



## **PARENT/STUDENT HANDBOOK**

**2019-2020**

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**<http://www.glaaz.org>**

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## Letter to Parents/Guardian

Dear Students, Parents and Guardians:

It is with great excitement that we welcome you to Girls Leadership Academy of Arizona (GLAAZ)! We look forward to an amazing school year in which each of us will grow as leaders: academically, socially, and in school spirit! Rigor, relevance and relationships are the foundation upon which we all will work to engage, educate and empower each student who walks our halls. You have chosen a school in which academic excellence is an expectation and a goal. We are looking forward to walking this challenging and empowering educational journey with you!

Whether you are a new or returning student, all faculty, staff and administrators are dedicated to your success now and in the future. To ensure that you have the tools for success your teachers will provide interactive, relevant and engaging lessons in a safe and welcoming environment. You will be prepared for college and career as you actively participate in required high school courses as well as Public Speaking, honors and AP courses and college classes. In addition, you will have the opportunity to develop relationships and build social skills through the advisory program, Girl Meets World curriculum, athletics and after school clubs. We care about you and we want you to succeed-no exceptions!

GLAAZ is dedicated to a strong partnership with parents and guardians as well, and we look forward to strengthening that bond. We know that parental involvement is a critical component to student success, and we are committed to making our relationship flourish to ensure the best educational opportunities for our students. We invite you to participate in our school community and to enjoy the excitement of learning. For more information, please visit the Parent Ambassador Leaders (PALS) link at [www.glaaz.org](http://www.glaaz.org) for contact information, meeting agendas, minutes and information about PowerSchool for parents.

Thank you for joining our GLAAZ family! We look forward to busy, exciting and school-filled year! Go Lady Warriors!!

If you have questions or concerns, please feel free to call 602-288-4518.

Sincerely,

*The Faculty, Staff, and Administration at Girls Leadership Academy of Arizona*

## **MISSION STATEMENT**

Our mission is to provide young women an opportunity to achieve high school and college academic success simultaneously while nurturing self-confidence and developing leadership skills in an academically rigorous environment.

## **OUR VALUES**

At GLAAZ, we value:

- The assets and talents of each girl.
- The benefits of single gender education to the social and academic development of girls and young women.
- Diversity in all its forms.
- The partnership of parents and community organizations in supporting girls' leadership development and academic success.
- A teaching and learning school community that sets a premium on professionalism and creativity.
- Critical thinking, intellectual curiosity, and the application of knowledge to real world challenges.
- The applications of technology in ways that stimulate learning, encourage innovation, and inspire creative solutions to social issues.

## **OUR BELIEFS**

We believe that every young woman deserves the opportunity to excel in school, go to college, to have a job she loves, and to fulfill her dreams.

We believe, given the right tools and support, every one of our students is capable of creating this life for herself.

We teach our students to believe in themselves the way we believe in them.

## **OUR EXPECTATIONS**

- Attend all classes
- Be on time
- Be prepared
- Keep a daily written record of all assignments and due dates
- Master and maintain Cornell notes
- Complete all homework on time
- Be positive
- Be respectful
- Always give your best effort



## ACADEMICS

### Graduation Requirements

The Girls Leadership Academy of Arizona is a 21<sup>st</sup> century school. As such, the graduation requirements reflect our commitment to support all our young people to be college and career ready in an increasingly global, competitive, and diverse world. All high school courses are aligned to the Arizona College and Career Readiness Standards. Additionally, all students will benefit from a school-wide advisory program designed to develop leadership skills. Students may enroll in concurrent college courses that will meet high school graduation requirements and earn both high school and college credit. All students will be expected to complete a Community Service component which allows them to work to benefit the community. In the senior year, there is a heavy emphasis placed on career development, and students may complete a job internship. By senior year, GLAAZ students are expected to have accumulated at least 100 hours of service and engagement benefiting the community.

### GIRLS LEADERSHIP ACADEMY OF ARIZONA GRADUATION REQUIREMENTS

Subject	Credits
English or English as a Second Language	4 credits
Social Studies (World Hist., US Hist., AM Govt., and Economics)	3 credits
Mathematics	4 credits
Science	3 credits
Fine Arts or Career and Technical Education	1 credit
Elective Credits**	8 credits
Total Credits Required	23 credits

**Elective Credits Recommended:	World Language	2.0	Credits
	AVID	4.0	Credits
	Public Speaking	0.5	Credits
	Global Geography	0.5	Credits
	Fine Arts or CTE	1.0	Credits

*25 HOURS OF COMMUNITY SERVICE REQUIRED EACH SCHOOL YEAR*

### Civics Test

The Civics Exam is a state-mandated test required by law with the passage of American Civics Act by the Arizona State Legislature in January of 2015. Beginning in the 2016-2017 school year a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least sixty of the one hundred questions listed on a test that is identical to the civics portion of the naturalization text used by the United States citizenship and immigration services.

### Grades

Grades are an evaluation of what has been learned. They become part of a permanent record that lasts forever. Institutions of higher learning, potential employers, and the various military services are interested in student records.

## Policy

Each teacher will provide students and parents with their grade policy. This includes information regarding homework, assessments, re-tests, etc.

## Grade Changes

Grade changes can only be made by the assigned teacher. A grade change form must be signed and submitted to the registrar.

## Grading Scale

Grade	Un-Weighted	Weighted
A+	4.33	5.33
A	4.00	5.00
A-	3.67	4.67
B+	3.33	4.33
B	3.00	4.00
B-	2.67	3.67
C+	2.33	3.33
C	2.00	3.00
C-	1.67	2.67
F	0.00	0.00

## Report Cards

Report cards are issued at the end of each quarter. Academic grades encompass an evaluation of homework, test grades, class work, quizzes, reports, projects, portfolios, and class participation.

## Exams

Final exams are scheduled in all classes at the end of each semester (each quarter for .5 credit classes). Taking exams early must be approved by the building administrator, not individual teachers.

## Full Time Student

All students must take a minimum of 3 block classes in order to be considered a full time student. GLAAZ does not enroll or maintain part time students.

## Late Enrollment

Any student enrolling in GLAAZ after the 40<sup>th</sup> day will only be given audit status in that class unless they bring a grade for their 39 days of work from their previous school or if they are enrolling in a 9 week class.

## Homework

Homework is an important part of our educational program and will be assigned on a regular basis to help prepare students for the rigor of college coursework. At GLAAZ, homework assignments are purposeful and may either continue/extend class work or serve as practice/preparation for the next class period. GLAAZ teachers assign homework for the purpose of review, practice, reinforcement, preparation, inquiry, application, and enrichment.

GLAAZ teachers recognize that the time required for the completion of assignments will vary from student to student and that actual time needed to complete homework assignments will vary with each student's study habits, academic skill, and obligations outside school. When planning homework assignments, teachers will be aware of the demands of other disciplines.

The successful completion of homework assignments plays an important part in evaluating student leadership skills as well as determining their eligibility for college classes. To that end, students are expected to turn in all work on time. It is important for parents and teachers to share a mutual responsibility of encouraging completion of assignments. We also believe there is a positive correlation between the completion of homework and a student's success in class.

In order to support GLAAZ's Homework Policy, teachers will:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Provide homework assignments that are specific, within the student's ability and have clearly defined expectations.
- Answer and clarify questions pertaining to the completion of all homework assignments.
- Provide specific and timely feedback on homework assignments.
- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

At the teacher's discretion, students may be required to complete missing assignments by attending 5<sup>th</sup> period class or work on assignments during lunch or before school. If assigned 5<sup>th</sup> period, it is mandatory to attend. (Please refer to attendance policy for more information.)

### **Honor Roll**

At the end of each semester Honor Roll lists will be posted. The following criteria will be used to govern eligibility:

- All courses taken for credit are utilized in the computation
- Any student receiving a failing grade in any subject will be ineligible for consideration.
- Un-weighted GPA-s are utilized for computation

**Honor Roll = minimum of a 3.0 GPA**

**Principal's List = minimum of a 3.5 GPA**

### **Class Rank**

Students will be ranked on the basis of their grade point average and will include all courses the student has taken. Computations for ranking purposes will be carried out to three (3) decimal places. Both weighted and unweight GPA's are included on the student's transcript; however, class rank is based on the weighted GPA.

### **Weighted Grades**

AP and Honor classes are offered at GLAAZ. These AP and Honor classes are weighted on a 5 point scale. These along with any weighted transfer grades will be recorded as such on a student's GLAAZ transcript.

### **Credits from Other Schools**

Students planning to take classes outside of GLAAZ must receive permission from the GLAAZ administrators. If approved, it is the student's responsibility to bring a copy of that transcript to the registrar.

### **Plagiarism/Cheating Statement**

Plagiarism is an act of intellectual dishonesty. GLAAZ students, by signing this handbook, understand that it is academically unethical and unacceptable to:

- Submit an essay written entirely or in part by another student as if it were their own.
- Download an essay from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source.
- Restate a phrase verbatim from another writer without acknowledging the source.
- Paraphrase part of another writer's work without acknowledging the source.

- Reproduce the substance of another writer’s argument without acknowledging the source.
- Take work originally done for one instructor’s assignment and re-submit it to another teacher.
- Cheat on tests or quizzes through the use of hidden notes, viewing another student’s paper, revealing the answers on their own paper to another student, through verbal or textual communication, sign language, or other means of storing and communicating information, including electronic devices, recording device, cellular telephones, headsets, and portable computers.
- Copy another student’s homework and submit the work as if it were the product of their own labor.

NOTE: “Five words or more in sequence have to be cited by quotation marks and proper attribution.”

### **Consequences for Plagiarism/Cheating Guidelines**

The offenses for cheating/plagiarism are kept on record and will be considered for the student's entire four year high school enrollment. Students involved in any way in academic dishonesty are subject to the following consequences.

First offense- Student is required to meet with a GLAAZ administrator for additional instruction on plagiarism and/ or cheating. Student will be required to re-do the assignment and re-submit which will result in a one grade level deduction.

And/Or- Student will receive a zero on the assignment along with parents being contacted, depending on severity of infraction.

Second offense- Student and/or parent(s) are required to meet with GLAAZ administration. The repeated incident of academic dishonesty can result in no credit for the class, for the semester.

GLAAZ protects the privacy and interests of the student or students involved, including any student reporting alleged wrongdoing. Personal information with respect to an incident of student academic misconduct will be treated in confidence and not released to any third party or student or the student’s parent or legal guardian.

### **PowerSchool**

It is the responsibility of students and parents to check their grades frequently online via PowerSchool. There is a Power School app that can be uploaded to your smart phone.

### **Schedule Changes**

Changes in students’ schedules are allowed only under specific circumstances. If there is a schedule conflict the student will fill out a schedule change request form and submit it to the administration for approval.

### **Transcripts**

Transcripts are your official record of high school coursework. Check them at the end of each semester for accuracy.

### **Transcript Request Forms**

Transcript request forms are available from the Registrar. Parents must sign a FERPA release.

### **Withdrawal from a Class**

Any student who requests to drop a class after ten days will receive a grade of “F” in that class. No credit will be earned and the grade will be figured into the student’s GPA.

### **Withdrawal from School**

Students who withdraw from school are required to obtain an official withdrawal form from the office. This form must be initiated by the parent/guardian. When the student has been cleared by each teacher and has turned in all books, materials and iPad, an official withdrawal will be issued.

### **Protocol for Addressing Academic Concerns**

Parents/guardians must make their first contact with the classroom teacher.

If the issue is not resolved, the following step is to meet with the classroom teacher and the Assistant Principal.

If this does not resolve the issue, the parent/guardian will meet with the Chief Academic Officer.

If this does not resolve the issue, the parent/guardian may request a meeting with the Superintendent.

### **Student Led Conferences**

Student Led Conferences provide students the opportunity to take a more active role in the evaluation of their work and assists them in being more accountable for their learning. This style of conference, rather than the traditional parent/teacher conference, creates a unique partnership between the home and school. The student presents to a teacher, her parents, and another staff member about her progress, strengths, challenges and goals for the remaining semester. Research and experience have demonstrated that student led conferences offer many benefits including:

- A stronger sense of accountability among students
- A stronger sense of pride in achievement among students
- More productive student-teacher relationships
- The development of leadership and public speaking skills
- Greater parental participation in conferences
- Parental feedback gathered through parent satisfaction survey

## **ACTIVITIES**

### **Fundraising**

All fundraising activities must be approved by the Assistant Principal. All policies regarding student accounts and purchasing must be followed.

### **School Rules**

All school rules will be in effect at all GLAAZ activities.

### **Student Government**

Student Government is an elected, student-based civic organization designed to help promote school spirit and leadership among students.

Students participating will maintain a high standard of personal conduct. Members will demonstrate leadership qualities by serving as good examples of behavior through their words and actions.

All members will be expected to participate in approved activities, which will serve to enhance the quality of the school community.

The purpose of student government is:

- To develop positive attitudes and to practice good citizenship.
- To promote harmonious relations throughout the entire school.
- To promote positive student/faculty relationships.
- To improve school morale and general welfare.
- To provide a forum for student expression.
- To plan special events or projects.

## ADMISSIONS POLICY

GLAAZ maintains an open enrollment admissions policy and does not discriminate on basis of race, creed, color, national origin, sex, or handicap in its educational programs or activities, as required by law.

- GLAAZ enrolls students on a first-come, first-served basis under the following guidelines:
- In accordance with ARS 15-184, GLAAZ enrolls all eligible pupils who submit a timely and complete application unless the number of applicants exceeds the capacity of a program, class, grade level, or building.
- Enrollment application packets must be fully completed and on file in the office before students are placed on the waiting list.
- Siblings of enrolled students and children of staff members have first right of preference.

## ATHLETICS

### Eligibility

In order to be eligible, athletes must maintain a C or better in all classes. Grade checks will occur every 3 weeks. If a student becomes ineligible, she will have the opportunity to improve her grades within the next week. An ineligible athlete must complete grade checks on a weekly basis until the next 3 week grade check. Ineligible athletes must attend 5<sup>th</sup> Hour tutoring and may attend practices; however, ineligible athletics may not travel with the team.

### Sports Offered

Fall Season:	Volleyball
Winter Season:	Basketball
Spring Season:	Soccer
	Softball

### Expectations

Your participation in athletics at GLAAZ is a privilege and should be treated as such. You are representing yourself, your family, and your school at all times and your behavior should be above reproach in all areas. Students, staff, parents, and the community will closely observe your conduct.

The rules outlined in the athletic handbook are designed and intended as a guide to successful participation. Failure to follow the rules is addressed in this handbook. As a student-athlete, you will be expected to understand and abide by these rules and your team's rules. It is your responsibility to follow them to their fullest.

### Physicals

All athletes must have a current sports physical on file at GLAAZ. Physicals are current for one calendar year.

### Insurance

The school does not carry insurance for student medical or dental costs if a student is injured during school activities. Parents are responsible for their children's insurance.

### Release to travel to practice and games

All athletes must have a field trip request signed by a parent or guardian on file for each sport.

## ATTENDANCE

Attendance is a critical aspect of learning and a crucial part of success at GLAAZ. The school will maintain a strict policy regarding attendance so that students will be able to take full advantage of the extraordinary opportunity extended to them. All students are expected to be regular and punctual in their attendance. Excessive tardiness or a pattern of unwarranted absenteeism is cause for loss of opportunity to earn course credit and/or administrative withdrawal.

Punctual transportation to and from school is a student's responsibility; a missed bus, missed ride, or car problems is not a valid excuse for an absence.

GLAAZ requires all students to be enrolled full-time.

### **Attendance Policy**

- A parent/guardian must call the school office (602-288-4518) before 8:00 a.m. to notify that their student is unable to attend school for the day.
- Please provide the following information:

Name of caller  
Student's name and grade  
Reason for absence

- If no parent phone call is received on the day of an absence, a student has 48 hours upon their return to school to provide a written note excusing the absence signed by parent/guardian. A student's absence will be considered excused only when verified by a parent/guardian. Falsely representing a parent/guardian in any way will result in disciplinary action.
- Attendance is taken each period. If students are truant to any or all classes, a call will be placed to the parent/guardian; by GLAAZ staff.
- Students will be responsible for making up missed work for the days missed.
- After a student has been absent for three days due to illness, the office will assist in obtaining assignments. If this service is necessary, a request should be made to the Administration office at 602-288-4518. Please allow 24 hours for teachers to prepare materials.
- A phone call from GLAAZ staff will be placed and written warning sent if your student receives three absences from class. Your student will be warned that they are in jeopardy of losing credit.
- A second notice will be sent if your student accumulates six absences in any one class. After six absences, the parent and student must attend a conference with a member of the administration team.

**IMPORTANT NOTE:** students who are over 18 years old and live with their parent/guardian are still required to have a parent/guardian excuse their absences.

### **Excused Absences are as follows:**

- Personal illness.
- Medical appointments that cannot be made after school hours.
- Family emergency.
- Serious family illness or a death in the family.
- Religious observances (should be pre-arranged with GLAAZ Administration)

### **Unexcused Absences**

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence. This type of absence is also defined as truancy. Students will not receive credit for work missed during an unexcused absence. GLAAZ administration may cite the student, parent or guardian directly into court for violating the state truancy law. Absences will affect eligibility for participation in extra-curricular activities.

### **Re-admittance Notes for Excused Absences**

Notes must contain the following information:

- The student's name.

- The reason for the absence.
- The date(s) of absence and class periods missed (if only a partial day).
- A parent/guardian signature with daytime phone number.

### **Appointments**

If a student has an appointment with a doctor or dentist during the school day or if a student needs to be excused for any other valid reason, a parent or guardian must contact the GLAAZ office by telephone or send a note with their student to school. Written verification will be required from the doctor, dentist, or place of appointment for the time away from school to be excused. This note must be brought back from the appointment or returned the next school day.

### **Pre-arranged Off Campus Absences Off**

Parents may request a pre-arranged absence from school for up to five days of instruction for such things as medical/dental appointments, religious holidays, educational trips, or emergencies. Students should pick up the form in the GLAAZ Administration Office. After teachers have signed the form indicating any homework or comments on how the absence will affect grades, the student should take the form home for a required parent's signature and then return it to the GLAAZ Administration Office for final review and approval by the GLAAZ Administration.

Juniors and seniors are permitted three college visits during the school year. In order for these visits to not be recorded as an absence from school, the parent must pre-notify the school and the college must provide written verification of the students attendance at their campus including date and time.

### **Tardies**

The only excuse accepted for tardies will be when there is an unusual emergency and the school is notified by the parent/guardian. Tardiness results in disrupted class time and is not acceptable. The following is our tardy policy:

- Students will be admitted late to class only with a tardy slip from the office.
- After two unexcused tardies, notice will be given to the student and parent/guardian by school personnel, and a consequence will be assigned.
- After the fifth unexcused tardy during a semester, a parent/guardian conference will be held and appropriate disciplinary action will be taken.

### **Loss of Credit**

Seven absences result in possible loss of credit if one or more absence is unexcused. However, if a student has lost credit in a class, the student has the right to appeal to the Attendance Appeals Committee for possible reinstatement of credit. The student is still expected to attend the class and do all assigned work. The Attendance Appeals Committee is made up of the GLAAZ Administration (or his/her designee), a teacher, and staff member. The student may bring parents, teachers, or other advocates to the appeal and should be prepared to discuss why the student credit should be reinstated. The appeal committee will either uphold loss of credit or reinstate credit with attendance and/or performance conditions. The student will receive an Incomplete (I) if the student does not pass the class at the end of the semester, and must follow the stipulations set out in the Incomplete Grade contract.

**Absences for school related events are not included in this count.**

### **Chronic Illness**

ARS 15-346 provides for adjunct accommodations for students with chronic health problems. This is defined as "...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease or accident but who are not homebound."

A Chronic Illness Health Plan may be put into place when a medically certified, chronic illness impacts attendance. Students may be exempted from the 90% attendance requirement, as well as be given modified assignments to replace what was covered during their absences.



## **Truancy**

Arizona State Law (ARS 15-802 and ARS 15-803E) requires that every person who has custody of a child between the ages of six and sixteen ensure that child's attendance at school unless they are unable to attend due to illness or another legitimate reason. If a parent fails to comply with the law, they may be found guilty of a Class 3 Misdemeanor.

## **Makeup Work**

Students are responsible to make up all work missed when absent from school. It is the student's responsibility to ensure all work is obtained from their teacher upon returning from any absence. The student has the amount of time equivalent to the number of days absent to submit the work.

**Credit for work missed is not given when the student is truant or unexcused.**

## **Fifth Hour Attendance**

Fifth hour meets four days (2:45 pm – 3:30 pm) a week and is designed to provide additional teacher support for students to ensure that they do not fall behind. Each day, teachers identify which course(s) each student needs support in and assigns fifth hour in that area. Because students may need support in different areas at different times, their fifth hour may vary from day to day. If it is determined that a student does not need additional support, the student may leave school at 2:40 pm. However, if a student is assigned fifth hour, attendance is required and parents/guardians will be notified by phone or text. As a parent enrolling your daughter in GLAAZ, you must agree to support our fifth hour and ensure your child attendance. Consequences may be assigned for non-attendance.

## **Harassment, Bullying, Hazing and Treats of Harm**

GLAAZ is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of harassment, bullying, hazing or threat of harm. Students have the right and responsibility to report harassment, found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension or expulsion from school, depending on the severity of the incidences and/or frequency of offenses. Counseling, mediation, community service and other programs where the student takes responsibility for the action may be used as alternative consequences.

Harassment or bullying is conduct that interferes with or limits the ability of an individual to participate in or benefit from the district's programs or activities. The conduct includes, but is not limited to oral, written, graphic, electronic or physical in nature. Bullying is any behavior that subjects a student to insults, taunts or challenges that are likely to intimidate or provoke. Harassment categories include, but are not limited to, gender, race, religion, handicapping conditions or sexual orientation. Harassment or discrimination against individuals who are immigrants, who speak another language or speak with a foreign accent, is also a violation of this policy.

Threats include any form of verbal or written statements or any other behavior that suggests that a person may do harm to another person or property. Students who threaten persons or property may be referred for expulsion or long-term suspension unless the administrator and parent agree that the student will participate in programs such as mediation or community service.

Threats against the life or health of another person are serious offenses and are subject to immediate removal from the school environment and investigation into the potential seriousness of the threat. Students who threaten the life of another student or adult may be subject to expulsion from school. In cases of threats perceived to be serious by Administration, the parent has the option of a psychological evaluation conducted by a trained school psychologist to evaluate and explore possible contributing factors in a student's aggressive behavior.

If you are being harassed, intimidated, threatened or bullied: Make your feelings clear; tell the person who is harassing, intimidating or bullying you to stop. A bully may think you support the harassing, intimidating or bullying if you do not

speak up. If the harassing, intimidating or bullying continues after telling them to stop, report the activity to the teacher, counselor, principal or other adult.

If you see someone being harassed, intimidated, threatened, or bullied: Never join in the harassing, intimidating or bullying behaviors. Resist any peer pressure to take part in abusive behavior. Help the person being bullied get out of the situation safely, ask if it has happened before, and encourage them to report the harassment to the teacher, counselor, principal, or other adult.

Hazing is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

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

Organizations that violate the hazing policy may forfeit their right to conduct operations on the campus.

Any staff member who is directly involved in, knowingly permits, authorizes or condones any form of harassment, bullying, hazing or threats of harm is subject to disciplinary action by the administration and may be reported to law enforcement.

## **CALENDAR**

Please refer to the calendar listed on the GLAAZ website (<http://www.glaaz.org>) as occasionally adjustments need to be made.

## **CELL PHONES**

Cell phones may be used in the cafeteria and hallways between classes. They are not to be used during class time unless under the direction of the classroom teacher. First offense is a verbal warning. Second offense the phone is confiscated for the day by an administrator. Third offense, parent must come to school to pick up the phone. Repeated offenses may result in discipline.

## **CLOSED CAMPUS**

GLAAZ is a closed campus. Students are not permitted to leave the campus during the hours school is in session. This includes lunch hours. Parents requesting an exception must contact the office for an approval of their request. If a student needs to leave campus for any reason during the school day, a parent/guardian must sign them out in the front office.

## **COMMUNICATION**

We wish to communicate with all parents and guardians. If communication is needed in a language other than English, please contact the office so that school staff may make arrangements.

To email a GLAAZ staff member utilize the following format:

[firstnameinitiallastname@glaaz.org](mailto:firstnameinitiallastname@glaaz.org) for example: [vsaenz@glaaz.org](mailto:vsaenz@glaaz.org)

GLAAZ Administration Office Hours: Monday-Friday 7:30am-4:00pm

## **COMMUNITY SERVICE**

All students are required to complete 25 hours of community service each school year. Basic guidelines include the following:

- Community service must be through a non-profit organization, library, church, hospital, food drive, community project, etc.
- Student and club activities (unless specifically designated by the club/sponsor/designee) do not count for community service hours. However, some hours such as approved/supervised student tutoring or mentoring may apply.
- Students cannot miss regularly scheduled classes to complete community service.
- Proper paperwork must be submitted.

## **COMPLAINTS**

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

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

- Express it promptly.
- Express it to the right person. Express complaints against specific individuals first to the individual in question and then to the GLAAZ Administration if you deem it necessary.
- Express it clearly.
- Do not broadcast it; you need only express your complaint to the person it concerns. Please help us avoid “parking lot” gossip.
- If necessary, arrange an informal meeting with the GLAAZ Administration before seeking any other resource. If the issue is not resolved in the meeting, the matter may be referred to the next level of review.
- If you are dissatisfied with the outcome of the meeting, please complete a Parent Complaint Form, available in the office. Upon receipt of the signed form, the GLAAZ Administration’s office will schedule a conference to be held within ten school days between the parent, teachers, staff members, and/or professionals whose input might be relevant to the issue in question. The GLAAZ Administration will write a summary of the proposed resolution.
- If the issue is not resolved to the parent’s satisfaction, the proposed resolution, along with all data, information forms, and other documentation pertinent to the matter at hand, shall be forwarded to the GLAAZ Administration’s office for a due process hearing and final decision.

## **CONFIDENTIALITY, DUTY TO WARN, CHILD ABUSE**

There are certain circumstances under which the school will not be able to maintain the confidentiality of the student as clearly defined by counseling ethical standards and/or state law.

State and local laws require that the school report all cases of physical or sexual abuse or neglect of minors, a disabled person or the elderly. According to State Law (ARS 13-3620), failure to report child abuse is a misdemeanor. School employees must report non-accidental injury, suspected sexual molestation, abuse and neglect to the Maricopa County Sheriff’s Department of Child Safety (DCS). The school will not maintain confidentiality if a student threatens harm themselves or others.

A report of suspected child abuse, neglect, exploitation or abandonment is a responsible attempt to protect a child. Arizona law requires certain persons who suspect that a child has received non-accidental injury or has been neglected to report their concerns to DCS or local law enforcement (ARS §13-3620.A). YOU may be a child's only advocate at the time you report the possibility of abuse or neglect. Children often tell a person with whom they feel safe about abuse or neglect. If a child tells you of such experiences, act to protect that child by calling the toll free **Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445)**.

Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature, or who reasonably believes that there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. § 36-2281, shall immediately report or cause reports to be made of this information to a peace officer or to the Department of Child Safety, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only.

The following persons are required by law to report:

- Any physician, physician's assistant, optometrist, dentist, osteopath, chiropractor, podiatrist, behavioral health professional, nurse, psychologist, counselor or social worker who develops the reasonable belief in the course of treating a patient.
- Any peace officer, member of the clergy, priest or Christian Science practitioner.
- The parent, stepparent or guardian of the minor
- School personnel or domestic violence victim advocates who develop the reasonable belief in the course of their employment
- Any other person who has responsibility for the care or treatment of the minor

A person making a report or providing information about a child is immune from civil or criminal liability unless such person has been charged with, or is suspected of, the abuse or neglect in question.

A person acting with malice who either knowingly and/or intentionally makes a false report of child abuse and neglect or who coerces another person to make a false report is guilty of a crime. A person who knowingly and intentionally falsely accuses another of maliciously making a false report of child abuse and neglect is also guilty of a crime.

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

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

### **DIRECTORY INFORMATION AND MILITARY RECRUITERS**

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

### **DANCES**

The following regulations are enforced at all dances:

- Parent permission slips are required for GLAAZ students and for their guests
- Students are subject to the same rules of conduct and discipline as during the school day
- Appropriate attire is required
- Students and guests may not leave a dance early without prior parent approval.

## DISCIPLINE

Students must respect the reasonable authority of all teachers, administrators, and other staff members to control student conduct at school and school activities. Violations of stated school policies may result in discipline, suspension, or expulsion. Failure to comply with reasonable requests shall be construed as insubordination and cause for disciplinary action.

It is the responsibility of the staff and administration to set the tone for the educational progress of the students within the building. Students should be aware that the regulations related to students' dress, expected behavior, or procedures are not necessarily limited to the guidelines in this pamphlet. Extreme fads, or circumstances not covered will be treated as inappropriate by the administration. Students will be expected to do their part in maintaining the appropriate atmosphere and will be required to follow all directions given by any staff member. Failure to do so will be considered as insubordination and will unfortunately subject the student to disciplinary action. If students have questions regarding any circumstances not listed, the student should check with the GLAAZ Administration.

### Campus Behavior

- Avoid using profanity and racial, ethnic, or sexual slurs
- Refrain from all forms of harassment and intimidation
- Respect of another's belongings
- No vandalism /damage to classrooms, restrooms or other school property
- Show respect and courtesy to others on campus: students, faculty, parents, guests, etc.
- Refrain from yelling
- Handle differences peacefully
- Treat all GLAAZ equipment with care and respect
- Proper behavior is expected at any school-sponsored activities
- GLAAZ is a drug, alcohol and tobacco free school

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

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour. Failure to act as a good neighbor within the school community may result in disciplinary action (A.R.S. 13-201).

### Drug Free School Zone

The mission of the Drug Free School Zone is to guarantee a safe environment on and around the school campus. This will be accomplished through enhanced enforcement and prosecution of drug, weapon and other criminal laws as well as through the use of drug and gang awareness programs. With cooperation between local law enforcement, school districts, prosecutors, parents and the community-at-large, our children and their teachers will be afforded the fundamental right to a safe educational environment. Arizona law A.R.S. §13-3411 provides for stiffer penalties for those caught selling, using or possessing drugs within 1,000 feet of a school campus. Law enforcement authorities will be notified in any situation where a person is suspected of violating §13-3411.

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

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

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

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

### **Return to School**

Whenever a student has been determined as using drugs for non-medical purposes and has returned after the appropriate suspensions, an effort should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:

- Utilization of community-based programs
- Ongoing contact with student's counselor to determine need for additional support from community agencies
- An effort made by the student's teachers or counselor to help the student emphasize the positive alternatives to drug-using behavior

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

Whenever there is a reasonable suspicion that a student is suspected of violating the school drug policy and is questioned by the school principal or designee, her parent(s) or legal guardian(s) shall be notified that such questioning took place. When it has been determined that a student has violated the school drug policy, the student parents shall be notified. Additionally, parent conferences are not only encouraged, but shall be required throughout any disciplinary procedures (see A.R.S. 15-843) relating to this section.

### **Drug Use by Persons other than Students or Employees (A.R.S. 13-2911)**

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

### **Due Process**

Any student whose behavior while on or around campus is alleged to be in violation of GLAAZ's expectations for our learning community shall be referred to the administration for disciplinary action. It is the policy of GLAAZ to remove students from class who are disruptive to the educational process. It is the role of the student to be accountable for the student behavior in class. If a student is unable to work appropriately in class, the student shall be removed from the class. Minor infractions of the rules and regulations concerning student conduct will be handled by the faculty and administration.

Every student has the right to education. Whenever a student is deprived of their right to education through disciplinary proceedings such as suspension or expulsion, the student is entitled to due process. This right to due process includes the right to notice and a fair hearing prior to the administration of long-term suspension or expulsion. Suspensions less than ten days are not appealable.

### **Suspension**

When a student has been referred to an administrator for a violation of school regulations, the administrator will determine the nature of the violation and the resulting disciplinary action to be imposed if the charges are found to be accurate. The administrator then decides if the violation would subject the student to the possibility of a short-term or long-term off-campus suspension. GLAAZ will inform the parent in a timely manner to inform them of the impending suspension. In instances where the action by the student has the potential to endanger their safety, the safety of others, or cause a severe disruption in the relationship with GLAAZ and Florence Crittenton Services of Arizona or other institutions which have an agreement with GLAAZ to provide services necessary for the successful operation of the

school, the issue may go immediately to the Governing Board for expulsion, even if the student has not had a previous suspension. The policy for GLAAZ which related to student suspension is based upon Arizona Revised Statute, Title 15- chapter 8, Article 843 which reads in part "...the authority to suspend a pupil or student from school is vested in the superintendent, the principal, or other school officials granted the power by the Governing Board of the school district."

### **Expulsion Process**

- In all action concerning the expulsion of a student, the Governing Board shall decide in executive session, whether to hold a hearing or to designate one or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the Board for action. Should the Governing Board determine that it will not designate a hearing officer it will also decide whether the hearing shall be held in executive session? The Governing Board shall give written notice, at least five working days prior to the hearing by the Governing Board or the hearing officer or officers designated by the Governing Board, to all pupils subject to expulsion and their parents or guardians of the date, time and place of the hearing. If the Governing Board decides that the hearing is to be held in executive session, the written notice shall include a statement of the rights of the parents or legal guardians to indicate their objection to the Governing Board's decision to have the hearing held in executive session. Objections shall be made in writing to the Governing Board.
- No student shall be expelled unless the Governing Board has determined such punishment is applicable after a formal hearing is held by the Governing Board or a designated hearing officer.
- Parents may formally withdraw a student from school before the hearing. However, GLAAZ reserves the right to continue with the expulsion proceedings even if a student withdraws from GLAAZ.
- Students who are expelled may not reapply for admission within the current school year. Students who are expelled may apply for the next school year subject to Board approval
- The Individuals with Disabilities Education Act (IDEA) prohibits a school district from expelling a special education student until the Individualized Education Program (IEP) team has met. If the IEP team determines that the student's misconduct was not caused by the student's disability, a special education student may be expelled and the District may cease all educational services.

### **Fighting vs. Rough or Inappropriate Play**

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

### **Firearms/Weapons**

It is strictly prohibited to possess firearms, any type of explosive devices, knives, or other dangerous instruments on district school grounds or at a school sponsored activity. A.R.S. 13-3 101 through 13-3110 further prohibits the concealment of weapons and possession of explosive devices and sales thereof.

1. Police will be notified and student may be prosecuted.
2. Parents will be notified.
3. Student will be suspended up to ten days to await a hearing.
4. If found guilty, the school shall make a recommendation for either a long-term suspension or expulsion.

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the administration. In every incident, a written report of the alleged violation must be prepared in detail by the person(s) initiating the referral. The report must include the time, place, observed behavior, names of witnesses, description of violation, et cetera, and be delivered to the administrator within five (5) school days of the referring person's first knowledge of the alleged violation.

### **Gang Association or Activity**

“For the purposes of school discipline, a gang shall be defined as a group of three or more persons who

- (1.) Have a name
- (2.) Claim a territory
- (3.) Have rivals/enemies
- (4.) Interact together to the exclusion of others, and
- (5.) Exhibit antisocial behavior often associated with crime or a threat to the community.

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

The following will be used to prohibit inappropriate and/or gang-related behavior on campus:

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

### **PROHIBITED ITEMS and ACTIVITIES**

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

### **Skateboarding**

For the safety and protection of the GLAAZ community and visitors, the following regulations apply:

1. Skateboards shall not be used on GLAAZ campus grounds.
2. Members of the GLAAZ community and visitors, on the grounds of the campus or in its buildings, may have skateboards in their possession. If skateboards are carried into GLAAZ buildings, they shall not be placed in areas such as hallways, aisles, or other areas which will create hazardous conditions.
3. The faculty, staff, and administrative personnel of GLAAZ will report violations of the skateboard policy to the GLAAZ Administration.
4. Any student who violates the skateboard policy will be subject to disciplinary action, including but not limited to suspension from school.



## **Smoking**

State law prohibits tobacco products on school grounds, in school buildings, in school parking lots or playing fields, in buses or other vehicles, or at off-campus events sponsored by the school. These provisions affect all traditional public, charter, and private schools serving students in K-12. GLAAZ students, staff and visitors are prohibited from smoking anywhere on campus.

Discipline for violation of the Smoking Policy shall include the following:

1. Parents will be notified.
2. Student may be disciplined on campus.
3. Student may be suspended for not more than ten days and/or in lieu of a suspension, the student may participate in a tobacco education diversion program.
4. The student may be referred to the police and prosecuted for a petty offense, with a fine up to \$300.
5. Cumulative violations could result in a formal hearing and recommendation for suspension.

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

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

## **Teacher’s Authority to remove a student from Class (A.R.S. 15-841)**

A.R.S. 15-841 gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from their class by documenting abusive, threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher’s recommendation to remove the student from class, the principal shall remove the student unless he/she can produce evidence that the basis for the recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal:

- (1) Arrange for placement of the student in another class or an alternative setting;
- (2) Contact the parents to inform them of their child’s removals from class and an explanation of procedures;
- (3) Arrange for appropriate continuation of the student’s instructional program by securing individual lesson plans, learning objectives, and activities from the referring teacher; and
- (4) Arrange for a meeting of the school placement review committee to be conducted within three days of removals.

## **Zero Tolerance**

To ensure the safety of all students and employees, GLAAZ takes a strong zero tolerance approach in dealing with firearms and the sale or distribution of drugs on school campuses. Students who possess firearms or are engaged in the sale or distribution of drugs at school will be expelled. ARS 15-841 (G) stipulates that, “A charter school shall expel from school for a period of not less than one year a student who is determined to have brought a firearm to a school within the jurisdiction of the school district or charter school ...” GLAAZ will report threats made against the school, students, or employees to the police department, and offenders will be prosecuted to the full extent of the law. “Bullying” and/or harassment will NOT be tolerated. Bullying is the intentional, ongoing attempt to harm someone with physical force or teasing, taunting, threatening, and intimidation. The key component is that the bullying occurs repeatedly over time to create a pattern of harassment or abuse.

Students may also be disciplined for off-campus misconduct if their actions have a negative, direct impact on GLAAZ, program, other students, and staff. This would primarily apply to off-campus criminal behavior or activities.

Disciplinary action in this area will also reflect zero tolerance for possession or use of any other instrument in a dangerous, intimidating, or combative manner.

**STUDENT DISCIPLINE GUIDELINES  
(GLAAZ GOVERNING BOARD ADOPTED: 1.11.2012)**

Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

In accordance with Arizona Safety Accountability for Education (AZ SAFE) regulations:

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

Infraction	Definition	Consequence	
		Minimum	Maximum
Abuse of staff	Verbal or physical disrespect or injury to staff members acting in their capacity as Florence Crittenton employees	Short term Suspension	Expulsion
*Alcohol (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	Short Term Suspension	Expulsion
*Alcohol (sale or distribution)	The sale or distribution of alcohol as defined above.	Long Term Suspension	Expulsion
**Arson	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)	Long Term Suspension/ Restitution	Expulsion/ Restitution
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	Short Term Suspension	Expulsion
**Assault (aggravated)	An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)	Long Term Suspension	Expulsion
**Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	Short Term Suspension	Expulsion

*Bullying/Cyber Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology.	Mediation/ Conference	Expulsion
**Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. §131507)	Restitution	Expulsion/ Restitution
**Burglary (first degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. §13-1508)	Short Term Suspension	Expulsion
Class Violation	Students are responsible for following all class policies, rules, and procedures as outlined by the teacher.	Detention	Short Term Suspension
Cheating or Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Informal Conference	Short Term Suspension
**Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Short Term Suspension	Expulsion
Contract Violation	Failure to comply with the guidelines of an agreed upon behavior/academic intervention contract.	Short Term Suspension	Long Term Suspension
*Dangerous Instrument/Device	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.	Short Term Suspension	Expulsion
*Dangerous Instrument/Device (sale or distribution)	Sale or distribution of the above item.	Short Term Suspension	Expulsion
Death Threat	The act of stating an intended action whether written, oral, or electronic that could cause death.	Short Term Suspension	Expulsion
Defamation	Wrongfully injuring another person's reputation through a written, spoken or electronic communication that is not otherwise privileged under the law.	Mediation	Expulsion
Detention Violation	Failure to serve an assigned detention.	Short Term Suspension	Long Term Suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 132904)	Short Term Suspension	Long Term Suspension
Disrespect	Treating district personnel or any others	Conference	Long Term

	with contempt or rudeness		Suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. § 13-2911)	Conference	Long Term Suspension
Dress Code Violation	Clothing that does not fit within the dress code/uniform guidelines stated in the handbook (p.15)	Change of Clothes	Short Term Suspension
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.	Short Term Suspension	Expulsion
**Drugs (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.	Short Term Suspension	Expulsion
*Drugs (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. The term "drugs" includes anything that looks like drugs.	Short Term Suspension	Expulsion
*Drugs (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	Long Term Suspension	Expulsion
Electronic Media	Cell phones, pagers, media players or other electronic items, whether operational or non-operational.	Confiscation	Short Term Suspension
*Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.	Short Term Suspension	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.	Short Term Suspension	Long Term Suspension
Failure to Attend learning Center	Failure to serve an assigned extra learning opportunity.	Detention	Short Term Suspension
Failure to Follow Test Taking Procedures	Failure to comply with the rules, policies, or procedures for assessments or compromising the integrity of the test taking environment.	Short Term Suspension	Long Term Suspension
Failure to Return School Documents	Failure to return requested school documents.	Detention	Short Term Suspension
*Fighting/Mutual Combat	Students shall not fight, push, intimidate or otherwise abuse other students.	Short Term Suspension	Expulsion
**Fire Alarm Misuse	Intentionally ringing a fire alarm when there	Short Term	Long Term

	is no fire.	Suspension	Suspension
**Firearm	Students are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)	Long Term Suspension	Expulsion
Fireworks	Students are prohibited from possessing or using fireworks or explosive devices on school property.	Short Term Suspension	Long Term Suspension
Forgery/Falsification	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).	Short Term Suspension	Long Term Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Short Term Suspension	Long Term Suspension
**Gang Activity	Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school.	Short Term Suspension	Long Term Suspension
Good Neighbor Policy	School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner could result in disciplinary action. (ARS 13-2905.A.5)	Detention	Long Term Suspension
*Harassment/Hazing/Threat/Intimidation	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (A.R.S. § 15-2301)	Mediation	Expulsion
**Hate Speech	Any written, oral, or electronic communication that manifests malice towards others based on their race, gender, or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech, gang paraphernalia, symbols or gestures.	Short Term Suspension	Expulsion
Identity Theft	Knowingly taking, purchasing, manufacturing, recording or possessing any personal identifying information of another person or entity without the consent of that person or entity, with the intent to obtain or use the identity for fraudulent or unlawful	Mediation	Expulsion

	purposes.		
Inappropriate Language/Gestures	The use of profanity or any derogatory language stated publicly.	Short Term Suspension	Long Term Suspension
Inappropriate Language to an Adult	The use of profanity or any derogatory language directed towards a staff member.	Short Term Suspension	Expulsion
Insubordination/Defiance/Non-Compliance	Intentionally resisting or disregarding the authority of district personnel. Failure to comply with the reasonable request of a staff member.	Conference	Long Term Suspension
Leaving Campus without Authorization	Leaving school grounds or being in an "out of-bounds" area during regular school hours without permission of the GLAAZ Administration or designee.	Detention	Short Term Suspension
Loitering	Remaining in a location for no obvious reason.	Detention	Short Term Suspension
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Short Term suspension	Long Term Suspension
*Other School Threat	An incident that cannot be coded in one of the other categories but did involve a school threat.	Mediation	Expulsion
Pass Violation	Use of a pass for reasons other than specified.	Detention	Short Term Suspension
Physical Abuse of Staff Member	Students shall not intimidate or physically abuse staff. (ARS 15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (ARS 15-843)	Long Term Suspension	Expulsion
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Detention	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Warning	Short Term Suspension
Public Transportation	Students are expected to follow all school rules while using public transportation to and/ or from school.	Loss of bus pass	Long term Suspension/Expulsion
**Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.	Short Term Suspension/Restitution	Expulsion/Restitution
**Robbery (Armed)	Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	Long Term Suspension	Expulsion
**Sexual Abuse	For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.	Short Term Suspension	Expulsion

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

	36-798)		
Tobacco Paraphernalia	Any apparatus or equipment used, or capable of being used, in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, and lighters.	Short Term Suspension	Long Term Suspension
Trespassing	Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. § 15-841)	Short Term Suspension	Long Term Suspension
Truancy/Unexcused Absence	The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization.	Detention	Short Term Suspension
*Vandalism/ Destruction of School Property	Willful destruction or defacement of school or personal property.	Short Term Suspension/ Restitution	Expulsion/ Restitution
Vehicle Violation	Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.	Revocation of Parking Privileges	Long Term Suspension
**Weapons	Any item that may cause harm to another person, including but not limited to, a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. (A.R.S. § 13-3102(11))	Long Term Suspension	Expulsion
**Weapons (sale or distribution)	Sale of the above weapons.	Long Term Suspension	Expulsion

### **DRESS CODE: UNIFORM POLICY**

#### **Shirts**

Solid purple or white GLAAZ logo embroidered Polo shirt

Must be purchased through Educational Outfitters, located at 1628 E. Southern Ave. Tempe. (480) 429-5136

#### **Skirts**

Purple pleated plaid must be purchased through Educational Outfitters

Solid Black and gray skirt is permitted

No leggings or tights without skirts

#### **Sweaters and Sweatshirts**

Solid black, solid white, solid gray, or purple

College sweatshirts are permitted on Fridays only

Optional GLAAZ logo-sweaters and sweatshirts are now available through Educational Outfitters



**Pants**

Solid black, solid grey only-ankle length or capris (no patterns, artwork or holes permitted)  
No sweat pants, leggings, blue denim or cargo style (side pockets) pants

**Shorts/Capris**

Solid black, solid grey only- no patterns, artwork or holes permitted  
No spandex, basketball shorts, and sweat shorts  
Length is to the end of the fingertips or longer and shorts must hemmed

**Footwear**

Heels no higher than two inches  
Sandals/flip flops are allowed  
Slippers are *NOT* allowed

**Jewelry/Hair/Makeup**

Make-up, jewelry, and hair must be professional and not distracting  
Appropriate necklaces and/or bracelets are permitted  
Earrings sized from studs to small hoops (no larger than a half-dollar) are allowed  
Tattoos may be required to be covered  
Headwear (all caps/hats, scarves, beanies, stocking caps, “do-rags”, wave caps, etc.) may not be worn inside unless such item has religious affiliation

If, in the opinion of the faculty or staff member, any student’s hair, makeup, jewelry etc., distracts, disrupts, or interferes in any way with the classroom procedures or the educational processes, the student will be asked to leave the classroom or the campus. The student may not return until the condition is corrected or the case is reviewed by the school administration.

**Spirit Fridays**

Every Friday is designated as “Spirit Friday.” Students are allowed to wear GLAAZ T-shirts and blue jeans that meet dress code. College sweatshirts and t-shirts are also permitted on Fridays.

**Theme Days**

On days designated as “Theme Days,” dress guidelines will be announced. In keeping with our commitment to preparing students for college, community life, and careers, students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, or on field trips. Inappropriate attire can create distractions. Therefore, the following will never be permitted:

- Spaghetti straps
- Spandex shorts, leggings or tights not covered by shirts, skirts, or pants
- Clothing with any holes
- Gang-related clothing or insignia
- See-through clothing
- Clothing that is skin tight, revealing back, midriff, cleavage, or buttocks
- Clothing that exposes underwear; underwear worn as outerwear
- Attire showing pictures or messages promoting drugs, sexploitation, discrimination, profanity, or violence
- Blouses or tops which are too short, causing the mid-section, including the belly button, to be exposed
- Short shorts or mini skirts
- Headwear (all caps/hats, scarves, beanies, stocking caps, “do-rags”, wave caps, etc.) may not be worn inside unless such item has religious affiliation

First Offense: Student is given a uniform to wear  
Second Offense: Student is given a uniform to wear/parent phone conference

Third Offense: Parent must bring appropriate clothing or student is sent home  
Subsequent Offenses: May result in short term suspension

## **ELECTRONIC MEDIA**

Internet access is available to GLAAZ students as an educational tool. The school's goal in providing this service is to promote educational excellence by resource sharing and gathering information and news from research institutions. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### **Internet Guidelines**

The following are not permitted:

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

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

## **EMERGENCY PROCEDURES**

Student safety is our foremost priority. Accordingly, AAEC has an Emergency Response Plan and Policy in place. Fire, evacuation and lockdown drills are held on a regular basis to prepare staff and students for emergencies.

## **FERPA**

### **ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record; however, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest (A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member including health staff, law enforcement personnel, attorney, auditor, or other similar roles; a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
- A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - Other schools to which a student is seeking to enroll;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

### **FIELD TRIPS**

Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.

A field trip is any planned journey by one or more students away from District premises which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor designated by the Chief Academic Officer.

The Chief Academic Officer shall prepare administrative procedures for the operation of both field and other District-sponsored trips, including athletic trips, which shall address:

- A. The safety and well-being of students;
- B. Parental permission is sought and obtained before any student leaves on a trip;
- C. Proper planning of each trip, and that field trip is integrated with the curriculum, evaluated and followed by appropriate activities which enhance its usefulness;
- D. The effectiveness of field trip activities judged by demonstrated learning outcomes;
- E. Trips should be planned so that students are not absent from school. In the event this is not possible, absences shall be limited to the least number of school days possible;
- F. Proper supervision of students by school employees; Parents are permitted to assist in such supervision, if appropriately approved as volunteers. The adult/student ration shall be 1:12 or less

- G. Student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip
- H. The chaperone (staff member in charge) should have a copy of each student's Emergency Medical Authorization Form in his or her possession;
- I. Provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- J. Provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities

An instructional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. When alteration of the itinerary is necessary, the instructional staff member in charge shall notify the administration immediately.

### **FOOD IN THE CLASSROOM**

No eating or drinking, other than bottled water, is allowed in the classrooms. Students should plan their time appropriately when eating so that they are not late to class. These guidelines are established to insure safety and compliance with the Maricopa County Health Department. The County and GLAAZ (as a Title I School) have strict regulations about food being served at classroom parties or students being rewarded with food and/or beverage products (i.e. pizza parties). Classroom parties can be held by any means of celebration other than offering food/beverage products.

### **INFORMATION TECHNOLOGY**

#### **Acceptable Use Policy**

- As a user of the GLAAZ local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, servers, an resources of GLAAZ and the information they generate.
- GLAAZ has granted access to me as a necessary privilege in order to perform authorized class functions at the institution where I am currently a student. I will not knowingly permit use of my entrusted access control mechanism for any purpose other than those required to perform authorized class functions. These include long identification, password, workstation identification, use identification, file protection keys or production read or write keys.
- I will not disclose information concerning any access control mechanism unless properly authorized to do so. I will not use any access mechanism that GLAAZ has not expressly assigned to me. I will treat all information maintained on GLAAZ computer systems as strictly confidential and will not release information to any unauthorized person.
- I agree to abide by all applicable state, federal, GLAAZ and college policies, procedures, and standards that relate to GLAAZ information security standard and GLAAZ Information Technology Acceptable Use policy. I will follow all the security procedures of GLAAZ computer systems and protect the data contained therein.
- If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the information security director and the administrator.

- I understand the GLAAZ School officials reserve the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file or system resource that may undermine the authorized use of any GLAAZ IT resources.
- I understand that it is my responsibility to read and abide by this agreement, even if I do not agree. If I have any questions about GLAAZ Information Technology Acceptable Use Agreement, I understand that I need to contact my immediate principal, IT staff or appropriate college official for clarification.
- If I refuse to sign this certificate of receipt, my principal will be asked to initial this form indicating that a copy has been given to me and this statement has been read to me.
- By signing this agreement, I hereby certify that I understand the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

### **1:1 iPad Policy**

Students and parents will sign a separate iPad policy and agreement. Students and parents are responsible for iPads and must purchase iPad insurance through the school.

## **LOST AND FOUND**

Lost and found items are located in the GLAAZ office. Turn in any found items to this location. Articles are held for two weeks and will be donated if not claimed in that time period.

## **MEDICAL GUIDELINES**

### **Immunization**

Arizona Revised Statute 15-803 requires the parent, guardian, or person in loco parentis of a child to provide the school with an immunization history at the time of enrollment. This history includes the month, day, and year for each vaccination. Parents must show proof of immunizations; and, children will not be permitted to attend classes until the immunization history has been provided unless student qualifies for the McKinney-Vento Act.

### **Medication**

A physician must authorize all prescription medication. Medication must be in the original container. The container must be clearly labeled. Medication must be brought to the school by the parent or other parent-designated adult. Along with a physician's written order, there must be parental written permission for each prescription medication. Students are not allowed to carry medication to administer to themselves, except for an asthma inhaler or an Epi pen as directed to do so by a physician. Teachers are not permitted to hold or administer medication to students at school.

Ailments such as diabetes, epilepsy, cardiac diseases, asthma, and allergies are some of the diseases that should be noted on health records and discussed with the GLAAZ Administration.

*Prescribed medication will only be administered to students at school when there is a signed letter by the parent and a physician's prescription on record in the office.*

The State Department of Health does not allow the school to administer over-the-counter medications to students unless written parental permission is provided. Please do not ask us by phone to administer any medication to your child.

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

Students who need to have access to medical drugs (as defined in A.R.S. 32-1901, Paragraph 39) in school must leave them with the medical office, along with parental permission and the written directions of a physician concerning their

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

### **Screenings**

Students are screened for vision/hearing according to State mandates. Parent/guardian will be notified if the student has vision/hearing difficulties. Students with known vision/hearing problems should have yearly exams by their family specialist. Have your physician fax test results to GLAAZ. Call 602-288-4518 if you do not want your student tested.

### **Student Illness and Accident**

Parent(s)/Guardian(s) are required to furnish the school with current emergency information, including:

- The parent/guardian and student's home address and phone number.
- The parent/guardian's business and phone number.
- The names, addresses, and telephone numbers of two (2) relatives or friends who are authorized by the parents or guardian to care for the student in case of emergency when the parent/guardian cannot be reached.

It is the parent/guardian's responsibility to notify the school of any changes to this information. A new Emergency Card may be obtained in the GLAAZ office.

## **NON-DISCRIMINATION POLICY**

GLAAZ does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title IV of the Civil Rights act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex-equity), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the school's programs and activities, including vocational education. Students, parents or guardians, employees, or members of the community who have any concerns about these regulations or who wish to file individual grievances should contact the GLAAZ Administration. GLAAZ recognizes its obligation to provide overall program accessibility throughout the school for persons with disabilities.

## **PARENT NOTIFICATION UNDER NCLB**

*Public Law 114-95, "Every Student Succeeds Act" (ESSA) encourages parents to be actively involved and knowledgeable about their schools and their children's education.*

- Report Cards on statewide academic assessment. Each year parents will receive a report containing academic assessment information
- Teacher qualifications. Any parent may request information regarding the professional qualifications of their student's classroom teacher(s) and/or any paraprofessional who provides services. If a parent requests information about a teacher's qualifications, GLAAZ will provide proof that the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; baccalaureate degree major of the teacher and any other graduate certification. Teacher certification information may be found on-line at <http://www.ade.az.gov>. Parent will be notified if a non-qualified teacher is in their child's classroom more than twenty consecutive days.
- In accordance with ARS §15-183(F), the résumés of instructional staff are available for reviewing in the GLAAZ office.
- Individual achievement on state assessment. Each year parents will receive a report of their child's scores on state assessments.

- English Language Learner Programs. No later than 30 days after a student enrolls, parents will be notified of their child’s eligibility based on state mandated testing which includes level of English proficiency, how that level was determined, and the status of the child’s academic achievement. If a child qualifies, available programs, services, and parental rights will be explained.
- Parental involvement policy. School-parent compacts are disseminated and explained to parents upon enrollment. Parents sign their agreement to support regular attendance and call the school on the day of an absence; provide time and space for students to study and do homework; attend and participate in school functions; keep abreast of GLAAZ activities by reading all materials sent home; expect and follow up on progress reports and report cards; participate in student-led conferences twice annually; encourage and expect students to attend college following graduation; contact GLAAZ with any questions or if there is a gap in the information coming home.
- Voluntary Public School Choice Program. If GLAAZ fails to make adequate yearly progress, parents will be notified and given educational options for their child.
- Student Privacy. Student privacy is protected through FERPA as described in the student handbook.

### **PUBLIC DISPLAY OF AFFECTION**

GLAAZ has specific guidelines regarding public displays of affection. It is in poor taste to show “unbecoming familiarity” at school or school-related activities.

### **PUBLIC TRANSPORTATION**

As representatives of GLAAZ, students are expected to act appropriately at all times while riding either the Valley Metro busses or the Light Rail.

Passes are available to all GLAAZ students. Lost passes will only be replaced once during the school year.

### **McKinney – Vento Act**

#### **RIGHTS OF CHILDREN AND YOUTH IN TRANSITION**

GLAAZ shall provide an educational environment that treats all students with dignity and respect. Every child and youth in transition shall have access to the same free and appropriate educational opportunities as students who are not children and youth in transition. This commitment to the educational rights of children and youth in transition and unaccompanied youth, applies to all s as a “child or youth in transition” under the McKinney-Vento Act if he or she is presently:

- Sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds or trailer parks due to the lack of alternative adequate accommodations; are living in a shelter, temporary shared housing, or transitional living program; are abandoned in hospitals.
- Have a primary nighttime residence that is a private or public place not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar settings.
- Migratory children and youth who are living in a situation above.
- In temporary or transitional foster care placement

A child or youth will be considered to be in transition for as long as he or she is in a living situation described above.

NOTE - *Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The general term youth also includes unaccompanied youth.

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

- Immediate enrollment, meaning without delay: Documentation and immunization records *cannot* serve as a barrier to the enrollment in school.
- School Selection: McKinney Vento Act eligible students have a right to select from the following schools:
  - The school he/she attended when permanently housed (School of Origin)
  - The school in which he/she was last enrolled (School of Origin)
  - The school in the attendance area in which the student currently resides (School of Residency)
  - Remain enrolled in her selected school for the duration of transition, or until the academic year upon which they are permanently housed.
- Participate in programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.
- Transportation Services: A McKinney-Vento Act eligible student attending her School of Origin has a right to transportation to and from the School of Origin.
- Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a child or youth in transition, you may file a complaint with the school district. The school district must **respond** and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The child and youth in transition Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

### **Disputes**

If a dispute arises over any issue covered in this policy, the child or youth in transition shall be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student shall also have the rights to all appropriate educational services, transportation, free meals, and Title I services while the dispute is pending.

If the dispute arises GLAAZ shall provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and shall immediately refer the parent or youth to the liaison. The liaison shall ensure the student is enrolled in the school of his or her choice and receiving other services to which he or she is entitled and shall resolve the dispute as expeditiously as possible. The parent or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute. The liaison shall keep records of all disputes in order to determine whether particular issue or school are relatedly delaying or denying the enrollment of children and youth in transition.

The Parent, unaccompanied youth, or school district may appeal the liaison's decision as provided in the state's dispute resolution process.

If you have questions , call [602-288-4518](tel:602-288-4518)

### **SCHOOL PROPERTY**

Students who damage school property at school or while under school jurisdiction may be subject to disciplinary action. The student, parent/guardian shall be liable for damages. All students are expected to respect and care for all property of GLAAZ including facilities and books. Willful destruction or defacement of school district property at any time is cause for disciplinary action up to and including expulsion from the program. Student grades and transcripts may be withheld until all costs from damages have been paid. When the student and parent/guardian are unable to pay for damages, a program of voluntary work for the student will be provided in lieu of monetary payment.

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



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

### **SEX OFFENDER NOTIFICATION (A.R.S. 13-3825)**

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

### **SPECIAL EDUCATION**

It is GLAAZ's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities aged thirteen through 21 years and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through two years of age.

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

1. Arizona Early Intervention Program (AzEIP) for children birth through two years of age for evaluation and services if needed; and
2. School district of residence for children ages three through five for evaluation and services if needed.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities at public expense, under public supervision and direction, and without charge to the parents. For all new students to the school, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional, and motor skills. If any concerns are noted the child may be referred for additional help.

GLAAZ provides special education and related services, at no additional cost, designed to meet the needs of students with disabilities under the Individuals with Disabilities Education Act. To initiate a special education referral, please contact our office at 602-288-4518.

#### **Child Find**

Ten percent of the general population has some form of disability or disorder. GLAAZ will identify, locate and evaluate students within our population served who might have difficulties resulting from a disability who might need special education services in order to succeed in school. If you know of a student who has major difficulty with learning or understanding, speaking or writing, getting along with others, making adjustments in different situations, organizational skills, or completing tasks; please contact us at (602) 288-4518 for. For more information, call Child Find at (602) 364-4015 or visit the Child Find website at <http://www.ade.az.gov> more information regarding the special education process at our school. Special education services are available to eligible students [/ess/childfind](#).

#### **The 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 Plans 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 ensure 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 ensure 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:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://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.

### **STAFF**

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

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

### **STUDENT DROP/PICK UP AREA**

Students are to be dropped off and picked up on West Mariposa Street on the designated area on the South side. For the safety of all concerned, do not use the parking lot in front of GLAAZ Building A.

### **STUDENT PROPERTY**

Students are encouraged to use good judgment in what they bring to school. They should not bring items of great value to school. If they do so, they bring them at their own risk. The school assumes no responsibility for loss to students' personal property. Items that may cause a distraction in the classroom are subject to confiscation by administration and will be returned to the student after parent notification has been made.

### **STUDENT SEARCH AND SEIZURE**

GLAAZ administrators have the right to search students and seize contraband. The U.S. Supreme Court has held that the Fourth Amendment warrant and probable cause standard does not apply to school officials who search students suspected of violating school rules. Instead, the legality of a student search depends upon reasonableness of the search in light of all circumstances.

- School administration must have reasonable suspicion that the student violated a law or school rule
- The scope and extent of the search must be limited to what is reasonable to serve the search purpose or prevention of a suspected infraction of law or school rules
- The search must not be excessively intrusive in light of the student's age and sex and of the gravity of the suspected infraction

### **STUDENT VEHICLES**

Students are allowed to drive themselves to and from campus at the beginning and end of the day. They are not allowed to use their cars as lockers. They cannot visit their cars during the school day, including lunchtime, without expressed consent by faculty or administration. Students may park in either lot on the North side of Mariposa Street. Students driving to school are expected to maintain a valid driver's license.

### **TAX CREDIT**

GLAAZ tax-deductible contributions are always welcomed. We participate in the Arizona State Tax Credit program where you can pay up to \$400 of your annual state income tax to GLAAZ instead of the AZ Department of Revenue. Every cent of your tax-credit donation will go directly to extra-curricular activities that enrich and inspire the lives of the students who attend GLAAZ. Additionally, you will be able to take a dollar for dollar credit when you file your AZ taxes! Everyone benefits. It is important to know that any amount up to \$200 (filing single) and \$400 (filing married) may be contributed. Visit our website: [glaaz.org](http://glaaz.org) where you can make a one-time payment or set up payments throughout the year. Whether it's \$25 or \$200, your gift is a safe investment in educational innovation at Girls Leadership Academy of Arizona.

Please contact our office with questions or visit our website to download a tax credit contribution form.

### **TEXTBOOKS**

GLAAZ issued textbooks are the property of GLAAZ. Books are to be returned to the issuing teacher at the end of the semester. Students enrolled in concurrent enrollment college classes may check out college textbooks from GLAAZ. College textbooks are very expensive; therefore, these must be returned in excellent usable condition. A fee will be issued for books that are not returned.

### **VISITORS ON CAMPUS**

Parents are always welcome on our campus. We encourage you to visit your students' classrooms and get acquainted with teachers and the exciting learning activities taking place in their classrooms. For the convenience of all persons visiting schools, we ask that you contact the office prior to any visit so that an appointment can be made. Students not enrolled at GLAAZ are not permitted on campus without a "Shadow Day" permission slip signed by their school administrator and the GLAAZ Administration.

To protect the safety of students, all visitors to GLAAZ must report to the office to sign in and pick up a visitors badge before entering a classroom. To ensure safety at GLAAZ, we have trained our school personnel to stop and ask unfamiliar faces for proper visitor identification.

Loitering in or about a school (A.R.S. 13-2905) or abuse of a teacher or other school employee while the teacher or employee is engaged in the performance of their duties (A.R.S. 15-502) is unlawful.

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

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

1. Threatening to cause physical injury to any employee of or any person attending an educational institution
2. Threatening to cause damage to any educational institution, property of any educational institution, or property of any person attending an education institution. \*A person found to be in violation of this law as described in paragraph 1 or 2 above may be charged with a Class 6 Felony. It does not matter if the above actions were not directed to any specific individual, educational institution or property of an educational institutional
3. Knowingly going onto or remaining on the property of an educational institution for the purpose of interfering with or disrupting the lawful use of the property, or in any manner that interferes with the lawful use of the property by others
4. Knowingly refusing to obey a lawful order to leave the property by a school official, officer or employee of an educational institutional. \*A person found to be in violation of this law as described in paragraphs 3 or 4 as described above may be charged with a Class 1 Misdemeanor

### **VOLUNTEER OPPORTUNITIES**

Volunteering is critical to the successful functioning of GLAAZ. Family, friends, and teachers working together provide the best instruction for our students. Volunteering is both stimulating and fulfilling for those involved. We encourage mothers, fathers, grandparents, and community members to share in the special experience and volunteer your time. If you are interested in learning more about opportunities to volunteer at GLAAZ, please call the 602-288-4518.

### **SCHOOL-PARENT COMPACT**

*Girls Leadership Academy of Arizona and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.*

*This school-parent compact is in effect during school year 2020.*

### **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

#### **School Responsibilities**

- Hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional Parent and Family engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs, and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and to the extent practicable, in a language that the parents can understand.
- Provide to parents of participating children information in a timely manner about. Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.

- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
- Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

## **Staff Responsibilities**

We the Staff of GLAAZ understand the importance of the school experience to every young woman and our role as educators and models; therefore, we agree to carry out the following responsibilities to the best of our ability:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- Teach grade level skills and concepts
- Strive to address the individual needs of our students
- Offer extra-curricular programs to enrich the learning experience
- Clearly communicate expectations in a course syllabus
- Collaboratively create a "college-going" culture
- Provide a safe, positive, and healthy learning environment
- Correct and return assignments in a timely manner

Hold student led conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

- Twice a year, Fall and Spring Semester for all 9<sup>th</sup> – 12<sup>th</sup> grade students
- Seniors will present a Capstone project during the spring semester prior to graduation

Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- Progress reports provided mid quarter (4 quarters)
- Report Cards provided each quarter (4 quarters)
- All reports are provided electronically and a hard copy is mailed
- AzMERIT and AIMS scores are mailed with parent information sheets as soon as the scores are received

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- All staff strive to be available for parents as needed
- Staff and/or parents can request a meeting at a convenient time to discuss student progress
- Staff may be contacted via their school email address or by calling the school office
- Student progress meetings are routinely scheduled before and after school to meet parents availability

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

- All parents are encouraged to join the parent group – Parent Ambassador Leaders (PALS)
- Parents have numerous volunteer opportunities such as Family Fun Night, back to school and open house events, Varsity Club supporters, Teacher Appreciation Week, etc.

### **Parent Responsibilities**

As a parent, I understand that my participation in my daughter's education will help her achievement and attitude; therefore, I will continue to carry out the following responsibilities to the best of my ability:

- Encourage my daughter to complete her homework assignments
- Review all school correspondence
- Attend Open House, Student Led Conferences, monthly School Board meetings, monthly Parent Ambassador Leaders (PALS) meetings, and other school/community events
- Encourage my student to engage in reading activities for at least 30 minutes daily
- Provide time each evening for my daughter to study and complete homework
- Make sure my daughter gets adequate sleep and has a healthy diet
- Support regular attendance and call the school on the day of absence
- Be involved in the life of the school to promote school-wide parent support, shared decision –making, special enrichment and recreational activities
- Support school discipline and attendance policies
- Monitoring attendance
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups

### **Student Responsibilities**

As a student of GLAAZ, I realize my education is important. I know I am the one responsible for my own success; therefore, I agree to carry out the following responsibilities to the best of my ability:

- Get to class on time every day
- Carry my planner and student ID with me at all times while on campus
- Use my planner to record all due assignments
- Return completed homework on time
- Participate actively in mandatory student-led conferences twice per school year
- Be responsible for my own behavior
- Be a cooperative learner, asking for help when I need it
- Approach all my studies with college as a goal
- Do my homework every day and ask for help when I need to
- Read at least 30 minutes every day outside of school time

- Give my parents or my guardian all notices and information received by me from my school every day.

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**School**

**Parent(s)**

**Student**

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**Date**

**Date**

**Date**

**PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

Students and parents acknowledge the following:

The student to whom a school-owned item is assigned will be charged for the loss or damage of that item.

The signatures below indicate that:

- I. I have read and reviewed the GLAAZ Handbook with my parent/guardian and my teacher(s).
- II. I understand and agree to abide by all policies and procedures explained in the handbook.
- III. I have read the Notification of Rights under FERPA (Family Educational Rights and Privacy Act),
- IV. I understand and will abide by the Terms and Conditions for use of electronic media. I further understand that any violation of the regulations may revoke my access privileges.

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**Student Name [print]**

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**Student Signature**

**Date**

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**Parent or Guardian Signature**

**Date**

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**GLAAZ Advisory Teacher Signature**

**Date**

**NOTE: The student and their parent or legal guardian are to sign the statement above and return this form to school. It will be filed in the student's cumulative folder for future reference.**