an ASU Outreach Event
- Act as an Extended Day Staff Member
- Act as a Welcome Day Participant
- Support Your Child in Completing Homework and Class Projects

Families Helping School-wide

- Complete School Surveys
- Participate in Focus Groups
- Coordinate/Staff a Fundraising Event
- Volunteer in the Bookstore
- Volunteer in the Media Center
- Act as a Site Tour Guide
- Volunteer at a Sporting Event
- Participate in a School Committee
- Volunteer at a School Concert, Play, or Other Event
- Donate Approved Items or Supplies for Specific Events
- Contribute to the School's Tax Credit Donation Campaign

Families Helping Staff

- Provide Translation Services
- Provide Office Help
- Cover Morning/Afternoon Drop-Off Duty
- Cover Lunch Duty
- Serve as an In-Class Aide
- Coordinate a Field Trip
- Chaperone a Field Trip

Families Helping Families

- Lead/Participate in Parent Workshops
- Volunteer for Food or Supply Drive
- Coordinate Parent Involvement Program
- Participate in a Parent Club
- Provide Translation Services

● Academics

Academic Integrity

Academic integrity is an integral part of “Being Smart” at ASU Preparatory Academy. This means that work submitted as one’s own work truly is one’s own. Submitting work that is not one’s own is academic dishonesty. Academic dishonesty includes cheating and plagiarism.

Consequences for Academic Dishonesty

✘ 1st Offense:

- Fail assignment/test in that class
 - Entered as a “0” not a 50%
- Power School log
- Meeting: Student, parent/guardian, capstone teacher, academic teacher, administration representative
- Alternate learning assignment with a set due date
 - Will count toward academic grade, but will not replace plagiarized assignment

✘✘ 2nd Offense:

- In School Suspension (ISS)
- Fail assignment/test in that class
 - Entered as a “0” not a 50%
- Power School log
- Alternate learning assignment that will not count toward academic grade, to be completed during ISS

✘✘✘ 3rd Offense:

- Fail quarter in the class where plagiarism occurred
- Log entry and Meeting

✘✘✘✘ 4th Offense:

- Fail class in which plagiarism occurred
- Log entry and Meeting

✘✘✘✘✘ 5th Offense:

- Recommendation for expulsion

Assessments and Testing

Academic progress at ASU Preparatory Academy will be monitored and assessed using state standardized tests in a benchmarking assessment. These tests measure proficiency in reading, writing, science and mathematics. Students in grades two through 12 will be monitored through curriculum-based assessments provided by the Cambridge curriculum. Teachers create content-specific quizzes and tests and students also self assess their progress.

Assessments will be explained in detail at Individualized Learning Plan (ILP) conferences.

Student Information System

ASU Preparatory Academy uses a student information system to manage student data. Parents/guardians have access to the attendance, grading and contact information. Parent login information will be provided at the start of each school year.

Individualized Learning Plans (ILPs)



An Individualized Learning Plan (ILP) will be developed for each student in consultation with parents/guardians and families. Progress toward the ILP goals will be monitored each quarter. 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. The final level of achievement on each learning outcome will be a part of the student's 10 week report card.

A student/parent/teacher conference will be conducted four times each 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 and student.

Summative (not applicable on all campuses)

Each semester students will work together to create a project/product which showcases the learning achieved during the semester. At the end of the semester, students and families gather together in the evening for a display of the work accomplished. These events, called summatives, are times for celebration of work completed and goals mastered.

Promotion and Graduation Requirements



ASU Preparatory Academy will recognize each high school graduating class with the following honors: summa cum laude, with a GPA of 3.8 or higher; magna cum laude, with a GPA of 3.6 to 3.79; and cum laude with a GPA of 3.4 to 3.59. Each graduating class will choose a representative from the respective groups of honored students to speak at graduation.

Graduation Requirements

ASU Preparatory Academy students must pass all courses required to meet the minimum college entrance standards for Arizona Board of Regents, along with the required electives of each campus and be a student in good standing.



Grade	Description	Grade Points	Percent
A*	Mastery with Distinction	5	97 - 100
A	Mastery of Standards	4	90 - 96
B	Meets Standards	3	80 - 89
C	Achieves Some Standards	2	70 - 79
D	In Progress/Approaches Standards	1	60 - 69
F	Falls Far Below	0	0 - 59

*Honors classes will be awarded an extra grade point for a grade of C, B or A up to a maximum of 5 points.

Course Syllabi

Teachers will submit to the principal a copy of the syllabus to review for assurance of congruence with school grading policies. Each teacher will prepare and distribute to all students in his/her classes an administrator-approved planned course syllabus, which will contain all of the components listed in the sample format. Students in grades 9 through 12 will receive a syllabus for each class. In addition to helping the student better understand the scope and sequence of each class, it will help prepare the student for working with syllabi at the university level.

Sample Format

ASU Preparatory Academy

Course Syllabus

Teacher _____ Course Title _____

No. of Credits _____ Grade Level(s) _____

1. **Course Description:** A brief summary of the course expectations and content. Cambridge courses must align with the Cambridge Curriculum.
2. **Materials Required:** A list of the books and materials required for the course.
3. **Grading System:** Information on how student performance will be counted toward his/her grade. Information given here should include: the grading scale, the relative value of test grades, homework, class participation, etc.
4. **Make-up Policy:** Information on adherence to deadlines; and how a student may make up work missed as a result of absence.
5. **Attendance:** The school policy regarding school absences shall be incorporated into this section.
6. **Parent/Guardian and a line for both parents/guardians and student signature.**

Homework

Homework is an important part of the student's experience as it helps reinforce content that is covered in the classroom.

Due to the important nature of homework, ensuring that your child completes his/her homework and providing an appropriate place for him/her to complete homework is an integral part of the Family Engagement Program.



In addition to reading 20 to 30 minutes each night, every student should expect to complete approximately 10 minutes of homework per grade level. For example, a second grader would have approximately 20 minutes of homework and a fifth grader would have approximately 50 minutes of nightly homework. In addition, high school students may have homework on weekends and over school breaks.

Progress Reports/Report Cards

Report cards will be sent home with students at the end of the quarter. The report card will also be reviewed at the ILP conference.

ECAP

Students in grades nine through 12 will be given an eight-year academic planning guide, which will be reviewed annually with their academic counselor and quarterly with the student's Capstone teacher.

Delivery of Instruction and Curriculum



Student curriculum is derived from the Arizona Standards as delivered primarily by the Cambridge Curriculum. ASU Preparatory Academy strives to provide a rigorous education program for all students that prepares them to complete a four-year college education. Because of this approach, a personalized education plan is expected through problem based learning, critical thinking, hands-on learning, integrated instruction, cooperative learning, problem solving and leadership opportunities.

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 options for high school students may include an additional materials fee.

● Special Education Services

ASU Preparatory Academy provides Special Education in accordance with all federal and state 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 instruction 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 suspect a disability, the pre-referral process will be initiated. If the pre-referral process leads to the need for evaluation, 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 will be conducted to determine the student's eligibility for special education services. Team members include classroom teacher, school psychologist, special education case manager, school representative, parents and any involved related service providers. Based upon results of this meeting and evaluation, an IEP meeting may be scheduled and an IEP may be developed by the team, which includes the parents and student when appropriate. Our primary goal of services is to fully include students with special needs.

In compliance with IDEA 2004, ASU Preparatory Academy is notifying parents of the availability of special education services for students through 21 years old. Procedural safeguards are on our website or are available upon request. To access services, contact the school.

● 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.
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(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 with regard to the screening process, please feel free to contact your child's teacher or school office.

● 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.

Please contact the school office if you would like to request this information.

● Public Notice of Educational Rights for Homeless Children and 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.

● 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 intends to comply with the requirement of this law. Questions concerning the law may be addressed with your school site director.



Directors serve as Section 504 liaisons at the school sites.

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. An outline of grievance procedures is available at each school on request. Questions concerning the law may be addressed with your school site director.

● 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 Fawn Eaton, Section 504 Compliance Coordinator, 602-496-3118, 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 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 Preparatory Academy 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.

● 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. In place of food items we encourage the parents/guardians of the student celebrating the birthday to donate a book to be placed in either the classroom library or Media Center in the student's name. 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.

● 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 situation 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.

● Discipline and Bullying Rules at ASU Preparatory Academy

School-wide Rules against Bullying

1. We will not bully other students.
2. We will help students who are bullied.
3. We will include students who are left out.
4. We will tell an adult at school and an adult at home when we know someone is being bullied.
5. We will respect others, all school property and ourselves by following the ASU Prep Way to Work Hard, Be Kind, and Be Smart.

Every student has the right to an education in a safe environment conducive to learning:

- Classroom Discipline Plan – Each classroom will have rules and expectations for behavior, consequences, violations and rewards. Teachers will send home their classroom discipline plan for parents/guardians to read, sign and return.
- Discipline Office Referrals – Students who are referred for office discipline will always be asked to explain what happened so that the student may present any information regarding the incident.
- Disciplinary Action Chart – This chart reflects the minimum and maximum action for first offense and repeated offenses. Please note that there are a variety of actions that may be taken between the minimum and maximum that are not reflected in the chart. Some examples of other actions include: loss of privileges, detention, community service, parent(s) contact/phone call home, etc. Based on the violation, suspension can be in school or out of school.

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.

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.

Relationships between staff members and students that include “dating,” “courtship,” or “romantic involvement” are prohibited. These behaviors deviate from ethical and professional standards and shall be deemed unacceptable and contrary to the expectations of school governance.

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.

Display of Affection

In order to keep the focus on education and to be a good representation of our school, there should be no display of affection on school property or at school events. Local administration will be responsible for further defining and for enforcing this guideline.

● Inappropriate and Excluded Items

Students are not allowed to have the following items at school (this includes before, during or after school or at school-sponsored activities):



- Aerosol cans
- Air guns/pop guns/toy guns
- Alcohol
- Cigarettes
- Drugs
- Raw or spoiled eggs
- Firecrackers/fireworks
- Pornography
- Pepper spray/mace
- Shaving cream
- “Silly string”
- Snap caps
- Smoke/stink bombs
- Inappropriate stickers
- Sunflower seeds
- Water balloons/water guns
- Weapons
- Chains of any kind including wallet attachments

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, iPods, mp3 players, 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.

Tobacco, Alcohol, Drugs

The possession or use of tobacco, alcohol, or nonprescription drugs is not permitted at any time in the school buildings or within the area surrounding the school. None of the above items are to be brought to the building or to be in the possession of the person. This rule applies to all school-sponsored activities, regular school days, before and after school. Violations of this rule will result in the suspension and/or a police investigation.

Vandalism



Students who deliberately and wrongfully damage or deface school property will be required to pay for the damage and are subject to disciplinary action, which could include a police referral. Parents/guardians of these students will bear the ultimate responsibility for these payments.

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 officials have a responsibility and the authority to search and obtain information for school safety.

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. Inspections of cubbies, desks and computers may be conducted by school authorities at any time without a search warrant or student consent.



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, iPod, mp3, camera, handheld game, CD player, 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 after hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited.

● Student Code of Conduct

Purpose



The first priority for all decisions and actions taken at ASU Preparatory Academy is to provide a safe and orderly learning environment. This can happen if all involved are committed to performing their best and respecting the rights of others. The Student Code of Conduct provides the foundation for such an environment.

Rationale

The rationale for the Student Code of Conduct is based upon the belief that each person wishes to be treated with kindness, respect, dignity and fairness. Thus, one simple but profound rule applies – “treat others the way you wish to be treated.” No one has the right to interfere with the learning of others.

When addressing any violation of the student Code of Conduct, it is important that both the parents/guardians and the school be involved. When an incident is reported, school staff members will conduct an investigation to gather the facts and information from those involved. Reasonable effort will be made to contact and involve the parents/guardians prior to a consequence being assigned.

Dr. Crow, President of ASU, reminds us of an important lesson provided by Dr. Martin Luther King, Jr. who wrote in the Morehouse College campus newspaper in 1947: “We must remember that intelligence is not enough. Intelligence plus character – that is the goal of true education.”

This sentiment, which Dr. King so eloquently articulated as a young man based upon his personal experience in college, is reflected today in the ASU Student Code of Conduct: “The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals.”

ASU Preparatory Academy honors these principles and as a member of the ASU community, our student code of conduct is designed to educate students and to support their character development as part of the learning process. Accordingly, the ASU Preparatory Academy Student Code of Conduct sets forth the standards of conduct expected of students who choose to attend our schools. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect our school community and to maintain order and stability on our campuses.



● Code of Conduct Offenses and Consequences

1 Level I

The classroom teacher will handle most levels of offenses in the classroom with support from the administration, as needed.

Offenses:

- Disrespectful behavior including but not limited to:
 - Acting out
 - Altercations short of physical contact
 - Minor disruptions of the learning process
 - Unauthorized selling or trading
 - Bike safety
 - Tardiness

Consequences:

- Immediate natural consequences
- Verbal apology
- Problem solving
- Written action plan
- Letter of apology
- Detention

Repeated and/or serious violations will result in referral for major offenses.

2 Level II

Most level two offenses will be handled in the office by the principal/designee.

Offenses:

- Acts of dishonesty including: Lying, cheating, forgery or plagiarism
- Computer use violations
- Hazing/initiation
- Possession/use of forbidden items
- Disrespect/defiance of authority
- Petitions
- Invasion of privacy/property of others
- Truancy/ditching/leaving campus without permission
- Gambling
- Use of obscene, profane or abusive language or gestures
- Physical altercations including physical contact (kindergarten through fourth grade)

Repeated and/or serious violations will result in referral for major offenses.

Consequences:

- Problem solving
- Compensation and verbal apology
- Community reconciliation time
- Time-out
- Letter of apology
- Detention
- Short-term suspension (one to 10 days)

Level III

Level three offenses will be handled in office by the principal/designee.

Offenses:

- Emotional/physical/sexual harassment, intimidation and bullying, including cyber-bullying
- Verbal or written display of ethnic/racial slurs
- Obstructing the problem solving process
- Physical altercations including physical contact
- Destruction/defacement of property
- Use/display of gang-related, drug, satanic, or sexual symbols/gestures/words
- Presenting a physical/emotional threat to self or others (verbal or written) including indirect aggression
- Possession/use/being under the influence of alcohol/tobacco products
- Possession/distribution of pornographic material or conducting pornographic searches on the internet
- Non-approved possession/use/distribution of prescription or over the counter drugs
- Possession/use of look-a-like drugs/alcohol/tobacco products/paraphernalia
- Possession/use of look-a-like weapon
- Spontaneous physical assault
- Extortion
- Sexual misconduct
- Theft
- Bus misconduct

Repeated and/or serious violations will result in referral for major offenses.

Consequences:

- The first violation of any of the offenses listed in Level III may result in suspension. Demonstration of participation in and completion of counseling for the student or student and parent may be required prior to re-admittance to school.
- The second violation of Level III offenses may result in an automatic recommendation by the principal to the school board for expulsion from ASU Preparatory Academy. The school board will conduct a formal hearing to determine if the student will be expelled.
- Letter of apology

Level IV

Level four offenses will be handled in office by the principal and/or school director.

Offenses:

- Endangerment through the use of fire alarm/calling 911/bomb threat*
- Sexual assault*
- Pre-meditated physical assault*
- Aggravated assault/assault on a staff member*
- Arson/reckless burning*
- Possession/Use/Distribution/Purchase of explosive devices (including firecrackers and fireworks)*
- Possession/Use/Distribution/Purchase/being under the influence of illegal drugs*
- Possession/Use/Distribution/Purchase of a deadly weapon or dangerous instrument*
- Threatening to cause physical injury to an employee of ASU Preparatory Academy and/or ASU or to a person attending ASU Preparatory Academy
- Threatening to cause damage to ASU Preparatory Academy and/or ASU, the property of ASU Preparatory Academy and/or ASU, the property of an ASU Preparatory Academy and/or ASU employee or the property of any person attending ASU Preparatory Academy and/or ASU*

Repeated and/or serious violations will result in referral for major offenses.

Consequences:

- The first violation of the offenses in level four will result in automatic recommendation by the principal to the School Board for expulsion from ASU Preparatory Academy. A formal hearing will be conducted by the School Board to determine if the student will be expelled.
- Letter of apology

All of the offenses marked with an asterisk () violate ARS 13-3620 and charter policy and will be reported to the proper authorities.

Excessive Suspensions in Levels I, II, III

Repeated offenses will result in increased severity of action taken.

Excessive suspension: Upon earning the fifth suspension, students in grades five through 12 will be recommended to the ASU Preparatory Academy School Board for expulsion.

● **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.

● **Disciplinary Action**

Definition of Disciplinary Action Chart

This chart reflects the minimum and maximum action for first and repeated offenses. Please note that there are a variety of actions that may be taken between the minimum and maximum range that are not reflected in the chart. Some examples of other actions include; loss of privileges, detention, community service, parent(s) contact/phone call home, etc.



The school administrator determines the action for any violation. The range of actions provide the administrators with the flexibility to administer disciplinary actions that are appropriate for the developmental level and/or age of the child and the severity of the violation. It is possible to accrue multiple violations in a given incident. Multiple violations may result in a more severe consequence and disciplinary action.

Suspension can be either in school or out of school based on the violation.

Violation	Range	Action to be Taken		Offense Level 1, 2, 3 or 4
		First Occurrence	Repeat Occurrence	
Aggressive Act - Minor	Minimum Maximum	Conference Detention	Detention Short Term Suspension	2
Alcohol Violation*	Minimum Maximum	Conference Long Term Suspension	Short Term Suspension Expulsion	3 or 4
Arson of a Structure or Property*	Minimum Maximum	Short Term Suspension Expulsion	Short Term Suspension Expulsion	4
Arson of an Occupied Structure**	Minimum Maximum	Short Term Suspension Expulsion	Short Term Suspension Expulsion	4
Assault*	Minimum Maximum	Short Term Suspension Expulsion	Short Term Suspension Expulsion	4
Assault - Aggravated**	Minimum Maximum	Short Term Suspension Expulsion	Short Term Suspension Expulsion	4
Bullying*	Minimum Maximum	Short Term Suspension Expulsion	Long Term Suspension Expulsion	3 or 4
Burglary/Breaking and Entering (2nd & 3rd Degree)*	Minimum Maximum	Short Term Suspension Expulsion	Short Term Suspension Expulsion	3 or 4
Burglary (First Degree)**	Minimum Maximum	Short Term Suspension Expulsion	Short Term Suspension Expulsion	4
Cheating	Minimum Maximum	Conference Short Term Suspension	Detention Expulsion	2
Combustible Material	Minimum Maximum	Conference Short Term Suspension	Detention Short Term Suspension	2
Contraband	Minimum Maximum	Parent Conference Short Term Suspension	Detention Long Term Suspension	2
Defiance, Disrespect Toward Authority & Non-Compliance	Minimum Maximum	Conference Short Term Suspension	Detention Long Term Suspension	2
Disorderly Conduct	Minimum Maximum	Conference Short Term Suspension	Detention Long Term Suspension	2
Disruption	Minimum Maximum	Conference Short Term Suspension	Detention Long Term Suspension	1 or 2
Dress Code Violation	Minimum Maximum	Parent Conference Detention	Detention Short Term Suspension	1 or 2
Drug Possession/Use (Indicate Prescription or Illicite)	Minimum Maximum	Parent Conference Expulsion	Detention Expulsion	3 or 4
Drug Providing/Sale (Indicate Prescription or Illicite)	Minimum Maximum	Expulsion Expulsion	Expulsion Expulsion	4
Drug Paraphernalia	Minimum Maximum	Parent Conference Expulsion	Long Term Suspension Expulsion	4
Drug - Substance Represented as Illicit	Minimum Maximum	Parent Conference Short Term Suspension	Short Term Suspension Expulsion	3 or 4
Electronic Devices (Improper Use)	Minimum Maximum	Conference Detention	Detention Short Term Suspension	2
Endangerment*	Minimum Maximum	Parent Conference Expulsion	Expulsion Long Term Suspension	4

*Reported to ADE **Mandated to report to local law enforcement, also ADE

Violation	Range	Action to be Taken		Offense Level 1, 2, 3 or 4
		First Occurrence	Repeat Occurrence	
Extortion*	Minimum Maximum	Parent Conference Expulsion	Long Term Suspension Expulsion	4
Fighting*	Minimum Maximum	Parent Conference Short Term Suspension	Detention Expulsion	4
Fire Alarm Misuse**	Minimum Maximum	Parent Conference Expulsion	Short Term Suspension Expulsion	3 or 4
Forgery	Minimum Maximum	Parent Conference Short Term Suspension	Detention Short Term Suspension	3
Gambling	Minimum Maximum	Conference Short Term Suspension	Detention Short Term Suspension	3
Gang/Negative Group Affiliation	Minimum Maximum	Parent Conference Short Term Suspension	Detention Expulsion	3
Graffiti or Tagging	Minimum Maximum	Parent Conference Short Term Suspension	Detention Long Term Suspension	3
Harassment, Nonsexual *	Minimum Maximum	Parent Conference Short Term Suspension	Detention Expulsion	3 or 4
Harassment, Sexual*	Minimum Maximum	Parent Conference Expulsion	Short Term Suspension Expulsion	3 or 4
Harassment, Sexual with Contact*	Minimum Maximum	Expulsion Expulsion	Expulsion Expulsion	3 or 4
Hate/Bias Related Incidents	Minimum Maximum	Parent Conference Expulsion	Expulsion Expulsion	3 or 4
Hazing	Minimum Maximum	Parent Conference Expulsion	Detention Expulsion	3
Indecent Exposure or Public Sexual Indecency	Minimum Maximum	Parent Conference Expulsion	Short Term Suspension Expulsion	3 or 4
Instigating	Minimum Maximum	Conference Detention	Detention Short Term Suspension	1 or 2
Language, Inappropriate	Minimum Maximum	Conference Detention	Detention Long Term Suspension	1 or 2
Leaving School Grounds without Permission	Minimum Maximum	Parent Conference Short Term Suspension	Detention Long Term Suspension	2
Lying	Minimum Maximum	Conference Detention	Parent Conference Short Term Suspension	2
Plagiarism	Minimum Maximum	Conference Short Term Suspension	Detention Expulsion	3
Pornography	Minimum Maximum	Parent Conference Expulsion	Long Term Suspension Expulsion	3
Profanity/Verbal Abuse	Minimum Maximum	Conference Short Term Suspension	Parent Conference Long Term Suspension	2
Public Display of Affection	Minimum Maximum	Conference Detention	Detention Short Term Suspension	1 or 2
Recklessness	Minimum Maximum	Conference Short Term Suspension	Detention Long Term Suspension	1 or 2
Robbery*	Minimum Maximum	Parent Conference Long Term Suspension	Short Term Suspension Expulsion	3 or 4

*Reported to ADE **Mandated to report to local law enforcement, also ADE

Violation	Range	Action to be Taken		Offense Level 1, 2, 3 or 4
		First Occurrence	Repeat Occurrence	
Robbery, Armed**	Minimum Maximum	Expulsion Expulsion	Expulsion Expulsion	4
Rough Housing/Play Fighting	Minimum Maximum	Conference Detention	Parent Conference Short Term Suspension	1
Sexual Abuse/Sexual Conduct with Minor/Child Molestation**	Minimum Maximum	Expulsion Expulsion	Expulsion Expulsion	4
Tardy	Minimum Maximum	Conference Detention	Parent Conference Loss of Credit	1
Technology - Improper Use of Computer	Minimum Maximum	Conference Short Term Suspension	Parent Conference Long Term Suspension	2 or 3
Technology - Network Infraction	Minimum Maximum	Conference Short Term Suspension	Parent Conference Long Term Suspension	2 or 3
Theft**	Minimum Maximum	Restitution Expulsion	Expulsion Expulsion	2 or 4
Threat, Bomb**	Minimum Maximum	Short Term Suspension Expulsion	Long Term Suspension Expulsion	4
Threat, Chemical or Biological**	Minimum Maximum	Short Term Suspension Expulsion	Long Term Suspension Expulsion	4
Threat or Intimidation	Minimum Maximum	Parent Conference Short Term Suspension	Detention Expulsion	3
Tobacco Violation*	Minimum Maximum	Short Term Suspension Conference	Parent Conference Long Term Suspension	3
Trespassing	Minimum Maximum	Conference Short Term Suspension	Detention Long Term Suspension	3
Truancy	Minimum Maximum	Parent Conference Detention	Detention Loss of Credit	2
Unexcused Absence	Minimum Maximum	Parent Notification Parent Conference	Parent Notification Citation	2
Vandalism of Personal Property*	Minimum Maximum	Parent Conference Short Term Suspension	Detention Long Term Suspension	3
Vandalism of School Property*	Minimum Maximum	Parent Conference Short Term Suspension	Detention Expulsion	3 or 4
Verbal Provocation	Minimum Maximum	Conference Short Term Suspension	Detention Long Term Suspension	2
Weapons - Dangerous Items* See Violation Definition	Minimum Maximum	Short Term Suspension Expulsion	Short Term Suspension Expulsion	4
Weapons - Firearms** See Violation Definition	Minimum Maximum	Short Term Suspension Expulsion	Long Term Suspension Expulsion	4
Weapons - Firearms - Simulated	Minimum Maximum	Short Term Suspension Long Term Suspension	Detention Expulsion	3
Weapons - Other**	Minimum Maximum	Detention Short Term Suspension	Short Term Suspension Expulsion	4

*Reported to ADE **Mandated to report to local law enforcement, also ADE

● 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 vision and hearing screening 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 on the emergency card identification.

Regular strength acetaminophen (Tylenol) will only be given to students who have written permission from a parent/guardian, indicated by initialing on the emergency information card. Acetaminophen will be given as needed within the guidelines and directions listed on the label.



Medications and non-prescription medications, including acetaminophen, will not be dispensed to students during the first and last hour of the school day.

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.

Over-the-counter medication must be in the original container with all warnings and directions intact. Directions and warnings must be in English. Health Services will not give medication beyond the recommended dosage or frequency listed on the medication container without a doctor's order, even if requested by the parent. Doctor's orders are needed to give over-the-counter medications on a daily or scheduled basis.

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 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 and returned home.

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.

Family Educational Rights and Privacy Act (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 specify 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.

● 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.

See page 16 for the description of the attendance policy and the discipline procedure.

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.

Directory Information Non-Release Request

Directory information includes the following:



1. Student's name
2. Class designation (grade level)
3. Student's extracurricular participation
4. Student's achievements, honors and awards
5. Student's enrollment status
6. Student's photograph

Parents/guardians who do **NOT** want information released about their children must deny directory information on the ASU Preparatory Academy signature form.

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 on the ASU Preparatory Academy signature form.

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 Director 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 Agreement



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 will result in a cancellation of these privileges. Should the student damage any property owned or in the care of ASU Preparatory Academy, including but not limited to tablets, computers, etc. parents/guardians may incur financial responsibility to cover damages and loss of equipment.

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. Parent/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.

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.

Student Discipline

The discipline procedure in the ASU Preparatory Academy Handbook addresses serious and major offenses such as theft, vandalism of school or personal property, improper use of electronic devices, and any other violation of the school discipline policy that can apply to school technology. Depending on the seriousness of the offense students may lose technology privileges as well as being held for detention, suspension or even (in extreme cases) expulsion.



Signature Pages

(sign & return)

ASU Preparatory Academy Signature Page

Thank you for taking the time to read the ASU Preparatory Academy Family Handbook. Please sign and **return this page to the front office by Friday of the first week of classes.**

I, _____ an ASU Preparatory Academy student, and my parent/guardian _____, understand and accept the policies, procedures, rights and responsibilities outlined in the ASU Preparatory Academy Family Handbook.

- As a parent/guardian, I agree to uphold the drop off and pick expectations as outlined for my campus, which includes picking my child up within 30 minutes following the end of the school day or school-sponsored activities.
- I have read the Student Code of Conduct and agree to abide by the Code of Conduct and fully understand the consequences of our behavior. We acknowledge having read and understood the policies and assure that the student(s) named above will abide by the rules and regulations contained herein.
- I have read and understand the student attendance and discipline procedures for the ASU Preparatory Academy as outlined on page 16 and pages 31 - 37. I understand that there are teacher-level discipline and administration-level discipline actions as described in this handbook.
- I have read the Student Surveys, Research Studies and Evaluation on page 40. I give my child(ren) permission to participate in student surveys, research studies and other related activities that have been approved by administration.
- I have read the Use of Technology Resources in Instruction and Community Involvement Electronic Information User Services as outlined on page 41 and agree to abide by the terms. I understand that any violations may result in disciplinary action and the revocation of my use, and when applicable, law enforcement involvement.
- I read the Directory information statement and I would like my child's name or photo used in these publications as outlined on page 40.
- I would like my child(ren) to be included in any Network News and Media activities as outlined on page 40.
- Yes No I have read and fully understand the Technology Acceptable Use Policy and Safety Agreement and do hereby agree to the terms and conditions of use. (Please check yes or no)

Parent/Guardian Signature

Student Signature

Address

Address

Telephone Number

Telephone Number

Date

Date



School and Family Responsibilities

At ASU Preparatory Academy, it is our responsibility to:

- Provide a safe, clean environment
- Provide excellent education
- Honor and value families, what you bring to the school, and your opinions
- Honor cultural diversity
- Ensure a positive, productive learning environment
- Interface with students in a dignified and respectful manner

As ASU Preparatory Academy Parents/Guardians and Families, it is your responsibility to:

- Send students to school well-rested, well-fed and prepared for the school day
- Assure that students arrive at school on time
- Communicate student and family needs with the school
- Notify the school of absences
- Work with your student to make an appropriate place for studying
- Communicate as part of the FAST Team (Family, Administration, Student, Teacher)
- Complete the Family Engagement Program

As a student at ASU Preparatory Academy it is your responsibility to:

- Do your best
- Take responsibility for your education in a grade-appropriate way
- Know and be willing to follow school guidelines
- Report unsafe situations and seek adult help
- Communicate respectfully with teachers and fellow students. Represent your school well, demonstrating good character
- Be responsible for your own actions and the consequences of those actions
- Show consideration and respect to fellow students, parents/guardians, community members, school staff members and school property
- Display physical and verbal self-control by using problem solving methods for addressing concerns

Student Name (Print)

Student Signature

Parent/Guardian Name (Print)

Parent/Guardian Signature

Teacher Name (Print)

Teacher Signature

