



# COPPER CANYON and DESERT POINTE ACADEMIES

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## PARENT & STUDENT HANDBOOK 2017-2018

Executive Director: Mr. Ed MacDonald

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## SCHOOL INFORMATION

### **Copper Canyon Academy**

Grades K-8  
7785 W. Peoria Avenue  
Peoria, AZ 85345  
Main Line: (623) 930-1734  
Fax: (623) 930-8709

### **Desert Pointe Academy**

Grades 9-12  
7785 W. Peoria Avenue  
Peoria, AZ 85345  
Main Line: (623) 930-1734  
Fax: (623) 930-8709

**OFFICE HOURS:** Monday – Friday, 7:30am-4:30pm

*All visitors are required to sign in and out with the school office and wear a visitor's badge while on campus.*

### **SCHOOL HOURS**

**Copper Canyon Academy** begins its school day at 8:00am and is dismissed at 2:50pm.

- Wednesdays are early release days. School is dismissed at 1:50pm.
- $\frac{3}{4}$  days occur periodically throughout the year. School is dismissed at 12:50 (see calendar for specific dates).
- Students are allowed on campus from 7:40am until 10 minutes after dismissal.

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**Desert Pointe Academy** begins its school day at 8:20am and is dismissed at 2:50pm.

- Wednesdays are early release days. School is dismissed at 1:50pm.
- $\frac{3}{4}$  days occur periodically throughout the year. School is dismissed at 12:50 (see calendar for specific dates).
- Students are allowed on campus from 7:40am until 10 minutes after dismissal.

Upon arrival, students are to report to the sports court/playground area.

All students must be picked up from school no later than **10 minutes** after the dismissal time.

## VISION STATEMENT

At Copper Canyon & Desert Pointe Academies, our mission is to provide a high quality educational and social experience through a wide variety of proven programs. By focusing on high academic standards, character development, and the skills needed for life-long success, our students, staff, families, and community work cooperatively to build a strong foundation of responsible citizenship for each student.

**The above heading needs to read MISSION STATEMENT**

<b>RESPONSIBILITIES OF PARENTS, STUDENTS, &amp; THE SCHOOL (School Compact)</b>
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**As a student of Copper Canyon and Desert Pointe Academies, I pledge to:**

- Attend school regularly and arrive at school on time.
- Do my personal best in school and at home.
- Practice self-discipline in and out of class.
- Respect and cooperate with other students and adults.
- Have high expectations and establish goals for myself.
- Ask for help when needed.
- Adhere to the Code of Conduct.

**Need to change order of these to match heading or heading to match this order.**

**As a parent/guardian, I pledge to promote the value of education through:**

- Making sure my child attends school regularly and arrives on time, rested, fed, well groomed and properly clothed.
- Demonstrating a positive attitude about **the** school and learning with my child.
- Supporting the rules, structure, and expectations of the school.
- **Bringing any concerns to the Teacher and /or school Executive Director, instead of using social media as a platform to vent concerns.**
- Having high expectations for my child and setting realistic goals for attaining personal and academic success.
- Openly and consistently communicating with the school regarding my child's academic and social progress through phone calls, e-mails, written notes, attendance at parent/teacher conferences, and/or reviewing and returning classroom reports/assignments as requested.
- Volunteering at the school as needed to support the school's activities and mission.

**As a teacher, I pledge to:**

- Have high expectations for myself and for each student.
- Provide a classroom environment that is conducive to learning.
- Influence behavior in a positive manner, implementing discipline in a fair, consistent manner.
- Effectively teach a comprehensive curriculum that meets or exceeds state standards.
- Respect and respond to the uniqueness of each child.
- Communicate to students what is expected of them and why.
- Monitor each student's understanding, offering regular, useful, and appropriate feedback.
- Communicate proactively with parents/guardians and administrators on a regular basis.

**As an administrator, I pledge to:**

- Maintain a school environment that is safe, structured, friendly, and disciplined.
- Sustain a group of diverse, dedicated, and highly qualified staff that acts as positive role models for students.
- Establish goals, expectations, and shared responsibilities for teachers, parents and students.
- Provide parents a voice in decisions regarding their children's education.

- Emphasize the importance of school/home partnerships.
- Strive to implement the best methods of meeting student's learning needs.

## PARENT & FAMILY INVOLVEMENT

The Academies value parent involvement in the educational experiences of their children. To that end, we want parents to communicate any ideas, issues, or thoughts on improving the school to their child's teacher, school administration, and/or any staff member at any time!

### **COMMUNICATION PROCESSES**

Ongoing communication between the school and students' parents and families is essential to a student's success; therefore the Academies have the following in place:

- ◆ Information regarding classroom, school, and extracurricular activities is either sent home with the students, mailed directly home to parents, automated phone messenger, or found in the email newsletter throughout the school year.
- ◆ Parents are encouraged to communicate with their student's teacher and the school via e-mail, phone calls, or in writing. All teachers have individual e-mail addresses and voice mail boxes. Our goal is to return all inquires within one school day.
- ◆ Teachers in grades K-2 send home notices with updates and information on students' progress and school happenings every week.

### **PARENT VOLUNTEERS**

Opportunities for volunteering include classroom assistance (as needed), chaperoning field trips, and/or assisting with projects in class or school-wide activities such as field days and fundraisers. Volunteers are also needed to help with the schools' extracurricular activities, including areas such as coaching, assistant coaching, being a team parent, and collecting gate fees for sporting events. Parent volunteers work with members of the Staff to arrange volunteer time, and certain limitations may be set if it is deemed by the school to be in the best interest of the school and its students.

### **PARENT OBSERVATION**

In order to get the highest benefit from parents observing their child in the classroom setting, these requests must be pre-arranged with the teacher. Also, because prolonged visits in the classroom can be distracting to both students and teachers, observation times will generally be limited to no more than 45 minutes each time. Please contact your child's teacher for more information and to schedule a time.

### **PARENT/TEACHER CONFERENCES**

Parents may request a conference with their child's teacher(s) at any time during the school year. This can be done in person, via phone, or through e-mail if so desired. In addition, time is set aside mid-way through the first and third grading periods for formal conferences between parents and teachers. Parents will receive notification of the conference days, at which time a conference can be scheduled at a time convenient for all involved.

## ATTENDANCE

It is expected that all students make every effort to attend school everyday. In the event this is not possible, the following applies:

### ABSENCES

Per Arizona Revised Statutes §§15-802 and 15-803, parents must notify the school in advance and/or at the time of their child's absence from school. To do this, please call the school office before 9am on the day of the absence, as this saves the school time in ensuring the safety of students. If parents wish to report an absence the evening before the next school day, a message may be left on the school voicemail at extension 100. If a student is absent and the school has not been notified, office staff will attempt to contact parents by telephone within two hours after the start of classes. The absence will be considered unexcused until school staff has made contact with the guardian.

**Is there a reason to not address the law here? We are required to notify parent in writing with first absence.**

**Also, what about addressing the Court Unified Truancy Suppression Program when a student has 5 or more unexcused absences?**

### Important Information about Absences

- If a student is absent ten consecutive school days, explained or unexcused, he/she will be automatically withdrawn from school, unless the absence was prearranged with school administration.
- ➔ ▪ **Elementary students** (grades K-8) may not accumulate more than 18 absences during the entire school year. **This number includes both explained and unexcused absences.** In the event that a student exceeds the number of absences allowed, he/she may be in danger of not being promoted to the next grade.
- ➔ ▪ **High school students** (grades 9-12) may not have more than 10 absences in any class per semester. **This number includes both explained and unexcused absences.** In the event that a student exceeds the number of absences allowed, he/she will not receive credit for the class(es) where the 10 absences occurred.

**Homework** for days that a student is absent will only be given if the student is absent more than 3 days in a row, and then only if requested by the student's parent/guardian. If a student is absent 3 or fewer days in a row, he/she will be given time to make up missed assignments upon return to school. Time given will equal the number of days missed (i.e. 1 day absent, 1 day to turn in make-up work; 2 days absent, 2 days to turn in make-up work; etc.).

### TARDINESS

To insure for a positive learning environment, it is important that students arrive to class on time. Consequences for tardiness are at teacher discretion, and may include, but are not limited to, after school detention and possible referral to the **Court Unified Truancy Suppression Program** C.U.T.S. program **Need to spell out and then put initials in ( ). Also, needs to be under absences** Parental support in ensuring prompt arrival to school is requested. If a student is tardy a parent signature is required in the front office upon arrival.

## DRESS CODE

The Academies recognize that there is a connection between student dress and grooming and such things as school pride, self-esteem, safety and general welfare of the students and staff. Therefore, the school has adopted a standard uniform of dress that students are to follow. It is to be followed at all times when on campus, **including before and after the bell rings:**

### COPPER CANYON ACADEMY

#### Girls:

- Navy, tan or black skirt or walking shorts (no shorter than 4 inches above the knee). **Put ( ) in bold.**
- Navy, tan or black pants or jumper.
- A **solid** white, navy, black, light blue or gold (not yellow) **collared polo style** shirt or blouse. T-shirts do not fall within dress code rules unless they were purchased and/or received from the schools. **Make singular since about CCA only.**

#### Boys:

- Navy, tan or black pants or walking shorts (no shorter than 4 inches above the knee).
- A **solid** white, navy, black, light blue or gold (not yellow) **collared polo style** shirt. T-shirts do not fall within dress code rules unless they were purchased and/or received from the schools. **Same as above**

#### Girls & Boys:

- All clothing must be a solid color. Denim/jeans, sweats, mesh, and spandex material are not permitted.
- Hair must be of a naturally-occurring color
- *Modest* jewelry is permissible if it does not violate other codes of conduct (i.e., drug or gang themes) or disrupt the education process.
- There must be adequate coverage of the body. Shirts and blouses must extend beyond the belt level, the midriff and/or cleavage cannot be visible, and there must be sleeves (no spaghetti straps, muscle shirts, tank tops, etc.).
- Shoes must be worn at all times, and must be conservative and practical for a school setting. **For safety reasons, flip-flop type shoes are highly discouraged!**  
**Discouraged isn't same as not permitted**
- Skirts and shorts must be no shorter than 4 inches above the knee. All pants or shorts must be worn at or above the waist – **NO SAGGING**. Underwear must not be exposed.
- Belts must be short enough to loop through belt loops and may not dangle more than two inches.
- Sunglasses, hats, and caps are not permitted indoors. Hats must be worn facing completely forward and sitting straight on the head. **Maybe state when**

### DESERT POINTE ACADEMY

Because a large focus with high school students is to prepare them for success after graduation, this format emphasizes overall presentation. It gives the students more flexibility to express themselves as individuals, while still focusing on meeting an expectation of professionalism.



For all students, the following applies:

**Shirts:** All shirts must be collared. Students can wear any polo-style or button-up shirt as long as it has a collar and meets the following criteria:

- a. Shirts must fully cover the waist of the pants so that no skin is showing in the midriff area.
- b. Shirts must be buttoned high enough as to not show any cleavage.
- c. Button-up shirts must be buttoned all the way up, **Seriously? I don't know anyone that does so unless wearing a tie. Consider one button open at neck.** regardless of the presence of an under shirt.
- d. Shirt sleeves must at a minimum cover the shoulder.
- e. Boys' under shirts must be tucked in at all times so as to not be visible beneath the outer shirt.

**Pants, Shorts, Skirts:**

- a. Bottoms must be no shorter than four (4) inches above the top of the knee cap.
- b. Bottoms must be pulled up over the waist at all times (**NO SAGGING**).
- c. Athletic shorts, gym shorts or sweat pants are not allowed (except during PE class).

**For All Clothing:**

- a. Clothes made of spandex, mesh, and/or sweat material are not permitted. Leggings/Tights are allowed as long as they are worn with a top that meets all dress code requirements, including the length being no higher than 4 inches from the knee.
- b. Clothes must be in good repair and fit properly (not too tight or too loose, no ripped or torn clothing even if that is the way they were bought).

**General Appearance:**

- Hair must be of a naturally-occurring color.
- There must be adequate coverage of the body. Shirts and blouses must extend beyond the belt level, the midriff and/or cleavage cannot be visible, no spaghetti straps or muscle shirts, etc.
- Shoes must be worn at all times, and must be conservative and practical for a school setting. **For safety reasons, flip-flop type shoes are highly discouraged!**  
**Discouraged isn't same as not permitted**
- Skirts and shorts must be no shorter than 4 inches above the knee. All pants or shorts must be worn at or above the waist – **NO SAGGING**. Underwear must not be exposed.
- Belts must be short enough to loop through belt loops and may not dangle more than two inches.
- Sunglasses, hats, and caps are not permitted indoors. Hats must be worn facing completely forward and sitting straight on the head. **Maybe state when**

**FOR BOTH SCHOOLS, the following items are not permitted to be worn at any time (even on dress down days):**

- ◆ Clothing, jewelry or other personal items depicting or promoting drugs, tobacco, alcohol, sexual connotations, violence, death, gangs, obscenities, profanity or satanic themes.
- ◆ Tank tops, tube tops, sleeveless tops, spaghetti strap tops, backless or halter tops, sheer garments, torn or cut garments, or muscle shirts.
- ◆ Bandanas.
- ◆ Gauges larger than ½" in diameter.

- ◆ No more than two small (1/8") facial piercings and/or facial jewelry.
- ◆ Chains or spikes.

**School staff reserves the right to determine the appropriateness of student clothing and appearance at any time, and expect that decisions made in this area be respected and followed by both students and parents.**

On occasion, the school may have "Dress Down Days", when students are not required to wear the school uniform. Regular, non-uniform clothes are allowed on these days provided they stay within the guidelines listed above.

### **Consequences of violating the dress code**

Parents can support dress code guidelines by ensuring their student is dressed properly each day. Students who come to school out of uniform or in violation of the dress code will be asked to contact their parent/guardian to have them immediately bring an appropriate uniform to school. Other consequences are as follows: **This needs to follow the Discipline Guidelines when approved**

- 1<sup>st</sup> offense: Call home to parent + Verbal Warning + Pass for the day.
- 2<sup>nd</sup> and 3<sup>rd</sup> offenses: Call home to parent + Student must make changes in attire to be in compliance with dress code before being allowed to participate in the school day. Students who do not have their own clothing will be required to wear "dress code violation" clothing provided by the school (refusal to do so will result in ISS for the day).
- 4<sup>th</sup> and beyond offense: Call home to parent + In School Suspension (ISS) for the day.

If dress down violation clothing is not available, the student will receive disciplinary action, including possible In-School Suspension (ISS) for the duration of the school day. Multiple violations result in ISS and a parent meeting with administration. **Same as noted above**

## CURRICULUM

Both Desert Pointe Academy's and Copper Canyon Academy's curriculum are aligned with the Arizona State Common Core Standards. Individual teachers are expected to develop lesson plans that address all of the state standards for given subject areas on a time schedule that matches state guidelines.

The Academies utilize a variety of instructional tools with the students, including textbooks, video learning tools (i.e. DVDs/video tapes, SMART Boards, etc), computers, and hands-on activities and materials. Instruction is provided in whole group, small group, and 1:1 settings as deemed appropriate by instructional staff. All videos shown in classrooms are age and grade level appropriate and rated G, PG, or PG-13.

### HOMEWORK

We believe that homework is a valuable and essential tool for educational development and success because it:

- ◆ Assists students in learning to work independently and develop self-discipline.

- ◆ Reinforces the teaching of basic skills.
- ◆ Assists students in accepting responsibility for completing assignments.
- ◆ Helps students develop better study habits, time management, and organization skills.
- ◆ Allows parents and family members to actively participate in their child's education.

For this reason, you should expect your child to have some type of homework assignments on a regular basis (for younger students, there will be, at a minimum, weekly homework). **Our schools respect family time and do not assign homework on Friday.**

We ask that you, as the parent/guardian:

- ◆ Foster with your child the importance of completing homework on time.
- ◆ Support the value of homework in the educational process.
- ◆ Spend time with your child working on the homework assignments together.

See "Absences" section above for information on homework when a student is absent from school.

#### HEALTH & WELLNESS EDUCATION

Wellness Education/P.E. is offered to all students at the Academies, as follows:

- Grades K-8 participates in Wellness/P.E. classes as part of their "specials" rotation.
- Desert Pointe Academy students may choose a Health & Wellness class as an elective.

Wellness education includes physical exercise and activity, and information on nutrition, stress reduction, and other healthy living strategies. On days that your child has Wellness Education/P.E. class, please make sure he/she wears athletic shoes and dresses appropriately (dictated by teacher) for physical activity.

For those students who are medically unable to participate in the physical activity components of the class, exceptions can be made with a physician's note stating that such is required.

#### FIELD TRIPS

During the year, teachers may schedule educational field trips to support and reinforce what has been taught in the classroom. All students may participate in these off campus outings provided they have demonstrated appropriate behavior and/or academic performance and attendance, as evaluated by the classroom teacher. If a student is in danger of not being able to participate, the parent will be contacted.

In order for students to attend, the parent/guardian must sign a field trip permission slip and return it to the teacher by the stated deadline date. With some trips, there may be a small fee required to cover the cost of the activity and/or transportation to and from the activity. Students who do not have a signed permission slip will remain on campus in an alternative activity until the group returns from the outing.

At a minimum, all field trips require an adult to student ratio of 1 to 14 (this may be smaller based on the age of the students or type of activity). At times, parent chaperones are needed for field trips. A first aid kit is provided for all outings so staff has immediate access in case of an emergency. **All staff are certified in CPR and Basic First Aid?**

## TESTING

All students enrolled at the Academies participate in the academic testing required by the state of Arizona, as follows:

*Norm referenced tests* show how Academy students compare in achievement and ability to other students in Arizona and the United States. In our case, the **AzMERIT** tests are required by the Arizona Department of Education and are administered in the spring to all students in grades 3 through 11.

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*Criterion-referenced tests* measure a student's mastery of specific skills. These tests are used to identify what a child still needs to learn, as well as to help ensure he/she is ready to move forward and learn new skills. Criterion-referenced tests differ from norm-referenced tests in that students are compared to an expected level of performance rather than to other students.

In addition to the above assessments, the Academies have their own methods of helping keep track of how students are doing throughout the school year. We do this by performing "benchmark assessments" in the areas of reading, math, and science. These assessments are given to all students during October and again in February. These assessments consist of activities such as computer-based assessment, written tests, essays, projects and presentations, and verbal interactions between students and teachers, and they help the teachers know where each student is doing well, and where each may need additional assistance. The results of these assessments are used to adjust instruction as needed to make sure that the students are learning everything that they are expected to know by the end of the year.

## **SPECIAL EDUCATION SERVICES**

The Academies have a comprehensive special education department that provides a variety of services to students with special needs, in accordance with state and federal regulations. In addition, the regular education teacher, parent/guardian, or other instructional staff who suspect the presence of a disability in a non-special education student may request an eligibility screening. If parents require more information regarding special education qualification or services, please contact the school's Learning Center at extension 116.

## **REPORT CARDS AND PROGRESS REPORTS**

The Academies have four (4) grading periods, each consisting of 9-10 weeks of school. At the end of each grading period, report cards are issued that list the students' grades or progress in academic, behavioral, and participation areas. To make sure that parents/guardians are kept informed of their students' progress on a regular basis, progress reports listing the student's progress are sent home for any students receiving a D or F after the first five weeks of each grading period.

### Copper Canyon Academy

For students in grades K-2, progress is measured based on the student's understanding and performance of specific skills, as follows:

"4" denotes that the student *consistently* grasps, applies, and extends key concepts, processes, and skills, and works beyond stated goals.

"3" denotes that the student *grasps and applies* key concepts, processes, and skills, and meets stated goals.

“2” denotes that the student is *beginning* to grasp and apply key concepts, processes, and skills, and is making less than expected progress.

“1” denotes that the student is *not grasping* key concepts, processes, and essential skills, and that this is an area of concern that requires additional support.

Students in grades 3<sup>rd</sup>-8<sup>th</sup> receive a letter grade (A-F) for their overall performances in each academic subject area, with classroom participation, citizenship and behavior being factored into this overall grade.

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### Desert Pointe Academy

For students in grades 9<sup>th</sup>-12<sup>th</sup>, a traditional grading scale is used, as follows:

<u>Percentage</u>	<u>Achievement Grade</u>
90-100	A Exceeding the minimum requirements in most areas
80-89	B Exceeding the minimum requirements in some areas
70-79	C Meeting the minimum requirements
60-69	D Approaching the minimum requirements
0-59	F Failing to meet the minimum requirements

While Desert Pointe students do not receive specific grades for classroom participation, citizenship and behavior, these areas are factored into the overall academic grade.

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### **PROMOTION AND RETENTION**

Students in grades K-8 will be promoted to the next grade at the end of each school year if they have satisfactorily met the school attendance requirements and mastered the essential skills of their grade level, as measured by the student’s progress over the past school year. If a student is not demonstrating sufficient academic progress, and/or has attendance issues, a team meeting will be held to determine how to best address the concerns. This team meeting will include the parent, classroom teacher, and a school administrator, and will review the student’s case to make a decision regarding promotion or retention. Students in grades 9-12 who receive a failing grade (F) in any given class will be required to retake the class and receive a passing grade in order to earn credit.

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### **GRADUATION AND PROMOTION CEREMONIES**

At the end of each school year, Copper Canyon Academy has a promotion event for kindergarteners and 8<sup>th</sup> graders as part of the regular school day. Desert Pointe Academy has a formal graduation ceremony for high school seniors. Only those students who have met all of the schools’ promotion and/or graduation requirements are allowed to participate in these events. More specific information regarding these events will be sent home as the date approaches.

### **STUDENT RECOGNITION PROGRAMS**

The Academies believe that public recognition of students’ efforts and achievements is essential to promoting their ongoing educational success. As such, the following is a list of school recognition programs that occur throughout the school year:

- Monthly Awards Assembly - students are recognized by their classroom teachers for having demonstrated various positive traits, and are honored at a monthly assembly.
- Good News Cards will be sent home monthly to several students at each grade level who are showing success.

<b>CODE OF CONDUCT &amp; DISCIPLINE</b>
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The Academies believe that students should take responsibility and be held accountable for their behavior and conduct while at school. The code of conduct reflects our commitment to ensuring a safe, supportive environment that is conducive to learning and healthy social development. It is expected that all students follow this code **at all times when on school property and/or when representing the school off campus:**

1. Be **courteous and respectful** to students, staff members, and guests. This includes:
  - ◆ Do what you're supposed to be doing.
  - ◆ Use positive, appropriate language in calm, even tone of voice (no abusive, threatening or obscene language, yelling, etc.).
  - ◆ Be kind to others (i.e., no ridiculing or bullying).
  - ◆ Show a willingness to help others.
  - ◆ Use good manners, say please and thank you, wait your turn, etc.
  - ◆ Treat property with respect, as if it were your own (no property damage or litter; write on paper, not furniture; keep your feet off furniture, etc).
  - ◆ Show good personal hygiene and grooming (brush your teeth, comb your hair, etc).
  - ◆ Follow the Dress Code and wear clean clothing that is in good repair.
  - ◆ Keep your hands and feet to yourself at all times.
  
2. **Participate** in your education. This means:
  - ◆ Be where you are supposed to be, when you are supposed to be there.
  - ◆ Attend and participate in all scheduled classes/school activities without disruption.
  - ◆ Get to school and classes on time, without staff reminders.
  - ◆ Complete and submit all assignments as required.
  - ◆ Follow directions without needing excessive staff reminders.
  - ◆ Ensure that all work turned in for a grade is your original work, written and produced by only you.
  
3. Help keep the school **Safe:**
  - ◆ Be safe (i.e. no horseplay or reckless behavior).
  - ◆ Consistently follow the Code of Conduct, school and community rules, and staff direction.
  - ◆ Make good decisions and show others that you think things through before acting.
  - ◆ Keep contraband items away from school.
  - ◆ Immediately report any information or knowledge about any unsafe behavior or violation of the Code of Conduct to staff.

## STUDENT DISCIPLINE AND CONSEQUENCES

When a student violates the code of conduct, school staff will follow the student discipline protocols in place at the schools. The Academies believe that the discipline process is another teaching opportunity, and that the disciplinary program should focus on helping students to think about and take responsibility for their actions. For this reason, specific consequences are administered in a fair, reasonable and consistent manner, yet vary according to the severity and frequency of the behavior. No corporal punishment will be used.

Although school personnel expect to manage all behaviors within the school, some behaviors may also violate state law. For minor offenses of this nature, school administration may decide to notify appropriate law enforcement agencies on a case-by-case basis. For serious offenses, school administration is **REQUIRED** to notify authorities. In all instances where the local authorities are notified, the parents/guardians of the student will be notified of such.

**I like the explanations of each range of consequences.**

### RANGE OF CONSEQUENCES

While all school staff have the authority to hold students accountable for their behavior and to determine consequences for students as appropriate, the Director of Safety and Student Services is responsible for the general oversight and coordination of the discipline program and processes at the schools. The following list of potential consequences for misbehavior is a general list and is not in order of severity. School staff reserves the right to utilize other discipline strategies as appropriate.

**Student Conference:** A teacher or staff member talks with the student about the negative behavior and the consequences of misconduct. Specific consequences may be assigned based on the behavior in question.

**Detention:** Mandatory times are assigned during lunch, recess **Will not be able to take this away for K-5**, or before/after school. Written verification of time spent in detention, signed by a school staff, is required to receive credit for attendance at detention. It is the parent/guardian's responsibility to provide transportation home for the student when detention is finished. **Is the parent given notice of when detention is to be served or does it happen same day of behavior? I believe parents need to be given notice so they can arrange transportation.** A student serving detention may be asked to participate in community service during the detention at the discretion of the supervising staff person.

**Parent Conference:** The student, parent/guardian(s), teacher and/or a member of school leadership meet to talk about the student's behavior and work together to seek cooperation in attaining a positive behavior change. Specific consequences may be assigned based on the behavior in question.

**Restitution:** As a way of "making it right" with someone who was "wronged" by a student's behavior, the student may be directed to replace or pay the cost of an item that was lost, stolen, damaged, or destroyed as a result of that student's behavior. He/She may also need to do a "good deed" for the injured party, or perform **community service** on the school grounds. With prior approval of school administration, community service may be fulfilled off campus under the supervision of a responsible adult; however specific hours of community service must be verified in writing. Community service may include things such as picking up trash on campus, sweeping off sidewalks, helping repair what the student damaged, assisting in cleaning the cafeteria or classrooms, and other campus beautification projects as assigned. **Are these supervised by staff? If so, maybe state so.**

**Loss of Privileges:** Students may lose a privilege if a privilege is abused or when it is determined by the teacher that a student is not taking responsibility for their education (example: student is not turning in class assignments, therefore recess privileges are revoked **Cannot be done in grades K-5**). A loss of privileges may occur at the discretion of any school staff, and is based on the severity and frequency of the student's behavior. **In accordance with the Behavior Guidelines**

**Behavioral Plan:** When a student is identified as having chronic, ongoing behavior problems that interfere with their education or the education of others, a teacher or administrator may place the student on a Behavior Plan. This agreement will outline in writing the expected change in behavior, how staff will assist the student in meeting the behavior goals, and the specific consequences if the terms of the agreement are broken. Signatures of the student, parent/guardian, and a member of school leadership are required. Behavior plans are also utilized with incoming students with histories of significant behavior issues in previous school settings.

**In School Suspension (ISS):** In the event of a significant misbehavior, or an ongoing misbehavior, a student may be placed on in-school suspension. After notifying the parent/guardian, the school administrator may remove a student from all classes for a period of one to **It has to be no more than nine** ten days. The student will have limited access to all school areas except the bathrooms and the area designated for the suspension to be served. Lunch is also eaten in the designated ISS area. During ISS, the student is not allowed to participate in, nor attend, any school-sponsored events during the period of suspension. **Cannot withhold recess of K-5**

**Short Term Suspension:** In the event of a significant misbehavior, or an ongoing misbehavior, a student may be placed on suspension away from school. After notifying the parent/guardian, the school administrator may remove a student from school and bar the student from the school's campus and all school activities for a period of one to nine days. During the duration of the suspension, no work will be provided to the student. The student will have the number of days suspended to make up all missed work upon return to school. Activities involving fighting and other assaultive behavior, possession of weapons, illegal substances, and/or alcohol or tobacco products (including spice), and smoking on campus automatically result in short term suspension from school, with possible **delete possible because this should be automatic** referral to the Governing Board for further action.

**Long Term Suspension:** For behaviors that placed the school community and/or any of its members at risk of harm, or for any behaviors that were illegal or chronic in nature, a student may **change may to will** be put before the board for consideration of long term suspension. Acting upon the recommendation of the Executive Director, the Governing Board may deny all school privileges to a student for a period of ten days to one calendar year. This decision is made based on several factors, including the severity and frequency of the behavior, the student's past history of discipline referrals, the student's past and current grades, and parent/guardian involvement and support.

**Expulsion:** For behaviors that placed the school community and/or any of its members at risk of harm, or for any behaviors that were illegal or chronic in nature, a student may **change to will** be required to go before the Governing Board for consideration of expulsion. Acting upon the recommendation of the Executive Director, the Governing Board may deny all school privileges to a student, effective immediately. This decision is made based on several factors, including the severity of the behavior, the student's past history of discipline referrals, the student's past and current grades, and parent/guardian involvement and support. Once a student is expelled, he/she will not be allowed to re-enroll at the school for a minimum of three (3) years, and then only with approval from the Executive Director.



**PLEASE NOTE: Long Term Suspension and Expulsion are very serious events, as other public schools have the right to refuse enrollment of the student at their campuses as well. We strongly encourage students to consistently follow school rules, and when mistakes are made, to make positive changes in their behaviors and attitudes. Ongoing behavioral issues will be addressed quickly and definitively.**

## **CONTRABAND**

Items that are considered a potential disruption to the learning community are not to be used during the school day. There are also specific items that are considered potentially dangerous and/or are illegal to have on a school campus, per Arizona State Revised Statutes. Should a student have any of these items on school grounds, property, and/or vehicles, he/she will be sent to the office as a discipline referral, and the item confiscated. Confiscated items are held by the office, and must be picked up by the parent/guardian of the student (in the event that the contraband item is an illegal substance/item, the police will be notified). Items not picked up within seven (7) days are considered abandoned and will be discarded.

### Contraband Items

#### Use of...

- ◆ Chewing Gum and sunflower seeds.
- ◆ Electronic devices Personal music players including I Pods (allowed during high school lunch only and only with personal **Delete extra space** ear plugs.)
- ◆ Cell phones. (lunch time only for high school students only)
- ◆ Cameras (only allowed with teacher/administration consent, i.e. for yearbook).
- ◆ Dice, playing cards, and any other items associated with gambling.
- ◆ Pokemon and/or U-GI-Oh cards, trading cards.
- ◆ Skateboards (must be kept in the front office during the school day).

#### Possession of...

- ◆ Incense, candles, aerosol cans, silly string, etc... **line up with others**
- ◆ Any material that depicts or has themes of sexual activity or nudity, violence, gangs, and/or satanic practices. This includes, but is not limited to, books, magazines, photographs, backpacks, stickers, tattoos, and clothing.
- ◆ Any item or material that depicts or has themes of tobacco products, alcohol, drugs, drug paraphernalia, or mind altering chemicals.
- ◆ Weapons or weapon-like articles such as tools, pocket knives, razor blades, or items artificially sharpened and/or made into a weapon-like shape.
- ◆ Medications of any kind, including over the counter medications (see the medication section for instructions on taking medications while at school),
- ◆ Matches, lighters, fireworks, caps, explosive devices, or anything associated with fire.
- ◆ Laser pointers/devices and air horns. **line up with others**
- ◆ All tobacco products including chewing tobacco and spice. **line up with others**
- ◆ Other items at the discretion of any school staff. **line up with others**

**As a general rule, if an item's appropriateness is questionable, its presence at school is probably inappropriate. When in doubt, just say no and leave the item at home. For**

**clarification, parents should contact the front desk before the student brings the item to school.**

### **STUDENT SEARCHES**

In order to maintain the ongoing safety of the students and staff at the school, searches of students, their belongings, and/or their designated classroom/areas may be conducted when there is reasonable suspicion that a student has violated or is violating the school's drug, weapons, and/or safety policies, and/or federal/state laws. If time constraints and availability permit, parents may be contacted prior to a search occurring, however per school policy, school officials are not obligated to contact parents if a search is determined to be necessary. If items obtained from a search are in violation of state or federal law, law enforcement officials will be contacted, and may conduct their own search of the student. In such cases, school administrators will make every effort to contact parents as soon as possible prior to this occurring, however this cannot be guaranteed. Personal body searches (a.k.a. strip searches) will not be performed by school staff; however we cannot predict nor control the decisions and actions of law enforcement officers. The school also performs random wand searches.

### **DAMAGE OF SCHOOL PROPERTY**

Students who damage or misplace textbooks and/or other school property will be required to pay the cost of replacing/repairing the item(s). In certain circumstances, the student may be required to participate in the repair of the damaged item, as deemed appropriate by a member of school leadership. At the end of the school year and/or upon withdrawal of a student, all textbooks and school property must be returned to the school in good condition. Grades and/or student records may be withheld if these items are not returned or fees not paid.

### **PLAGIARISM AND CHEATING**

It is the expectation that all student work turned in for a grade is the student's original work, written and produced by the individual student only. Using the internet as a resource is appropriate, however using another person's exact words, format, and/or language is unethical, and potentially illegal, and will not be tolerated. Similarly, copying another student's work and turning it in as your own is cheating, and violates the Academies' code of conduct.

Students who are caught cheating and/or plagiarizing will be held accountable... this includes both the student who does the copying *and* the student who knowingly allows another student to copy from him/her. The first offense will result in the student receiving a formal discipline referral, a zero for the assignment in question, a special writing and presentation assignment, and one (1) day of In School Suspension (ISS). A second instance will result in the student receiving a formal discipline referral, a zero for the assignment in question, and one (1) day of In School Suspension (ISS). In addition, the student and his/her parent will be sent before the Governing Board for the possibility of further consequences.

### **COMPUTER USE AGREEMENT**

#### **Policy and Purpose:**

To promote the highest quality education, the schools provide multimedia devices, such as computers, printers, and other technological equipment, for use by students and staff. It is the policy of the schools that these technology-related items be used solely for purposes directly related to the school, its academic and extracurricular programming, and/or its administrative & operational functions. The following expectations are in place to provide specific guidelines for computer and internet use on school computers, as well as to insure for the "cyber safety" of both students and staff.

### Student Agreement:

1. All school technology equipment must be handled with care and respect at all times, and all computer use agreement rules must be followed.
2. Students may only use school computers and equipment that are designated for student use. Equipment designated for use by teachers and staff is **off limits** to students.
3. Students are permitted to access school computers when under the direct supervision of school staff. This means that a staff person must have full access and view of the student's computer monitor while in use. A student assigned as a teacher's assistant does not qualify as a "school staff", and therefore is not qualified to supervise other students on the computers.
4. Students may only access websites and computer programs directly related to their academics & or school-related extracurricular activities. Personal e-mails, music downloading sites, Myspace.com, Facebook.com, and other similar, non-academic websites are not allowed at any time.
5. Students are not permitted to attempt to repair any of the school's technology equipment.
6. Students may not load any programs or files onto school computers at any time.
7. Students may not have any food or drink, even water, when using computers and technology equipment.
8. Students may not use their personal thumb drive in a school machine without approval from a staff person. If given approval, a full virus scan must be conducted and report the thumb drive as "clean" prior to opening any files from the thumb drive.
9. It is the students' responsibility to complete any and all assignments that require the use of a computer, even if the schools' computers are not available for their use. Not being able to use the schools' computers is NOT considered an acceptable excuse for not completing school assignments.
10. In the event that one or more of the above listed rules is broken, the following consequences will occur: **If included in the New Code of Conduct, this will not be necessary**
  - 1<sup>st</sup> occurrence – loss of technology privilege for the rest of the class period + a writing assignment
  - 2<sup>nd</sup> occurrence – loss of technology privilege for five (5) days + a formal discipline referral
  - 3<sup>rd</sup> occurrence – loss of technology privilege for a time period to be determined by school leadership, + a formal discipline referral

Depending on the severity of the misuse, other consequences may also occur, as deemed appropriate by school leadership.

## GENERAL INFORMATION

### **SCHOOL FEES**

As a public charter school, educational services provided by the Academies are free of charge. There

are some activities, however, that parents will be asked to contribute funds to, as follows:

- To help offset the costs of bussing, there is a **one-time \$70 per student fee** for any student who rides the schools' buses, up to a maximum of \$140 per family.
- Students wishing to participate in extracurricular sports are required to pay a **one-time per school year \$50 participation fee. Make this bold.** These fees help pay for team registration, uniforms, referees, and other activity-related expenses. **Students participating in Tackle Football will be required to pay an additional \$50 fee.**
- Parents may be asked to help pay for some field trip expenses, depending on the cost of such activities.

**All of the above fees are due at the time of sign up, and are non-refundable.**

### **USE OF CELL PHONES**

- Copper Canyon students will turn in their cell phone in the morning and retrieve it at the end of the school day.
- Due to the potential disruption to the learning environment, **student cell phones are not to be used during the school day**. Should a student be found using a cell phone, the phone will be taken away until the end of the day, when it can be picked up by the student. Should subsequent offenses occur, the phone will be confiscated until the parent/guardian comes to pick it up. In the event of an emergency, there are phones available for student use at the front office. Classes will not be interrupted for messages to students, so please be sure to make all necessary arrangements prior to the school day starting. **Insert space after this**

\*Desert Pointe Academy students are allowed to use their cell phones/iPods/electronic devices during **LUNCH TIME ONLY**.

**Delete the extra space to be consistent**

### **MEALS**

Hot lunches are available to all students for a fee; however students may bring their own lunch to school if desired. In addition, the schools participate in the federal free and reduced lunch program, so those students who qualify can get their meals either free or at a reduced cost. In order for students to participate in this program, parents are required to complete a Meal Application form to see if they qualify. This form is available at the front office throughout the school year.

Parents who bring lunches for their students during the school day are asked to drop them off at the front office within 30 minutes before the student's lunch time, as delivering them to the classroom may disrupt the learning environment. If a student's lunch arrives late, he/she will not be allowed to miss class time to eat. Parents may eat lunch with their student at any time, provided that they sign in and out at the front office each time.

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This institution is an equal opportunity provider and employer. All verbal or written complaints must be forwarded to the ADE or Civil Rights Division of USDA Food and Nutrition Service.

### **SPORTS AND EXTRA CURRICULAR ACTIVITIES**

Academy students have opportunities to participate in several after school sports, clubs, and activities. In order to be eligible to participate in these teams or clubs, students must pay a **one-time per school year \$50 activity fee to help offset the cost of league and official fees, have a yearly health physical, maintain a C or better in all classes, and demonstrate satisfactory behavior throughout the season/activity (make all bold)**. For those activities requiring try-outs, notification of such will be sent home with the students in advance. Schedules of games/clubs will also be sent home with the participants as they are established. Please note that parents must arrange for

transportation home from school following the conclusion of activities/sporting events. The individual coach will have more information on this as the season approaches.

## **MEDICATION**

If a student must take medication during the school day (prescription and/or over-the-counter), the following process is to be followed:

1. Parents must complete a Medication Consent form prior to the medication being given (this form may be obtained from the front office).
2. All medication brought to school must be immediately taken to the Front Office to be signed in and secured in a double-locked cabinet, accessible only by school staff. All medication must be brought in the original container, regardless of whether it is prescription or non-prescription medicine. For prescription medications, the original pharmacy label must be on the bottle/tube, and the medicine will be administered according to those directions only.
3. Rescue inhalers for students with asthma may be kept by the student for whom the medicine is prescribed, unless otherwise prescribed by the physician. This is the case for rescue inhalers only, not routine preventative medications. **Make this bold**
4. Students may not keep medication in their possession at any time (students found with medication in their possession may face disciplinary action).
5. Specially trained school personnel assist and supervise the students as they take their medication at the prescribed time(s).
6. If a student refuses to take his/her medication as prescribed/directed, the parents will be notified of such.
7. If a physician has discontinued a medication, the parent/guardian must sign out the medication from the Front Office. Any unclaimed and/or discontinued medication will be properly disposed of per school policy and procedure by Front Office staff.

**Delete the extra space to be consistent**

## **STUDENT COUNCIL**

The Student Council is a dedicated group of students that represents the student voice of the school community. In addition to being recognized student leaders, the council facilitates the planning of school-wide special activities and events and assists school administration in developing and implementing school-wide initiatives and improvements.

To be eligible for Student Council, students must maintain a C or better in all classes, and demonstrate satisfactory behavior. If these two areas become problematic after a student is on the Student Council, continued membership will be at the discretion of the remaining members of the Council and the staff advisors.

Students interested in joining Student Council will have the opportunity to “campaign”, which includes performing a speech to the student body that outlines their qualifications for the position. A written vote of the students is taken, and the student with the most votes will be appointed to the Council.

**Delete the extra space to be consistent**

## **BEFORE and AFTER SCHOOL CARE (CCA ONLY)**

Copper Canyon Academy has both a before and after school program available every school day. This program is only available to students through age 12. The before school program provides supervision from 6:30am until 7:40am, and the after school program is in session from the end of the school day until 6:00pm. The after-school program has an educational enrichment focus, where students participate in homework and tutoring sessions focused on reading, writing, and math.

Opportunities for outdoor recreation, structured free time, and a small snack are also included. Please contact the Front Office for more information and fee structure.

### **GOVERNING BOARD MEETINGS**

The Governing Board provides administrative oversight to both Academies in the areas of personnel, policy, strategic planning, and financial matters. The Governing Board meets monthly, usually at the school, and the exact date, time, location, and agenda are always posted in the front lobby of the school at least 24 hours in advance of the meeting. These meetings are open to the public, and parents, teachers, and community members are encouraged to attend. Copies of the minutes are available upon request.

### **LOST/STOLEN ARTICLES**

Due to the number of students at the school, in addition to the amount of activity that occurs on a daily basis, we *strongly discourage* students from bringing anything of personal or monetary value to school. Any items brought to school are brought at the owner's risk, as **the school is not responsible for any lost, stolen, or damaged items at any time**. A lost and found area is located in the front office for those students trying to locate a lost item, and any unclaimed items are donated to the community at various times throughout the school year.

### **PROTECTION AND SECURITY**

For ongoing student and staff safety, all gates leading to inside the campus are kept locked during school hours. The gate located to the left of the front office is kept open during the morning and after school transition times, however all other gates are kept locked at all times. In addition, the Academies conduct periodic fire and emergency preparedness drills during the school day. Students are expected to take these drills seriously and follow staff directions throughout the event. The emergency preparedness drills include "lock downs", where all students and teachers are required to remain in their designated classrooms/areas, with the doors locked from the inside, until the "all clear" is given by school administration. These drills allow the students to learn and practice what to do to keep safe in the event of a real-life school-wide emergency situation.

### **CHILD ABUSE REPORTING**

In accordance with federal and state law, school employees must report reasonably suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services and law enforcement agencies. In addition, federal and state laws protect these "mandated reporters" from civil or criminal liability. In the event that a school staff person has a reasonable suspicion that abuse or neglect may be occurring, he/she will notify the school's designated Child Abuse Coordinator for assistance and direction. In the event that a suspected abuse report is filed, school staff has no obligation to inform the parent/guardian that a report was filed, and in most cases, are discouraged by the authorities from doing so.

### **CHILD CUSTODY**

Unless there is a specific legal document that clearly states custody status, it is assumed that the student's mother and father *as listed on the birth certificate* have the usual parental rights and decision making authority for their student, including decisions about who the student may be released to (as identified on the emergency contact list). If this is not the case, it is the responsibility of the custodial parent/guardian having custody or joint custody to provide the school with the original court order saying otherwise. This document will then be copied, verified and kept on file. If there is a change in custody status, it is the responsibility of the custodial parent to provide the school with the updated court documentation immediately. **The school will follow the most recent court order on file.**



## TRANSPORTATION

Although charter schools are not required to provide transportation, the Academies do provide this service to some students to and from school every day, as follows:

- ◆ Transportation is provided based upon parent/guardian written request, on a **first come, first served basis**. **Sign-up for this program is required every year, and you must complete the transportation packet each and every year!** Just because you had transportation one year does not mean you will have it the next! In the event that requests for transportation outnumber the availability, those students whose requests were received last will not receive transportation services, and instead will be placed on a waiting list.
- ◆ Transportation is *not* provided for students who live outside the designated transportation boundaries as determined by the school each year.
- ◆ Transportation request forms are available in the enrollment packet and at the school office, and must be turned in to the office for approval. **Verbal requests will not be considered.** **Bold**
- ◆ If transportation to and from school events, such as classroom field trips and sports and club activities, is provided by school vehicles, parents/guardians may be asked to pay a minimal fee to offset the cost of fuel and drivers.

**There is a one-time, \$70 per student fee to help offset transportation costs (up to a maximum of \$140 per family). Make this Bold, but why is it repeated and sports fee is?**

This fee is due at the time of bus sign up, and students will not be added to a route until it is paid, unless other arrangements have been made with the school leadership.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), parents or eligible students have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and § 99.31 authorize disclosure without consent; and
4. File with the Department a complaint under §§ 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.

Parents and eligible students who wish to exercise the right to inspect and review their education records must request to do so in writing with the school's Executive Director or designee. A response to the request will be provided within 3 school days of the date the request is received. Parents and eligible students who wish to exercise the right to request an amendment of his/her records under §99.20 must request to do so in writing with the school's Executive Director or designee. A response to the request will be provided within 5 school days of the date the request is received.

Per § 99.31, disclosures of personally identifiable information contained in the student's education records may be made without specific consent, as follows:

- ◆ If it is Directory information (provided there is no written refusal of consent in place)
- ◆ To school officials with a legitimate educational interest or need
- ◆ To governmental oversight and law enforcement officials
- ◆ As required by state law

- ◆ For the purpose of certain research projects
- ◆ To the parents of dependent children with IRS documentation
- ◆ To other entities regarding student disciplinary records & activities
- ◆ To the INS
- ◆ In response to lawfully issued subpoenas/court orders
- ◆ In response to health & safety emergencies

Directory information is information that would not generally be considered harmful or an invasion of privacy if disclosed, and includes the student's name, address, telephone number, e-mail address, photograph, date & place of birth, enrollment status, degrees/awards, and areas of study. CCA & DPA may share directory information as appropriate and/or necessary without consent if the parent has not specifically refused this consent in writing.

For the purposes of FERPA, a school official includes any administrative, supervisory, academic, research or support staff; any person/entity with whom the school has contracted to perform activities related to students' academic, social, behavioral, and/or interpersonal growth and well-being; all official committee and governing board members, and other persons assisting another school official in performing a task. A school official has a legitimate educational interest if the official needs to review the educational record in order to fulfill his/her professional responsibility.

Other than the above noted exceptions/situations, personally identifiable information will not be released without specific written consent.

Please note: Because FERPA rights transfer to the student once they reach age 18, parents of students who are age 18 or older do not have the above rights unless specifically given to them in writing by the student.

### **HOMELESS STUDENTS**

Per the Title X, Part C *McKinney-Vento Homeless Education Assistance Improvement Act of 2001*, homelessness is a lack of permanent housing resulting from the lack of a safe and stable living arrangement. This may include: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; living in emergency or transitional shelters; abandonment in hospitals; living in temporary housing while awaiting foster care placement; living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; and living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations.

Students in homeless situations have several specific educational rights, including:

- ◆ Schools must enroll them immediately, even if required documents are not all present.
- ◆ Students may request transportation to the school.
- ◆ Students must have access to and participate in all instructional and non-instructional services provided to other students at the school.

At the Academies, the Executive Director is the assigned liaison for students in the above situations. In this role, he/she is responsible for coordinating the identification of students in homeless situations, assisting in enrollment (which includes assistance in obtaining immunizations), assisting in making referrals for health, mental health, dental, and other appropriate services, ensuring that parents/guardians are informed of educational and related opportunities available to their children, making sure that parents/guardians are provided with meaningful opportunities to participate in the



education of their children, and guaranteeing students access to transportation to the school as needed. **If you believe that your child qualifies under the Homeless Education Assistance Act as stated above, please contact the school office for assistance.** **Bold**

# Copper Canyon and Desert Pointe Academies



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7785 W. Peoria Avenue, Peoria, 85345 ♦ 623-930-1734 ♦ (fax) 623-930-8709

To All parents/Guardians of Copper Canyon & Desert Pointe Academies Students:

Under the No Child Left Behind Act of 2001, you have a right to know and review the resume and professional qualifications of the teachers who instruct your child. Specifically, as a parent of a student at one of our charter schools, you have the right to ask for **Delete the word for and insert to review** the following information about each of your child's classroom teachers:

- Whether the state of Arizona has certified or qualified the teacher for the grades and subject he or she teaches;
- Whether the teacher is teaching under an emergency certificate or other provisional status by which state certification criteria has been awarded;
- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject of the degrees;
- Whether any instructional aids or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to know any of **Delete the words know any of and insert review** this information, please contact **delete contact and insert go to** the school office **to complete the request form. Delete at and telephone #** at 623-930-1734.

Sincerely,

Ed MacDonald, Executive Director