

Arizona Collegiate High School



2015-2016

Community Handbook

Arizona Collegiate High School

A New School Way of Learning



Dear Parents/Guardians,

Welcome to the Arizona Collegiate High School! We are dedicated to teaching our students how to develop their character, and how to master academic skills to not only succeed in high school, but to be ready to enter college, or a professional training arena. In short, we are fully committed to prepare our students for life beyond Arizona Collegiate High School.

Whether our students are in the classroom studying global history, participating in freshmen orientation on nearby college campuses, performing in their first student production, identifying their long-term goals or practicing basketball, they will embody what it means to be an Arizona Collegiate High School student.

We know that student success takes discipline and dedication, and the support of caregivers like parents, grandparents and others interested in the wellbeing of an enrolled student. To that end, it will be a school policy to provide caregivers with opportunities for open communication and with access to information about the school, its philosophy and their student's progress. To that end, we have prepared a handbook, which describes our school's structure, attendance policy, schedule, culture, and academic criteria.

We hope this handbook will answer any questions you may have about Arizona Collegiate High School. Please know that we plan to update our handbook as our school grows. We will continually forward the newest information to you, while your student is enrolled with us.

We look forward to an exciting and positive school year.

Please feel free to contact me if you have any questions, comments, or concerns!

Thank you for your support,

Mr. Mike Dunbar, M. Ed.
Principal
623-498-8200
mdunbar@thepartnership.us

Arizona Collegiate High School

A New School Way of Learning

Table of Contents

General Information.....1	
• Foreword	
• Mission, School Name, Motto, and Credo	
• Beliefs and Foundations	
• School Colors and Mascot	
• People Who Can Help You	
• ACHS Norms	
• Visitors Policy	
• Closed Campus and Leaving Campus Policy	
• Parking	
• Parent Advisory Council	
• Lost and Found	
• Fingerprinting	
• Complaints and Grievances	
Commitment to Excellence	
Agreements.....7	
• Teachers	
• Students	
• Parents	
Faculty Contact List.....10	
Academic Information.....11	
• Grading Policy and Grade Point Average	
• Assessment and Exams	
• Response to Intervention	
• Wednesday Seminar Courses	
• Textbook Policy	
• Make-Up Work	
School Calendar.....17	
Daily Schedules.....18	
Attendance Information.....19	
• Attendance Policy	
• Excused Absences and Unexcused Absences	
• Tardiness and Signing Out Early	
• Excessive Absences, Academic Hearings and Course Completion	
Medical Information.....22	
• Medication Policy	
• Illness or Injury During School Hours	
Code of Conduct Information.....24	
• Disciplinary Information	
• Discipline Options	
• Sexual Harassment/Bullying Behavior/Racial Slurs	
• Consensual Sex Warning	
• Tobacco Policy	
• Student Dress Code	
• Questioning of Students by Law Enforcement Officers	
• Search and Seizure	
• Electronic Device Policy	
• Technology and Internet Use Policy	
• ACHS Position on Weapons	
• Honor Code and Academic Dishonesty/Cheating and Plagiarism	
• Extracurricular Activities and Sports Teams	
○ Participation	
○ Conduct at Events and Competitions	
○ Sportsmanship	
Student Records (FERPA) Notification...32	
• Rights (Parents and Eligible Students)	
• Directory Information	
• Disclosure to School Officials	
Pupil Rights Amendment (PPRA Notification.....34	
Special Education Information.....36	
• Special Education Services	
• Individuals with Disabilities Education Act (IDEA)	
Signature Page.....37	
Student internet contract.....38-39	
Staff internet contract.....40	
AHERA Notification.....41	

Arizona Collegiate High School

A New School Way of Learning

General Information

FOREWORD

To Students:

This handbook has been prepared by the Administration of Arizona Collegiate High School in cooperation with the Superintendent and the Governing Board. It is for your guidance in understanding some basic policies around which your school functions. If parents or students have questions, please feel free to contact a campus administrator. Please read carefully and abide by these rules and regulations.

To Parents:

The home is the greatest influence on the child during the formative years; from these influences the child develops his/her first habits and obtains most of his ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your child. Please make every effort to encourage your child to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities. The purpose of this handbook is to supply you and your child with information about Arizona Collegiate High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with teachers and the administration when you deem it necessary. The cooperation of school patrons, based on the knowledge of the functions of the school, will result in a more efficient and successful school program.

Our Mission

The mission of Arizona Collegiate High School is to provide rigorous, differentiated educational programs with an extended day component and technology-enhanced instruction, including options for credit recovery solely for "at risk" youths with histories of adjudication, academic underperformance, poor school attendance, documented histories of disruptive behavior and at high risk for dropping out of school. The students will be provided with a curriculum that is aligned to Arizona state standards in the core content areas of Language Arts, Mathematics, Science, and Social Studies. Student progress will be supported by a well-staffed, secure and structured learning environment leading to a successful transition to post-secondary education and the pursuit of career goals.

Our School's Name

Our name, Arizona Collegiate High School, signifies one of our primary objectives as a school: *to develop the academic and character skills necessary to earn a college degree*. Currently, too many teenagers from the urban areas of Phoenix don't take or master enough high school coursework that prepare them to attend college, and many of the Phoenix students who start college, don't finish. By naming our school Arizona Collegiate High School, we aim to instill a belief in every student, who joins our school that they will earn a college degree.

Our School's Motto

Arizona Collegiate High School's motto is "*Come GRADUATE With Us!*" This motto exemplifies Arizona Collegiate High School's student philosophy, in which our students and faculty constantly seek to learn new things, challenge their thinking, practice their skills and enhance their base of knowledge.

Student Credo

I am an Arizona Collegiate High School student and I want to be here to earn credit.

I will take pride in my school and will do my part to maintain its excellence.

I will show respect towards other students, teachers and myself with my words and actions.

Arizona Collegiate High School

A New School Way of Learning

I will pursue and achieve the goals I have set for myself.
I accept full responsibility for the choices I make.

What We Believe

We believe in living inspirational lives produced by right desire, consistent discipline and dedication. We are not frightened of social and academic challenges, but believe that we can change our world for the better through leadership and service. Together, we work, plan, create, and dream. Our talent, character, and integrity will be the tools we need to harness for a better tomorrow.

The Five Foundations of Learning at Arizona Collegiate High School:

Arizona Collegiate High School applies five core operating principles known as the Five Foundations of Learning:

1. **High Expectations:** Arizona Collegiate High School has clearly defined and measurable expectations for high academic achievement and student conduct, which makes no excuses based on students' backgrounds. Students, parents, teachers, and staff create and reinforce a culture of achievement and support through a range of formal and informal rewards and consequences for academic performance and behavior.
2. **Choice & Commitment:** Students, their caregivers and the faculty choose to participate in the school. No one is stipulated to attend the school. Everyone must make and uphold a commitment to the school and to each other, and put in the time and effort required to achieve success.
3. **Time:** We know that there are no shortcuts, when it comes to success in academics and success in daily life. With an extended school day, week, and year, students have more time in the classroom to engage in diverse experiences and to acquire the academic knowledge and skills that will prepare them for competitive college enrollment.
4. **Power to Lead:** At Arizona Collegiate High School, we believe that great schools require great leaders. Arizona Collegiate High School principals have control over their schools' budget and personnel, allowing them maximum effectiveness in helping students learn.
5. **Focus on Results:** ACHS has an ongoing focus on measuring student performance, including standardized tests and other objective measures. Students are expected to achieve a level of academic performance that will enable them to succeed at the nation's best colleges. Arizona Collegiate High School will administer AIMS tests in all major subject areas, in addition to school-based assessments. Students are also expected to take the ACT and/or SAT national college admission and placement exam.

School Colors

Navy Blue and Yellow

Mascot

Eagles

People Who Can Help You

Your Principal

The Principal is responsible to the Associate Superintendent of Schools for proper administration of Arizona Collegiate High School. It is the principal's duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. The principal will be glad to help you with any of your problems or concerns.

Arizona Collegiate High School

A New School Way of Learning

Your Vice Principal

The Vice Principal is responsible to the principal for proper administration of student discipline, extra-curricular athletics, general administration of school functions and teacher evaluation. It is the vice principal's duty to maintain confidentiality with all student matters and should be used as a resource to help students succeed, not to be feared. The Vice Principal will be glad to assist students, families and staff with any problems or concerns that may arise.

Your Community Liaison

Arizona Collegiate High School understands that students may experience personal, social, or family issues that can affect their academic performance. We have made a strong commitment to meet any needs that students and their families may encounter. All students at Arizona Collegiate High School will have access to a community liaison that will help students and families overcome any obstacles that can affect a student's learning. If a challenge cannot be solved by our community liaison, external partnerships and referrals with other social service agencies and organizations will be made to help find solutions. The community liaison works directly with the Principal in the administration and organization of the school. The community liaison is in charge of recruitment, student attendance, aligning community resources with student need. The community liaison assists with assuming the responsibilities of the Principal in his/her absence.

Your Academic Counselor

Your academic counselor is responsible to the principal and primarily assists students with scheduling, ensuring classroom proficiency, all state and federally mandated testing and post-secondary matriculation. The academic counselor is readily available to all families and students that have questions regarding financial assistance and high school completion. Although the academic counselor will make every effort to meet with all students regularly, students are encouraged to request meetings as the student is ultimately responsible for their own education.

Your Administrative Services Manager

The front office manager is responsible to the principal and is in charge of all the business operations of the school. Families are encouraged to work with the front office manager when needing additional shirts, submission of student records, and when questions arise regarding their students' free and/or reduced lunch status within Arizona Collegiate High School.

Your Attendance Clerk

The attendance clerk is responsible for the guidance program at Arizona Collegiate High School. Their major responsibilities helping students learn to make decisions and accept responsibility for their decisions, guiding students to set realistic educational and career goals and encouraging students to broaden their experiences by involvement in activities in high school and the community.

Your Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. Your teachers will be on duty each school day at 8:00 a.m. and will remain after classes from 2:40pm to 4:00 p.m. for the purpose of helping any student desiring to report at this time. Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

Arizona Collegiate High School

A New School Way of Learning

Arizona Collegiate High School Norms

Every Arizona Collegiate High School student is expected to conduct themselves in a manner that is appropriate for college and the professional world. In order to maintain an orderly learning environment, students will be held to the following expectations every day at Arizona Collegiate High School:

Classroom Norms:

- Arrive on time, prepared to begin before the bell rings.
- Enter the room quietly, be seated, and begin the assigned task.
- Be respectful of yourself, your classmates and your teacher.
- Be engaged and on-task throughout the class period.
- All assignments should be completed neatly and on time.
- Exit the classroom quietly and calmly after you are dismissed by the teacher.
- If you fail to abide by these norms, the teacher will take action to correct the issue as necessary.

Hallways Norms:

- Move calmly to and from each of your classes.
- Quiet conversation is acceptable; loud, raucous conversation is not.
- You must walk through the hallway; endangering others by running is considered a disciplinary offense.
- Discard trash in school property containers.
- Be aware of traffic flow; do not stand in groups.
- Follow the direction of all staff members. Adult should be respected and listened to.
- Do not engage in inappropriate physical contact of any type in the halls, including both altercations and public displays of affection.
- Do not engage in horseplay or use obscene or vulgar language.

Cafeteria Norms:

- Students must treat all food service staff, cafeteria supervisors, and fellow students with courtesy and respect.
- Students are to walk and never run to the cafeteria.
- The line in the cafeteria must be quiet and orderly at all times.
- Students are not permitted to order food from outside of the school dining services.
- Dining spaces must be clean and neat upon student exit.
- No student may leave the cafeteria or take food outside of the cafeteria without permission.
- Students must exit the cafeteria in a quiet and orderly manner.

Hallway Passes:

- Students traveling between classrooms and other spaces at any time other than transition must carry a pass at all times. Three types of passes will be issued:
 - Office Pass - given to tardy students to allow them to enter their classrooms after the bell.
 - Teacher Pass - for referrals and any other reason for student movement such as individual student/teacher, counseling or small group meetings.
 - Vice Principal Pass – for student late between class transitions

Arizona Collegiate High School

A New School Way of Learning

Bathroom Norms:

- After respectfully asking your teacher for permission to use the bathroom, you should sign-out in your teacher's logbook if they keep one and quietly leave the classroom.
- One student at a time may leave class to use the bathroom so please be mindful of your time using the bathroom as other classmates may be waiting patiently for your return.

Visitors Policy

All visitors must report directly to the main office to receive permission to be on school grounds. Visitations by students from other schools are strongly discouraged, unless they are for educational purposes. They will not be admitted unless prior arrangements have been made. Students must contact an administrator at least three (3) days prior to the expected visit and secure a visitation permit.

Closed Campus Policy

ACHS has a Closed Campus Policy. Students may not leave the school grounds during school hours without permission. If a student is leaving during school hours, a parent/guardian must come to the attendance office and sign for their student to leave the building. Students who violate the closed campus policy will be subject to in-school suspension. Additionally, students are not to be in the parking lot during the school day unless they have been approved by an administrator/teacher with the exception of lunch period. Being outside the building without authorization may be considered "off campus." Appropriate discipline will be assigned.

Leaving Campus

Students are **not** permitted to leave the school building without authorization before or during scheduled school hours, including state mandated exams. Students are also not permitted to remove and/or sit in any car parked in the school parking lot during school hours. Any student found to be in violation of these requirements will be subject to appropriate discipline. After students have signed out, they must leave school campus.

Parking

In the interest of personal safety, Arizona Collegiate High School considers its parking facilities as "closed." Parking on school grounds is a privilege which may be granted by the building principal or his/her designee upon application by the student. The student, upon accepting a student parking permit, must sign that they understand and agree to all regulations. Students are to park in the designated school lot **ONLY**. Inappropriate behavior in the parking lot will result in disciplinary action, including parking permit revocation. Students are always required to park in their designated parking area and are required to maintain up-to-date registration, insurance and a license to drive.

Parent Advisory Council

Arizona Collegiate High School's Parent Advisory Council will meet several times during the school year to discuss school programs. Parents or caregivers may be called upon to serve on the Advisory Council. If you are not called, but would like to become involved, we would be happy to have you as an active member. Please contact the building principal to that effect.

Lost & Found

Items that have been lost should be reported to the main office as soon as possible. Articles that are found should be taken to the main office where they will be held for a reasonable length of time. Periodically, we will set up a table after school and distribute items. Items that are not claimed will be donated to local non-profit organizations.

Arizona Collegiate High School

A New School Way of Learning

Fingerprinting

All employees of charter schools, and all adult school volunteers who work with students, are required to be fingerprinted and have a criminal background check done by the Arizona Department of Public Safety and the FBI. New volunteers will need to go to the local police department or another agency to have the fingerprinting done. In order to receive a fingerprint clearance card application, please contact the office.

Complaints and Grievances

Students who have complaints or grievances concerning school matters are to discuss such complaints or grievances with the principal. The decision of the principal may be appealed to the Associate Superintendent. The decision of the Associate Superintendent may be appealed to the Superintendent. The decision of the Superintendent may be appealed to the Board. The Board will only hear complaints and grievances when such have been presented through the channels outlined above.

Arizona Collegiate High School

A New School Way of Learning

Arizona Collegiate High School Teachers' Commitment to Excellence Agreement:

Teachers at the school commit to the following:

- We will always teach in the best way we know how and will do whatever it takes for our students to learn.
- We will arrive at work on time each day, work on appropriate Saturdays, and work during the summer to ensure our students' success.
- We will work, think, and behave in the best way we know how, and we will do whatever it takes to help our students to go to and graduate from college. As a result we will always follow the ACHS Credo:
 - I am an Arizona Collegiate High School teacher and I want to be here.
 - I will take pride in my school and will do my part to maintain its excellence.
 - I will show respect towards others, my school, and myself with my words and actions.
 - If I say it can be done, I will achieve my goals.
 - I accept the responsibility for the choices I make.
 - We will make ourselves available to students and families and address any concerns they might have in a timely manner.
- We will protect the safety, interests and rights of all individuals in the classroom.
- We will ensure that our students enroll in challenging courses that will prepare them for college entrance and that will fulfill Arizona Collegiate High School graduation requirements.
- We will sponsor and chaperone Arizona Collegiate High School events on appropriate weekdays, evenings, and weekends.
- We will support the school's policies, including discipline and dress code, as detailed in the Arizona Collegiate High School student handbook.
- We will actively communicate with students, parents, and fellow teachers regarding students' progress, difficulties, and successes.
- We will contact students' parents, advisors, and/or counselors if our students have problems that may jeopardize their college preparation.

Teacher failure to adhere to these commitments may cause us to lose privileges and may result in our removal from Arizona Collegiate High School.

Teacher Name: _____

Teacher Signature: _____

Date: _____

Arizona Collegiate High School

A New School Way of Learning

Arizona Collegiate High School Student Commitment to Excellence Form: **Student Form**

As a student of Arizona Collegiate High School I fully commit to the following:

- I understand that I am responsible for my academic growth and success.
- I will report to school each day, arrive on time and come prepared and ready to learn.
- I will attend school each day, complete my homework, and ask questions when I am confused.
- I will work, think, and behave in the best way I know how and I will do whatever it takes for me and my peers to go to and graduate from college. As a result I will always follow the ACHS Credo:
 - I am a Arizona Collegiate High School student and I want to be here to earn credit.
 - I will take pride in my school and will do my part to maintain its excellence.
 - I will show respect towards other students, teachers and myself with my words and actions.
 - I will pursue and achieve the goals I have set for myself.
 - I accept full responsibility for the choices I make.
- If my GPA falls below 2.50, I will seek out additional help from teachers, staff and peers.
- I will build relationships with teachers, mentors, advisors and friends who will help with developing my educational development and personal growth.
- I will participate in at-least one extra-curricular activity and I will try to become outstanding in at least one such activity.
- I will participate in the ACHS College Summer Opportunities program beginning the summer after my 9th grade year.
- I will avoid people, places, and materials both inside and outside of school that will not help me have a bright future and detract me from my academic goals.
- I will follow the school's policies, including discipline and dress code, as detailed in the Arizona Collegiate High School student handbook.
- I will be honest with myself and others at all times by accepting responsibility for my actions, and making choices that will lead me toward success in the future.

Failure to adhere to these commitments may lead to loss of privileges, suspension and/or expulsion from Arizona Collegiate High School.

Student Name: _____

Student Signature: _____

Date: _____

Arizona Collegiate High School

A New School Way of Learning

Arizona Collegiate High School Parents/Guardians Commitment to Excellence Form: **Parent Form**

As a parent/guardian I fully commit to the following:

- I will encourage my student to be successful, to achieve excellence and to do whatever it takes to help him/her become the best possible person he/she can be.
- I will make sure my student arrives at school every day on time and stays until the appropriate dismissal time.
- I will encourage my student to work, think, and behave in the best way that he/she knows how, and I will do whatever it takes to support my student to go to and graduate from college. As a result I will always follow the ACHS Credo:
 - I am a Arizona Collegiate High School parent/guardian and I want my child to earn credit at this school.
 - I will take pride in the school and will do my part to maintain its excellence.
 - I will show respect towards others, the school, and myself with my words and actions.
 - If I say it can be done, I will help my student achieve his/her goals.
 - I accept the responsibility for the choices I make.
 - I will help my student set and attain goals for himself/herself because I have great expectations.
- I will encourage my student to take classes that are challenging, including Advanced Placement (AP) and Honors Classes.
- I will allow my student to participate in activities offered during the school day, as well as school-related activities and field trips, which occur during non-school hours.
- I will make myself available to teachers and staff at Arizona Collegiate High School and will address questions or concerns in a timely manner.
- I will allow my student to go on Arizona Collegiate High School field lessons, participate in internships and summer programs, and visit colleges.
- I will support the school's policies, including discipline and dress code, as detailed in the Arizona Collegiate High School Community handbook.
- I will actively communicate with my student and his/her teachers regarding his or her progress, difficulties, and successes.
- I will contact my student's advisor or counselor if he/she has a problem that may jeopardize his/her college preparation.

Failure to adhere to these commitments can jeopardize my child's ability to achieve academic, personal and social success.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Arizona Collegiate High School

A New School Way of Learning

Student Safety Agreement

As a student at Arizona Collegiate High School, I agree to follow the safety rules listed below while on my way to and from school:

If I walk to school

- To cross streets only in properly marked crosswalks and to not jaywalk.
- To avoid horseplay near busy streets and intersections.
- To be alert and not be distracted by cell phones and electronic devices.

If I ride the school bus or use public transportation

- To behave appropriately while on the bus/ public transportation, at loading zones/ stops, and at Transit Centers.

If I drive to school

- To drive safely and follow all rules of the road.
- To be alert to weather conditions and not be distracted by cell phones and electronic devices, not text or put myself or others in danger and obey traffic laws.

At all times

- To call my parents or guardians if I am not going directly home.
- To immediately notify the school administration if an incident occurred where I felt unsafe on the way to or from school.
- To be respectful of the community (businesses, parks, homes, etc.)
- To be mindful of loitering and trespassing laws.
- To be mindful of curfew as established by the City of Phoenix. (Curfew hours for youth 15 years and younger is 10 p.m. to 5 a.m. and for youth 16 and 17 years of age is midnight to 5 a.m.)

If I attend school-sponsored activities, I

- must be transported safely to and from school-sponsored activities.
- must be picked up no longer than 30 minutes after the end of any school-sponsored scheduled event such as a game, dances, practice, etc.

I agree to do this for my own personal safety.

Student Signature

Date

Parent/Guardian Signature

Date

Arizona Collegiate High School

A New School Way of Learning

Policy on Threatening an Educational Institution

Safe schools are a priority to Arizona Collegiate High School. Safety and security are the essential elements of an effective learning environment for excellence in student achievement and academic success. Students need to be held accountable for behavior that threatens the safety and security of students and staff members.

An expulsion requirement may be modified on a case-by-case basis if the student takes responsibility for the result of the threat. We will adhere to all federal and state requirements and procedures for students afforded protection under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. The following categories of misconduct may fall within and be included with the general category of “Threatening an Educational Institution” depending upon the circumstances of each case:

- Assault on another student
- Aggravated assault or assault on a staff member
- Arson/reckless burning
- Bomb threats
- Bus misconduct
- Destruction or defacement of property
- Endangerment
- Explosive devices
- Extortion
- Sexual misconduct
- Threat, intimidation, or verbal abuse of a student
- Threat, intimidation, or verbal abuse of a staff member
- Incitement
- Use/distribution of illicit drugs on school campus
- Weapons

I have read and understand the Board Policy on threatening an educational institution.

I further understand that violation of this policy could result in expulsion from school.

Student Signature

Date

Parent/ Guardian Signature

Date

Arizona Collegiate High School

A New School Way of Learning

Faculty Contact List

Position	Name	Contact Info
CEO	Claire Scheuren	
Chief Educational Officer	Dr. Edith Garcia-Macklin	egarciamacklin@thepartnership.us
Principal	Michael Dunbar	mdunbar@thepartnership.us
Curriculum Coordinator	Lisa Long	llong@thepartnership.us
Manager of School Safety and Community Relations	Consuelo Garcia	cgarcia@thepartnership.us
Vice Principal	Terry Jenkins	tjenkins@thepartnership.us
Academic Counselor	Debbie Jensen	djensen@thepartnership.us
Attendance Clerk	Cecilia Staniscia	cstaniscia@thepartnership.us
Admin Services Manager	TBD	achsreceptionist@thepartnership.us
Facilities Manager	Liz Bonorand	ebonorand@thepartnership.us
English Teacher	Abigail Kwiecinski	akwiecinski@thepartnership.us
English Teacher	Alyssa Glykokokalos	aglykokokalos@thepartnership.us
Math Teacher	Carlos Rodriguez	crodriguez@thepartnership.us
Math Teacher	Rich O'Neill	roneill@thepartnership.us
History Teacher	Jeremy Starson	jstarson@thepartnership.us
Science Teacher	Ashley Williams	awilliams@thepartnership.us
Career and Technical Education Teacher/Coordinator	Yadira Ibarra	yibarra@thepartnership.us
Music Teacher	TBD	
Credit Recovery Teacher	Delores Baker	dbaker@thepartnership.us

Arizona Collegiate High School

A New School Way of Learning

Parents Right to Know

Under No Child Left Behind Act of 2001, parents have the right to know the professional qualifications of the instructors who teach their child[ren]. Charts outlining educational background and experience for all teachers are maintained in the principal's office. If you wish to view a teacher's statistics, you should contact the principal's office directly.

Academic Information

Grading Policy and Graduation Requirements

All students at Arizona Collegiate High School are required and expected to meet the Arizona Department of Education's requirements for graduation. Academic preparedness for college is essential for success in post-secondary institutions. Colleges and universities expect to see at least a C (2.0) average in course grades; which is why Arizona Collegiate High School provides students with academic supports (see Academics: Support, Intervention, and Probation) to meet this expectation.

Grading Policy

Letter	GPA
A (93-100)	4.0
A- (90-92)	3.7

Students receiving an A show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.

B+ (87-89)	3.3
B (83-86)	3.0
B- (80-82)	2.7

Although students receiving a B may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.

C+ (77-79)	2.3
C (73-76)	2.0
C- (70-72)	1.7

Students receiving a C are meeting basic requirements, and may need to develop skills.

D+ (67-69)	1.3
D (63-66)	1.0
D- (60-62)	0.7

Students receiving a D are meeting minimum requirements, and may need to develop significant skills.

F (59 and below)	0.0
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Students receiving an NC produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort.

Arizona Collegiate High School

A New School Way of Learning

Graduation Requirements: Please note: All graduation requirements shall be strictly enforced by year of graduation, NOT by a cohort. Therefore, high school seniors that fail to meet graduation requirements by the end of 2015 will be required to complete all additional requirements that become effective in 2016, as outlined in State Board of Education Rule (AAC R7-2-302.01, 302.02, and 302.03).

<i>Class of 2013 and Beyond</i>	
English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
CTE/Fine Art	1 credits
Electives	7 credits
Total	22 credits
Math courses shall consist of Algebra I, Geometry, Algebra II (or its equivalent) and an additional course with significant math content as determined by district governing boards or charter schools.	
Three credits of science in preparation for proficiency at the high school level on the AIMS test.	

* This document is a summary of Arizona's minimum course of study. Please refer to A.A.C. R7-2-302, R7-2-302.01 and R7-2-302.02 to view the complete requirements. These rules can be accessed through the Secretary of State's website at: http://www.azsos.gov/public_services/Title_07/7-02.htm

Assessments and Exams

At Arizona Collegiate High School, students will be assessed in various ways to determine strengths so that we may align our resources and support structures to ensure better outcomes in regards to achievement and course completion. The following list highlights the assessments students are expected to participate in (including but not limited to):

- Universal Screeners – used to determine an incoming student's strengths
- Benchmark Testing – used as a state and federal testing predictor and includes language arts (reading and writing) math and science
- In-Course Pre/Post Testing – used to determine an individual student's growth within a course
- AZELLA Testing – used for any student who indicates anything other than English on the PHLOTE
- State/Federally Mandated Testing – norm and criterion referenced testing
- Progress Monitoring – used to determine a student's progress towards specific goals

Arizona Collegiate High School

A New School Way of Learning

ACHS' Response to Intervention Model

The Response to Intervention (RTI) process is a multi-tiered approach to providing services and interventions to all learners at increasing levels of intensity. This process can be used for making decisions about general, remedial, and special education, creating a well-integrated and seamless system of instruction that is guided by student outcomes.

We believe that within an RtI framework

1. ALL students will learn and achieve academic success as a result of effective teaching and supports.
2. ALL students must have access to a rigorous, standards-based curriculum and research-based instruction delivered with fidelity.
3. Collaboration among ALL stakeholders is the foundation of effective problem-solving and instructional decision-making.
4. A comprehensive system of evidence-based, tiered interventions is essential for addressing the full range of student needs.

Key components of AZ RtI for Academics are:

- High quality evidence based core curriculum.
- Universal screening.
- Tiered levels of intervention to meet student's needs.
- Progress monitoring.
- Data driven decisions.

The key components of AZ RtI for behavior are:

- Setting and defining expectations & routines.
- Teaching behavior in a multi-tiered system.
- Actively monitoring behaviors.
- Acknowledging appropriate behavior.
- Reviewing data to make decisions.
- Correcting behavioral errors.

Textbook Policy

Textbooks will be made available to each student on a loan basis. Most of the textbooks will be accessed through an online system. If needed, a textbook can be made available to a student that does not have internet access at home. To insure proper identification, the student must check out the book from their teacher and write his/her name for the teacher in a space provided. It is the student's responsibility to keep and maintain (no writing, underlining, or highlighting) the textbook issued to him/her and is expected to be returned the next day in the same condition it was originally given to the student.

1. Textbooks are rated as to their condition when they are initially distributed to the student. At this time, students will be given the opportunity to check the books for damage that is present and to record the damage. It is the student's responsibility to be as thorough as necessary because ultimately the student will be held responsible for the condition of the textbook when it is returned.
2. **Students will be required to pay for any textbook that is lost, damaged, or not returned.** The fee will be based on the current replacement cost regardless of the age of the text.
3. Throughout the year, textbook checks will be conducted. If staff feels that a book has been defaced or abused, the student will be sent to the principal.

Arizona Collegiate High School

A New School Way of Learning

4. Fines will be assessed on books more seriously damaged or defaced but which are still functional, based on the age and current replacement cost of the text.
5. Students must return their assigned textbooks to the teacher that checked out the book according to school textbook return procedures.
6. The enforcement of these rules will be left to the discretion of the teacher.
7. Students who show a lack of responsibility for failure to resolve accounts will face disciplinary action.

Unresolved textbook accounts will result in the DENIAL OF THE FOLLOWING SERVICES FOR STUDENTS: Parking access, media services including on-line access, equipment use and materials for co-curricular activities including athletics and participation in all senior graduation activities.

Make-Up Work

Make-up work, as a result of being absent, is the responsibility of the student. Immediately upon return to school following an absence, the student is to make arrangements with his/her teacher(s) to obtain assignments and to establish reasonable deadlines for the completion of make-up work; typically make-up work must be completed within the three (3) week progress period of the absence(s).

Assignments missed as a result of a verified absence can be made up for full credit. **If the absence is for a period of more than three consecutive days, it is imperative that the parent/guardian contact the student's counselor to obtain make-up work.**

Arizona Collegiate High School

A New School Way of Learning

2015-2016 School Year Bell Schedule

Monday, Tuesday, Thursday and Friday

8:05 to 9:35	Period 1	90 minutes
9:38 to 11:08	Period 2	90 minutes
11:08 to 11:38	Lunch A	30 minutes
11:41 to 12:16	Period 3A**	40 minutes
11:11 to 11:46	Period 3B**	40 minutes
11:46 to 12:16	Lunch B	30 minutes
12:19 to 1:49	Period 4	90 minutes
1:52 to 3:22	Period 5	90 minutes

**Credits are earned quarterly (every 9 weeks) for a total of 9 credits per year*

***Students have either A or B, not both*

Wednesday

8:05 to 9:05	Period 1
9:08 to 10:08	Period 2
10:11 to 11:11	Period 4
11:14 to 12:14	Period 5

Arizona Collegiate High School

A New School Way of Learning

Attendance Information

Attendance Policy

Arizona Collegiate High School believes students need to be at school daily to maximize their learning opportunities. We strongly request that students and their parents make every effort possible to minimize the number of days they miss school. Attendance is one of the criteria used in the Student Success Model to determine student status for incentives (including extracurricular events and eligibility to attend college classes). The school will open for breakfast at 7:30AM. The school day begins at 8:05 AM and ends at 1:49 PM or 3:22 PM on Mondays, Tuesdays, Thursdays and Fridays, and 8:05am – 11:11 AM or 12:14PM on Wednesdays and other designated half days. Students must arrive to school by 7:50 AM to ensure that they will be in their first period class by 8:05 AM.

Regular classroom attendance is an absolutely necessity in order to build the habits of accountability and responsibility needed in college and throughout life. Classroom instructional time is invaluable to preparing for the demands of college and work. Making up missed assignments, while required, cannot replace classroom time. Therefore, we strongly encourage that students and their parents make every effort possible to minimize the number of absences.

Excused Absences

Daily attendance in school is required. The only absences that are considered excused are:

- Personal illness
- Death of a family member
- Serious family emergencies (subject to principal approval)
- Court summons
- School-approved activity
- Religious holiday
- Medical appointments (please note: if regular doctor, dentist, or other non-urgent appointments need to be made, the expectation is for every attempt to be made to schedule appointments after school, or on early dismissal or school holiday dates)

For an excused absence, parents/guardians must notify Arizona Collegiate High School by 9:00am of each day the student is absent. According to the Student Success Model, students will be allowed five (5) *excused* absences within a three (3) week progress period without jeopardizing secondary or collegiate status.

Any student who is absent with an illness for four or more days must bring an official note signed by their doctor to the main office when they return to school. The note must include the name of the student, dates of absence and reason for absence.

- Full name of the student
- Date(s) or time of absence
- Specific reason for absence
- Telephone numbers where parents/guardians may be reached (home and work)
- Signature of parent/guardian

Arizona Collegiate High School

A New School Way of Learning

Unexcused Absences

Colleges review absences in their evaluation of our students. Unexcused absences reflect poorly on student achievement, so we strongly encourage students to minimize the number of unexcused absences they incur. If a student does not arrive to school or class, and we have not received notification of the absence from a parent/guardian by 10:00AM, the parent/guardian will be contacted.

If students are absent frequently (excused or unexcused), a letter of concern will be sent home and if the absences continue, a parent conference will be called to discuss a solution to the problem. Per the Student Success Model, students are allowed two (2) unexcused absences without hindering his/her eligibility for secondary or collegiate status.

The following are some examples of missed school days that will be considered as unexcused absences:

- Family trips
- Non-school related activities (e.g. sporting events, cultural activities, celebrations, performances)
- Truancy (non-attendance)

Any student who is absent from school without the permission of a parent or guardian and/or without the knowledge and permission of Arizona Collegiate High School is considered TRUANT and may be subject to disciplinary actions in school and/or by local authorities. Under Arizona State law, Arizona Collegiate High School is required to report excessive truancy to the *Arizona Department of Public Services (DPS)*.

Tardiness

Lateness to school and to class will not be tolerated. School begins each day at **8:05 AM**, and students must be in their assigned classroom by 8:05AM. A student will be considered tardy to school if he/she arrives to 1st period even one second after **8:05 AM**, and will receive fair and consistent consequences that may increase if tardiness is habitual. Please note students may not be allowed to enter school if they arrive after 11:00AM. If arriving to school after 11:00AM is unavoidable, the student should make every attempt to communicate with the school's administrative staff so that arrangements can be made and approved.

Upon late arrival, the student must sign in at the front desk. Four (4) unexcused tardies to school will equal one unexcused absence per the Student Success Model.

Additionally, lateness to class is unacceptable as students have five (4) minutes to pass between classes. Any student who arrives late to class without a pass will be subject to disciplinary actions determined by the teacher and may receive detention. Individual teachers in collaboration with the Vice Principal will determine additional consequences for students who accumulate multiple tardies.

Signing Out Early

We strongly discourage parents or guardians from signing students out early for appointments or other engagements which can be scheduled during school breaks, half days, or after school hours. Students who must leave school early for unavoidable purposes must have their parents contact the school (either through a written request or a phone call from the parent or authorized designee). A Parent or Guardian must authorize in writing all additional family members who can sign their child out of school.

Students are responsible for collecting coursework/homework from every teacher.

Arizona Collegiate High School

A New School Way of Learning

Excessive Absences, Academic Hearings and Course Completion

Should a student reach 10 total absences (excused or unexcused) within a semester; the Administrative Staff may meet to align interventions in an effort to support the student in regularly attending. A student's parents/guardians will be notified and asked to participate in this process to review the circumstances that led to the excessive absences.

If a student misses a specific class more than 15% of the time, the student may be denied credit due to the Arizona state law and receive a failing grade in that class. The student may be required to repeat the class the following semester, year or at summer school.

Arizona Collegiate High School

A New School Way of Learning

Medical Information

Medication Policy

All prescriptions and non-prescription medications must be kept in the front office and registered with the administrative staff. Substances such as vitamins and herbal/dietary preparations will not be given by school staff. We ask that these substances be given at home under the guidance of the parent. Guidelines for taking prescription and non-prescription medications are as follows:

1. Medication taken 15 days or **LESS**:

- A. Prescription drugs must be in their original pharmacy container and properly labeled by the pharmacist. A written request signed and dated by the parent/guardian must accompany the prescribed medication.
- B. Non-prescription drugs must be in their original container. The written request, found in the enrollment packet, for administration of these must contain the following information:
 - 1. Full name of the student
 - 2. Name of the drug
 - 3. Amount of the drug to be given
 - 4. When the drug is to be given
 - 5. Parent/Guardian signature
 - 6. Date

2. Medication taken 15 days or **MORE**:

All prescription and non-prescription drugs to be administered at school for more than 15 days must be in their original container accompanied by a written request signed and dated by the prescribing physician and the parent/guardian requesting this service. The parent/guardian and physicians' written request must be updated and on file at the beginning of each school year or when the student enrolls.

- 3. Students who must carry **INHALERS** with them must provide a written statement from a physician and parent/guardian allowing the student to self-administer the medicine while on school property or at a school-related event. The inhaler must be properly labeled, and the request must be filed in the front office.
- 4. Dietary and herbal substances will not be given at school. Only FDA approved pharmaceuticals, manufactured in the U.S. for Administration, will be accepted.

Arizona Collegiate High School

A New School Way of Learning

Individual Considerations

1. When a newly enrolled student presents valid evidence of a diagnosed health problem and need for long-term medication, arrangements may be made to give medication as prescribed on a temporary basis.
2. Non-FDA approved preparations such as some types of vitamins, herbals, home remedies, and dietary supplements will not be given by school personnel. These products do not come with a supporting body of research literature or known side effects in children, FDA approval, and an accurate list of known ingredients.
3. Medications from outside the United States will not be administered at school.
4. A medication dose change will only be done with a doctor's order. The pharmacy label must also be changed to reflect the physician's medication change.
5. Medication sent to school in baggies, foil, envelopes, etc. will not be given by school personnel. All medications must be given in the original container with written dispensing information.
6. Sample medication given to you by your private physician must be accompanied by a written prescription from the licensed physician, and written permission from the child's parent or legal guardian.
7. Only those professions who have prescriptive authority (Physicians, M.D.; Doctors of Osteopathy, D.O.; Dentists, Podiatrists, etc.) may prescribe medications.
8. Medications will not be given unless written orders are on file from the parent, and/or physician. Verbal permission over the phone from a parent **cannot** be taken.

Illness or Injury during School Hours

A student's family will be contacted to pick their child up from school if a student becomes too ill to remain at school. We use the contact information provided at enrollment to notify a family of their student's illness. A student's emergency contact information should be kept current so we are able to contact families regarding a student's health in a timely manner. To make changes or update to a student's information you can contact the main office. In the case of severe illness or injury, emergency medical services will be called which may include calling an ambulance and/or hospitalization.

Arizona Collegiate High School

A New School Way of Learning

Code of Conduct Information

Disciplinary Information

Across the nation and the state, a rash of serious incidents, accidents and injuries have awakened educators, parents, and law enforcement officials to the need for more emphasis on maintaining an adequate learning environment. Arizona Collegiate High School has enacted and will enforce a strong Code of Student Conduct designed to deter unacceptable behaviors and teach students to abide by the rules. The basis of the strict code is the concept of RESPECT...respect for others, for property, for authority and for self. The code of student conduct also emphasizes PERSONAL RESPONSIBILITY. Each STUDENT is responsible for his/her own behavior and for knowing the rules of his/her school. TEACHERS are expected to handle minor misconduct thus avoiding referral to the principal or the principal's designee. PARENTS shall be involved early in the process by working directly with their child's teacher, as well as the school administration. The offenses listed in this code of student conduct are considered serious and will be enforced by school administration.

Unacceptable behaviors are defined uniformly, but the consequences may vary depending on the degree of misconduct, the age and record of the student, any special services the student may be receiving, and the judgment of the principal or the principal's designee.

All behaviors cannot be measured on an objective scale of deficiency, nor can such behaviors be attributed to the same motives. Therefore, the consequence section of the code of conduct is established as a MINIMUM guide for school officials to follow. The principal reserves the right to assess each offense on its individual merit, and on the basis of its severity, and may impose any reasonable consequence.

All discipline rules and regulations shall apply at all school functions including the regular school day, school sponsored events including extracurricular activities, student activity trips, fieldtrips, and summer school sponsored activities. Disruptive or poor behavior may result in a student being banned from attending future extracurricular activities.

Discipline Options

Arizona Collegiate High School recognizes that each individual student may have unique challenges facing them in and out of the classroom. Because we strive to find solutions for all of our students, a variety of disciplinary and supportive programs may be put in place. These are not limited to, but may include:

Daily Progress Reports - A plan where students have a progress report targeting specific behaviors and/or academic support that each teacher fills out and the parents sign daily.

Detention - Arizona Collegiate High School High School has implemented detention in the disciplinary policy to develop and correct the behavior of students. Parents will be notified before a student is required to serve detention. Arizona Collegiate High School uses the following methods of detention:

- Teacher-imposed Detention
- Morning Detention
- Lunch Detention
- After school Detention

Arizona Collegiate High School

A New School Way of Learning

Behavior Modification Center - For extreme disciplinary actions (i.e.; fighting, stealing, cursing, major disruptions or acts of verbal/physical violence) or repeated offenses, students may spend all or a portion of the day in a quiet, supervised, behavior modification center room. Students will be given class work to complete but will not be able to attend class until agreed upon terms are met.

Probationary Contract - The length of a probationary contract may be for up to one full school year. The following conditions must be met and maintained throughout the probationary period:

- Must abide by all ACHS attendance policies.
- Must abide by all ACHS behavior policies.
- Must abide by all policies while attending extra-curricular activities.
- Must obtain passing grades in all classes.
- Must have weekly contact with counselor (as determined by counselor).

If all conditions are met, student will be released from contract. **HOWEVER**, if any of the above conditions are not met during the contract period, the student may be subject to the agreed upon consequences in the contract.

Short Term Suspension - Before imposing a short term suspension, the Principal shall provide notice to inform the student of the charges against him or her, and if the student denies the charges, an explanation of the evidence against the student will be provided to the student. A chance to present the student's version of events shall also be provided. At this point, written notice shall be provided within 24 hours of the decision to impose suspension at the last known address(es) of the parents or guardians.

Where possible, notification also shall be provided by telephone. The parents or guardian of the student and the student shall have the opportunity to present the student's version of the incident. Such notice and opportunity for an informal conference shall take place prior to the suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension as is reasonably practicable.

In accordance with Arizona State Law, the Principal reserves the right to suspend a student. A student who has committed any of the actions listed below is subject to short term **suspension** (defined as a period of five days or less).

- Attempt to assault any student or fighting with another student
- Vandalize school property causing minor damages
- Endanger the physical safety of another by the use of force or threats of force that reasonably places the victim in fear of imminent bodily injury
- Engage in conduct which disrupts school or classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others
- Engage in insubordination
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions
- Cheat on quizzes, exams, or commit plagiarism
- Used forged notes or excuses
- Steal, attempt to steal, or possess property known by the student to be stolen
- Commit extortion
- Engage in gambling

Arizona Collegiate High School

A New School Way of Learning

- Abuse school property or equipment
- Use obscene or abusive language or gestures
- Engage in acts of verbal or physical sexual harassment
- Make a false bomb threat or pull a false emergency alarm
- Possess tobacco or alcohol
- Wear inappropriate, insufficient, or disruptive clothing or attire, or violate the Arizona Collegiate High School Dress Code
- Bullying and/or Cyber-bullying
- Commit any other act which school officials reasonably conclude disrupts the learning environment of the school
- Repeatedly commit minor behavioral infractions which, in aggregate, may be considered an infraction subject to formal disciplinary action

Long Term Suspension - The Principal may impose a long-term suspension. Such a suspension may be imposed only after the student has been found guilty of the infraction. In extreme circumstances, the School Principal may recommend the expulsion of the student from school.

Upon determining that a student's action warrants a long-term suspension, the principal shall verbally inform the student that he or she is being suspended and state the reasons for such actions. The Principal also shall immediately notify the student's parent(s) or guardian(s). The principal shall also notify the parent(s) or guardian(s) in writing within 24 hours of suspension at the last known address. Such notice shall provide a description of the incident or incidents which resulted in the suspension. The notification provided shall be in the dominant language used by the parent(s) or guardian(s).

In accordance with Arizona State Law, the Principal reserves the right to suspend and/or the recommend expulsion of a student. A student who has committed any of the actions listed below is subject to long term suspension (defined as a period of more than five days) or possible expulsion from school. In addition, a student who commits any of the acts previously described as causes for short term-suspension may, instead or in addition, be subject to a long-term suspension at the School Director's discretion only if the student has committed the act on multiple occasions:

- Commit, or attempt to commit arson on school property
- Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student in school
- Assault any other student or staff member
- Intentionally cause physical injury to another person
- Vandalize school property causing major damage
- Commit any act which school officials reasonably conclude warrants a long-term suspension

Alternate Instruction - Students who are suspended will be provided with alternative instruction. Arrangements will be made between the school and each individual for the delivery of services, pick- up/delivery of work, and the make-up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for students with disabilities.

Arizona Collegiate High School

A New School Way of Learning

Sexual Harassment/Bullying Behavior/Racial Slurs

Sexual harassment of students by other students or by employees is unlawful under both Arizona and Federal laws. The school administration will not tolerate any sexual harassment of students, including the making of unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments or otherwise creating an intimidating, hostile or offensive environment because of such behavior. All students and employees of the school are to conduct themselves in a manner which demonstrates respect and dignity of others.

Bully-like behavior is insulting and/or badgering a person because of his/her race, national origin, sex, age, disability, height, weight, religion, or marital status and will fall under the same discipline as sexual harassment. Derogatory comments regarding a person's race are also subject to disciplinary measures. Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

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

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- Exposure to social exclusion or ostracism,
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- Damage to or theft of personal property.

Consensual Sex Warning

Consensual sex with a person under sixteen (16) is a crime punishable by imprisonment and listing on the sexual offenders registry on the internet for at least twenty-five (25) years. Sec. 166a Public Act 158

Tobacco Policy

Adults and minors alike are prohibited from: possessing or smoking cigarettes or cigars; chewing, sucking or inhaling tobacco or tobacco snuff; or possessing or using tobacco in any form. Any tobacco products found to be in the possession of a minor student will be destroyed.

Student Dress Code

At Arizona Collegiate High School, we aim to promote a safe and academically-focused environment for our students. Our dress code is designed to build a sense of pride within our school community and will ensure that our students look professional, yet remain comfortable as they learn. Students are responsible for attending school in accordance to Arizona Collegiate High School dress code.

Students that do not adhere to the dress code will be subject to disciplinary action and will not be permitted to attend classes without proper attire. They may be required to borrow appropriate attire or a family member may be asked to come to the school with proper dress code attire for the student.

Arizona Collegiate High School

A New School Way of Learning

The following dress code policies must be adhered to by ALL students EVERY day. Finally, any clothing or jewelry that is determined by any teacher or staff member to distract from the learning process will not be permitted at Arizona Collegiate High School.

Clothing

- Pants and skirts must be worn at waist level, and may not ride or sag below the waist.
- Pants may not be excessively baggy and may not cover the shoes.
- Students may not wear inappropriately tight shirts, pants, or skirts.
- Girls may not wear skirts or shorts that are inappropriately short (more than 3” above the center of their knee) or that have inappropriately long slits (above their knees).
- Clothing may not be see-through, torn, cut, faded, patched, frayed, drawn on, or have logos, writing or pictures other than Arizona Collegiate High School logos and name. Clothing that carries a small logo may be worn if it can be covered by the student’s fist.
- No underwear, undershirts, bras, or bra straps may be visible under any circumstance.

Jewelry and Makeup

- Students are permitted to wear necklaces, earrings, rings, and bracelets. Necklaces must be tucked into a shirt at all times and no beads, chains, or excessively long or heavy necklaces are permitted.
- Jewelry may not be distracting, make noise, or have inappropriate connotations. If jewelry is inappropriate, students will be asked to remove it.
- Sunglasses may not be worn over the eyes or as an accessory.

Head Coverings and Hair

- Hats or other head coverings, including scarves, headbands, sweatbands, hoods, do-rags, hair picks, and bandanas, may not be worn, except for religious reasons.
- Students may use hair dye, but unnatural hair colors that affect the learning environment are not acceptable.

Questioning of Students by Law Enforcement Officers

Arizona Collegiate High School attempts to maintain a good working relationship with the appropriate law enforcement agencies. On occasion, law enforcement agencies ask the school to allow them to question students on school premises since school may act in the position of parents (in loco parentis) during school time. School policy dictates the following:

Questioning is never permitted without a school administrator present. When police question a student for some illegal act, the parents will be contacted. Parents may request in writing that the school not allow police agencies to question their child on school premises. If an officer has a warrant for a student’s arrest, the school will release the student to the officer and attempt to contact the parent.

Search and Seizure

According to state law and a Supreme Court ruling, general searches, including canine searches, of school property, students and their belongings may be conducted at any time if the school official has reasonable suspicion of an illegal possession. The following policy shall apply to all searches:

- There should be reasonable suspicion for school authorities to believe that the student is in possession of contraband which might endanger that student, other students or members of the general public, or that the search is necessary to maintain school discipline.

Arizona Collegiate High School

A New School Way of Learning

- Illegal items (e.g., firearms, weapons, controlled substances) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
- Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, and backpack) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such finds shall be turned over to proper legal authorities for ultimate disposition.

Electronic Device Policy

Using or having Electronic Devices are prohibited in school premises including cell phones, Ipods or other music players, handheld game devices such as PSP/DS, cameras, video recorders, and any other electronic devices. The following actions will be taken if you are found to have an electronic device in your possession:

- 1st offense- device will be confiscated until the end of the day.
- 2nd offense- device will be confiscated and need to be picked up by a parent or guardian.
- 3 or more offenses- device will be confiscated and need to be picked up by a parent or guardian and detention will be issued.

Any teacher or staff member may confiscate a device from a student. At no time shall ACHS be responsible for theft, loss or damage to phones/electronic devices brought onto its property (including during confiscation).

Technology and Internet Use Policy for Computer & Internet Use

Computers are used to support learning and enhance instruction. Students will use computers frequently in their regular classrooms. However, all computer privileges depend on every student using the technology in a responsible, efficient, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose
- Use profane, obscene, impolite or abusive language while processing on the Internet
- Change computer files that do not belong to the user
- Violate someone else's privacy
- Share his/her password with anyone except adults at the school
- A student will not be allowed access to the Internet or e-mail until the student and a parent/guardian have signed an Internet Use agreement (see enrollment packet). Unacceptable use of the Internet will result in immediate revocation of access privileges.

ACHS' Position on Weapons

The position of the Arizona Collegiate High School is that a student carrying a weapon can be charged with carrying a concealed weapon and this can be determined to be a felony. The Student Code of Arizona Collegiate High School allows for the following:

1. Notification of parents
2. Referral to proper police authorities
3. Long-Term suspension
4. A recommendation for permanent expulsion

The interpretation of what a weapon is can include look-alike weapons, B.B. gun pistols, starter pistols, knives, and other potentially dangerous devices. Places where ACHS has jurisdiction regarding possession of a weapon

Arizona Collegiate High School

A New School Way of Learning

include to and from school, at extracurricular activities, on school transportation and during other school related activities. Students need to understand that possession of a weapon can include passing the weapon from one student to another, holding it for a few minutes to look it over, or putting it into a purse or book bag to hold for a friend. This is an extremely serious problem and the school's position is that it can lead to permanent exclusion from the educational setting. We are asking that all parents review this information with their children and that they supervise very carefully to see that they do not have access to weapons.

Gun-Free School

The *Gun-Free Schools Act* (GFSA) requires that each state or outlying area receiving federal funds under the *Elementary and Secondary Education Act* (ESEA) have a law that requires all local educational agencies (LEAs) in the state or outlying area to expel from school for at least one year any student found bringing a firearm to school or possessing a firearm at school. Their laws must also authorize the LEA chief administering officer to modify, in writing, any such expulsion on a case-by-case basis. In addition, the GFSA states that the law must be construed so as to be consistent with the *Individuals with Disabilities Education Act* (IDEA).

Honor Code and Academic Dishonesty

An Arizona Collegiate High School student will adhere to the highest standards of academic integrity. Every student will produce their own academic work and will neither receive nor give assistance without prior permission from the teacher. Every student will write the Arizona Collegiate High School Honor Code at the bottom of every major test, paper, or project:

On my honor, I pledge that this test/paper/project is my own, original work.

Cheating and Plagiarism

To be prepared academically for college one must be able to perform without cheating, plagiarizing, or copying another person's work. When using sources for papers and projects, students should properly use citations giving credit to the appropriate origin of information. Also, a student may not improperly assist another student on an assignment/test or allow another student to copy your work. The consequences for academic dishonesty may include the following:

- A **zero** will be given on the test, paper, or project.
- The student will be required to complete the assignment or re-take the test.
- Additional work may be assigned by the teacher.
- Parents will be notified
- For severe or repeat offenses of academic dishonesty the principal may assign mandated academic triage, removal from extracurricular activities and sports, detention, or suspension, and placed on Primary Status.

Extracurricular Activities and Sports Teams

Students are highly encouraged to take advantage of as many extracurricular opportunities as possible while at Arizona Collegiate High School, both to become more well-rounded individuals and to ensure that they are competitive applicants for higher education. Arizona Collegiate High School provides the opportunity for all students to participate and excel in a diverse selection of extracurricular activities and sports. Every student is welcome to participate in these activities, regardless of Student Success Model status and may play in games or attend off campus so long as they maintain secondary or collegiate level according to the requirements of the Student Success Model. While participating and representing our school, students are expected to abide by school expectations (see the following Requirements for Participation in Extracurricular Activities and Sports Teams). Extracurricular activities and sports run over three seasons (Fall, Winter, and Spring) with meetings and practices regularly held on Mondays, Tuesdays and Thursdays each week at 1:49 P.M. or 3:22pm. During Freshman Year,

Arizona Collegiate High School

A New School Way of Learning

every student participates in an activity or sport and is given a choice each season of which activity they would like to join. Some activities are offered all year, while competitive sports are seasonal. Activities and sports that are currently offered include: Boys and girls basketball, girls volleyball, boys soccer, coed soccer, ultimate Frisbee.

Requirements for Participation in Extracurricular Activities and Sports Teams

Academic - Students must be in good standing per the ACHS Student Success Model on secondary or collegiate status to play in games or attend off campus events with extracurricular activities, students may be a part of the team/group while on primary status, attending practices and meetings. All students will be welcome to participate in activities and sports of their choice until the first progress report is issued, progress reports will be reviewed every three weeks. After that time, students on secondary or collegiate status will be allowed to fully continue with their chosen activities.

A student who doesn't meet ACHS' Student Success Model criteria for academics may not be allowed to continue participating in their activity or sports team on game days. When the student meets the criteria or is able to have the teacher sign off on their good standing, then he or she will be allowed to return to participate in their chosen activity.

Students whose grades are dangerously close to a C (2.0) average or who have been identified by a teacher as having need of further academic assistance may also be required to attend one of the after-school tutoring sessions. These students may still be allowed to participate fully in practices, meetings, major events, and competitions for their chosen extracurricular activity.

Behavior - Students who have more than three minor infractions as outlined in the ACHS Student Success Model will not be allowed to fully participate in extracurricular activities. Students may be allowed to practice depending on the offense. Any student with a major infraction as defined in the ACHS Student Success Model will be prohibited from full participation until the following progress period evaluation. All teachers and facilitators will communicate any issues to the principal as well as appropriate extracurricular facilitators or coaches. Depending on the offense, consequences could include:

- Teacher requests that the extracurricular facilitator or coach warns the student and decides on appropriate consequences him or herself.
- Teacher requests that the student be allowed to attend meetings or practices for an extracurricular activity, but not be allowed to participate in major events or competitions for a specified period of time.
- Teacher requests that student be removed entirely from an extracurricular activity for a specified period of time.

Code of Conduct during Major Events and Competitions

Throughout the course of the year, most extracurricular activities and sports will hold major events and competitions. Some of these events will occur on Arizona Collegiate High School's campus, while others will occur offsite. Regardless of the location, under the leadership and guidance of faculty advisor, students should be cognizant of the fact that they are representatives of Arizona Collegiate High School, and consequently, they should adhere to the following code of conduct:

- Students will wear professional dress with an ACHS logo button-down shirt on the day of the major event or competition.
- Students must abide by all of the regulations of Arizona Collegiate High School, as well as those of any campus or institution which they happen to be visiting.

Arizona Collegiate High School

A New School Way of Learning

- Should a student's behavior fall out of line with Arizona Collegiate High School's expectations while offsite, the following consequences could occur:
 - Student will not be allowed to participate in any offsite activities or competitions for their extracurricular activity.
 - Student will not be allowed to participate in any major events or competitions for their extracurricular activity.
 - Student will not be allowed to participate in their extracurricular activity.

Sportsmanship

Arizona Collegiate High School student-athletes will be expected to be good sports at all times. We will treat our opponents with respect, win or lose. ACHS Student-athletes will not use profanity, taunt or intentionally harm their opponents. We will play by the rules, and in the event of a loss we will congratulate the winner.

We will play for the love of the game, not the result.

REQUIRED ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS REGARDING STUDENT RECORDS (FERPA)

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to student educational records. It is directed to parents (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible students (students aged 18 years or older or attending an institution of postsecondary education).

YOUR RIGHT AS A PARENT OR ELIGIBLE STUDENT

The Right to Inspect and Review the Student's Educational Records - If you wish to inspect/review the student's educational records, please contact the Principal to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. School personnel will respond to reasonable requests for explanations and interpretations of the records. ACHS will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.

The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student's Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent.

ACHS will limit the disclosure of information contained in a student's education records except:

(1) By your prior, written consent; (2) As directory information; or (3) Under certain limited circumstances permitted by FERPA. Some instances in which disclosure is permitted without your consent are set forth below.

Arizona Collegiate High School

A New School Way of Learning

Directory Information - Your consent is not required for ACHS to release the following student information designated as “directory information”:

• Name	• Date of birth	• Class designation
• Address	• Place of birth	• Previous school or district attended
• Telephone number	• Extracurricular participation	• Wt. & Ht. for athletic teams
• Parent name	• Student photograph	• Dates of attendance
• e-mail address	• Achievement or honors	

If you wish to refuse to permit ACHS to release directory information, you must submit your written refusal to the Principal’s Office within two weeks of the date of this notice.

Disclosure to School Officials.

ACHS may disclose personally identifiable information from a student’s education record without your consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Administrators, supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel
- Members of Board of Directors, when acting in their official capacity
- Contracted consultants or other professionals (ie., attorneys, auditors, evaluators)

A “legitimate educational interest” is the person’s need to know in order to fulfill the school official’s professional responsibility and/or to provide a service or benefit to the student or the student’s family.

The Right to Seek Amendment of the Student’s Education Records that the Parent or Eligible Student Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Student’s Privacy Rights.

If you believe the student’s records contain information that is inaccurate, misleading, or in violation of the student’s privacy or other rights, you may ask ACHS to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if ACHS decides not to alter it according to your request. A form for this purpose and additional information is available in the Principal’s office.

The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by ACHS to Comply with the Requirements of FERPA.

You are entitled to file a Complaint with the U.S. Department of Education if you believe ACHS has violated FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

ACHS complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400; 34 C.F.R. Part 300); and A.R.S. §§ 15-151, 15-142.

Arizona Collegiate High School

A New School Way of Learning

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. *Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and*
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Arizona Collegiate High School has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Arizona Collegiate High School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Arizona Collegiate High School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Arizona Collegiate High School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Arizona Collegiate High School

A New School Way of Learning

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

Arizona Collegiate High School

A New School Way of Learning

Special Education Information

Special Education Services

For students who have Individual Education Plans (IEPs) or 504 Accommodations, the Arizona Collegiate High School's Special Education Services (SES) staff will provide the necessary support to meet every student's needs. Such services may include the following:

- Testing modifications such as extended time, separate location, and/or questions read aloud
- Counseling
- Speech therapy
- Occupational therapy
- Physical therapy and/or accommodations
- Any other related special education services mandated by an IEP or 504 Accommodations

In the event that Arizona Collegiate High School cannot provide the necessary support for a student, external agencies and resources will be referred for a student either on-site or at another facility. The SES staff will follow up and monitor any off-site services that are provided for students in need of special services.

Individuals with Disabilities Education Act (IDEA)

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may: call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013.

Or you may contact:

Arizona Department of Education
Exceptional Student Services
1535 W. Jefferson, BIN 24
Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under **forms**.

For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

While every effort has been made to ensure the accuracy of this handbook, changes in policy, procedures and/or practices may require adjustments in content after publication. Students remain responsible for knowing and following updates and changes in policy, procedures and practices.

Arizona Collegiate High School
A New School Way of Learning

Signature Page

Thank you for taking the time to read the Arizona Collegiate High School *Community Handbook*. If you have any questions or comments about this Handbook, please contact the school office. Please sign and return this Signature Page to the front office.

We have read, understand, and agree to abide by the guidelines and procedures outlined in the Arizona Collegiate High School *Community Handbook*.

Family Name (please print) _____

Student's Signature _____

Date: _____

Arizona Collegiate High School

A New School Way of Learning

PIMA PARTNERSHIP CHARTER SCHOOLS - Student Internet Contract

Each user has the right to use district hardware/ software to promote personal academic growth except for that restricted by school administration.

Users have the conditional right to access the Internet for personal academic growth, information- gathering and communication if they do so responsibly.

Users have the right to retrieve information using methods such as File Transfer Protocol (FTP), Telnet, Electronic Mail (e-mail) and World Wide Web (www). Students have the conditional right to request subscriptions such as newsgroups and listservs.

STUDENT RESPONSIBILITIES

Students who use any hardware/software as an educational resource shall also accept the responsibility for the preservation and care of that hardware/software.

Students using the Internet as an educational resource shall be responsible for the appropriate use of all material received under his/her user account.

Users will be held accountable for any deliberate attempts at knowingly allowing and/or running a computer virus on district equipment.

Use of the network to access pornographic materials, inappropriate text files or files dangerous to the integrity of the network is prohibited. Internet usage for gambling purposes is strictly prohibited.

Users will respect the privacy of other users and will not attempt to modify or use someone else's account or represent themselves as another user.

Use of the network for commercial or for-profit purposes, or for fund-raising without district approval is not allowed.

Students do not have permission to install software applications on school district equipment.

Students are responsible for ensuring subscriptions (i.e., newsgroups, listservs) they request are appropriate. Staff has the right to approve or disapprove the number and kind of mailing lists users may subscribe to.

Students are responsible for adhering to the Student Conduct Code including the provisions herein.

Students will not remove, relocate or modify any hardware, software or files, or enter the system folder or control panel of any computer system. Altering, moving, renaming, hiding or deleting programs, files or applications, or action of a similar nature is prohibited.

Copyright laws will be strictly adhered to when using all computer, scanner, laserdisc and video equipment in the building. All violations of copyright laws (i.e., copying programs without written permission from the copyright holder who is the author or producer of the program) will be covered under the Student Conduct Code, and local, state or federal laws and ordinances.

Using the network to harass other users or plagiarize material is subject to provisions of the Student Conduct Code and local, state or federal laws or ordinances.

SCHOOL RIGHTS

Pima Partnership Charter Schools has the right to review any material stored in files to which users have access, to edit or remove any material which the district, in its sole discretion, believes is unlawful, obscene, abusive or objectionable, and to take appropriate legal action.

Pima Partnership Charter Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for loss of data, service interruptions, or for the accuracy or quality of information obtained through Internet services.

The Pima Partnership Charter Schools has the right to place limits on connection time.

Violation of user responsibilities may result in temporary or permanent loss of Internet address.

DISCIPLINARY ACTION

Use of the Internet is subject to all rules and regulations enumerated in the Student Conduct Code. Enforcement is the responsibility of the staff. Administration will review all cases referred for disciplinary action. In addition to disciplinary actions listed in the Student Conduct Code, any or all of the following may be implemented:

- (1) Student may be excluded from access to Internet.
- (2) Student may be excluded from using any or all computer equipment throughout the district.

I understand and agree to the Rights and Responsibilities of Acceptable Use of the Internet as stated above.

Student Signature

Date

Parent Signature

Date

The Acceptable Use Policy recognizes existing federal requirements for privacy and Internet safety, and the district is CIPA compliant

Arizona Collegiate High School

A New School Way of Learning

***PIMA PARTNERSHIP CHARTER SCHOOLS - Staff Internet Contract**

RIGHTS

Each user has the right to use hardware and software found on school grounds as an integral component of curriculum and professional growth.

Users have the conditional right to access the Internet for professional growth, communication and information-gathering as long as they do so in a manner consistent with the responsibilities listed below.

Users have the right to retrieve information using methods such as File Transfer Protocol (FTP), Telnet, Electronic Mail (e-mail) and World Wide Web (www).

RESPONSIBILITIES

A user exercising his/her right to use any hardware/software as an educational resource shall also accept the responsibility for the preservation and care of that hardware and/or software.

An individual using the Internet as an educational resource shall accept the responsibility for the appropriate use of all material received under his/her user account.

Users will be held accountable for any deliberate attempts at knowingly allowing and/or running a computer virus on district equipment.

Use of the network to access pornographic materials, inappropriate text files or files dangerous to the integrity of the network is prohibited. Internet usage for gambling purposes is strictly prohibited.

Users will respect the privacy of other users and will not attempt to gain access to modify or use someone else's account or represent themselves as another user.

Use of the network for commercial or for-profit purposes, or for fund raising without district approval is not allowed.

RESPONSIBILITIES (continued)

It is the user's responsibility to maintain the integrity of electronic mail systems. Users are responsible for reporting to an administrator e-mail received by him/her which contains pornography, inappropriate information or text files that are potentially dangerous to the hardware or software of the network. Sending e-mail which contains any of the types of information listed above is prohibited.

Copyright laws will be strictly adhered to when using all computer, scanner, laserdisc and video equipment in the building. All violations of copyright laws (i.e., copying programs without written permission from the copyright holder who is the author or producer of the program) will be covered under local, state or federal laws or ordinances.

Use of the network to harass other users or to plagiarize material is prohibited and subject to local, state or federal laws or ordinances.

SCHOOL RIGHTS

Pima Partnership Charter Schools has the right to review any material stored in files to which users have access, to edit or remove any material which the district, in its sole discretion, believes is unlawful, obscene, abusive or objectionable, and to take appropriate legal action.

Pima Partnership Charter Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for loss of data, service interruptions, or for the accuracy or quality of information obtained through Internet services.

Pima Partnership Charter Schools has the right to place limits on connection time and the number and kinds of mailing lists users may subscribe to.

Violation of user responsibilities may result in temporary or permanent loss of Internet address.

I understand and agree to the Rights and Responsibilities of Acceptable Use of the Internet as stated above.

Signature

Date

*This Acceptable Use Policy recognizes existing federal requirements for privacy and Internet safety, and the district is CIPA compliant.

Arizona Collegiate High School

A New School Way of Learning

Pima Prevention Partnership, Arizona Collegiate High School

AHERA Notification to Students, Parents, Staff and other School Building

Occupants

In 1987 the U.S. Environmental Protection Agency (EPA) promulgated the Asbestos Hazard

Emergency Response Act (AHERA) under Title 40 Part 763, Subpart E of the Code of Federal

Regulations. This rule required Local Education Agencies (LEAs) to identify friable and non-friable Asbestos Containing Material (ACM) in public, private and charter elementary and secondary schools by visually inspecting school buildings for such materials, sampling such materials if they are not assumed to be ACM, and having samples analyzed by appropriate techniques referred to in this rule.

In keeping with this legislation, Pima Prevention Partnership (PPP), Arizona Collegiate High School was inspected by EPA accredited inspectors and a comprehensive Management Plan was developed for handling asbestos containing building material in a safe and responsible manner. This plan was developed and submitted to the Pima Prevention Partnership in February 2011. Pima Prevention Partnership conducted the following actions with respect to its asbestos containing building materials:

1. Performance of facilities inspection and testing, November 9, 2010, November 24, 2010 and December 17, 2010.
2. Asbestos Management Plan on file.
3. A schedule of periodic inspections of ACM by building inspector LEA's Designated Person.
4. Performance of re-inspection/testing of remaining ACM by accredited building inspectors to be performed in December 2013.

The following is a list of response actions concerning ACM;

1. Operations & Maintenance (O&M)
2. Repair
3. Encapsulation
4. Enclosure
5. Removal

Pima Prevention Partnership current response action is Operations & Maintenance. The Facilities Manager and the maintenance employee have been trained and certified to perform the functions outlined in the Management Plan regarding Operations & Maintenance at 3161 N. 33rd Ave, Phoenix, AZ 85017.

A copy of the Asbestos Management Plan is available for review in the Principals office and at the Tucson office of the Designated Person.

Questions related to the plan should be directed to Designated Person, Liz Bonorand, Director of Operations, Pima Prevention Partnership, 924 N. Alvernon Tucson, AZ 85711, Telephone No.: (520) 326-2528.