



# Parent/Student Handbook 2022-2023

1903 E. Roeser Rd  
Phoenix, Arizona 85040

## SECTION I: GENERAL INFORMATION

The Educational Philosophy of PTAA- Arizona (PTAAA) is reflected in the values expressed in the school's mission and vision.

The **MISSION** of Pioneer Technology and Arts Academy Arizona (PTAAA) is to inspire and engage students, through an inquiry-based STEAM curriculum that emphasizes creativity, collaboration, and innovation. PTAAA students will have the skills and knowledge to go on to earn advanced degrees, secure fulfilling positions in a wide range of professions, and become international leaders. Creativity in PTAAA's programs allows children to expand their creative thinking skills, which are necessary to the arts as well as to solve complex engineering, science, and math problems.

The **VISION** of PTAAA is to:

- Prepare all students for success in postsecondary education
- Increase the diversity of students earning STEM degrees and entering STEM professions
- Ensure that all members of our community make positive contributions to the world around them.

## **School Board**

The Board members together are responsible for governance, performance, success, accountability and financial solvency of PTAA School. They are the committed fiduciaries for the students and uphold the public's trust. We are grateful to these volunteers for their service to PTAA and its students.

## **Statement of Non-Discrimination**

Pioneer Technology & Arts Academy ("PTAA") does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. PTAA complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about PTAA's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender, is Shubham Pandey, 15720 Hillcrest, Dallas, TX 75248 469-405-8967

The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Shubham Pandey, 15720 Hillcrest, Dallas, TX 75248 469-405-8967

The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Shubham Pandey, 15720 Hillcrest, Dallas, TX 75248 469-405-8967

All other concerns regarding discrimination may be directed to: Shubham Pandey, 15720 Hillcrest, Dallas, TX 75248 469-405-8967

## **General Admissions and Enrollment Information**

Admission and enrollment of students shall be open to all eligible students who submit a timely application, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in PTAA shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by PTAA if the number of applications exceed the capacity of program, class, grade level or building.

*In accordance with state law, PTAA does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.*

## **Exclusion from Admission**

As authorized by the PTAA charter school we may refuse to enroll a student who has been expelled or is in the process of being expelled from another educational institution.

## **Submission of Applications and Admissions Lottery**

Students wanting to attend PTAA must submit an application during the School's open enrollment period, which takes place from **December 1<sup>st</sup> to January 31<sup>st</sup> each year**, or as otherwise set by the administration. Enrollment forms are available at campus offices and online through the School's website.

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. If PTAA receives more applications than it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (until all open seats are filled) will be offered admission. Once all enrollment spots have been filled by the lottery, the lottery will continue, and applicants will be placed on a waiting list in the order in which they are drawn. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Families offered an enrollment seat will be sent an acceptance letter and instructions for registering. This notice will be sent **no later March 15th**. Families must complete the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

*Exceptions to Lottery Process:* Federal guidelines permit PTAA to exempt from the lottery students who are already attending the School; siblings of students already admitted to or attending PTAA; and children of the School's founders, teachers, and staff, so long as the total number of students allowed under this exemption constitutes only a small percentage of the School's total enrollment.

### **McKinney-Vento Homeless Education Assistance Act of 2001**

- Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from PTAA by contacting:

Shubham Pandey, 15720 Hillcrest, Dallas, TX 75248 469-405-896

"Homeless children and youth" as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001 means children and youth who

- lack a fixed, regular, and adequate nighttime residence;
- have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings;
- are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations;
- are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; • are living in emergency or transitional shelters;
- are abandoned in hospitals, or are awaiting foster care placement.

Parents of students in homeless situations can keep their students in their schools of origin (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the student is now residing outside the school attendance area or school district) or enroll them in any public school that students living in the same attendance area are eligible to attend.

### **Student Information**

Any student admitted to PTAA must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in the School for the first time must present documentation of immunizations for attendance but may not be required for enrollment into the school. No later than 30 days after enrolling in the School,

the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. Students will not be denied enrollment because they failed to meet this requirement. PTAA will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parents' consent.

### **Food Allergy Information**

The parent of each student enrolled in the School must complete a form provided by PTAA that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to PTAA to enable personnel to take any necessary precautions regarding the child's safety; and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction. For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

PTAA may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurse or designees, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

***The school reserves the right to make changes to the student handbook at any time and without notice. The school also reserves the right to depart from policies and procedures.***

### **Drop-off and Pick-up Procedures**

All students must be dropped off and picked up ONLY in the designated areas. Parents may also park in the front parking lot and walk to drop off and pick up their child from the designated areas.

### **Release of Students from School**

A student will not be released from school at times other than at the end of the school day except with permission from the campus Administrator(s) and in accordance with campus sign-out procedures. Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, when possible.

### **Procedure for Checking Student out During the School Day**

- Parent/guardian will enter the front office and request their student to leave the campus.
- Parent/guardian are expected to show a picture ID and sign out the child in the main office.
- Student will meet parent/guardian in the main office.
- Student returning to school must be checked in by a parent/guardian in the office before returning to class.
- Authorization for any person or relative other than the parent or legal guardian to check student out during the school day must be made in writing by the parent/guardian prior to the check out. Authorization may also be made on the enrollment card.
- Any special requests for release time for school must be made to the principal.

## ATTENDANCE

Regular attendance is expected of all PTAA students due to the rigor of our curriculum. Consistent school attendance is an essential component of each student's education. Official attendance is taken each day and recorded each instructional period. Tardies and early checkouts are also recorded each day. Absence from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and PTAA policy deals with attendance for course credit and a student's final grade. These items are discussed below.

**Arizona State Law Statutes 15-802, 15-803 and 15-804** requires that every child between the ages of six and sixteen years of age should attend a school and should be provided instruction in the minimum subjects of reading, grammar, mathematics, social studies and science. The parent or guardian of the student should choose a public, private, charter or home school as explained in this section to provide education.

The guardian who has custody of the child should do the following:

"If the child will attend a public, private or charter school, enroll the child in and ensure that the child attends a public, private or charter school for the full time school is in session. If a child attends a school which is operated on a year-round basis the child shall regularly attend during school sessions that total not less than one hundred eighty school days or two hundred school days, as applicable, or the equivalent as approved by the superintendent of public instruction."

### Definitions

- A) Tardy: Any student who is not in his/her assigned seat when the bell rings throughout the day.
- B) Absence: An absence is interpreted as a student not being present during regular school hours.
- C) Single Period Absences: A single-period absence is interpreted as a student leaving for one or more periods within the school day. No single-period absence will be excused without the student checking out at the front office and bringing back documentation of the appointment (e.g., medical, dental or legal).
- D) Unexcused Absence: An unexcused absence is interpreted as a student not being present for any periods that have not been excused by a parent or guardian.
- E) Truancy: According to Arizona State Law Statutes 15-802, 15-803 and 15-804, all children between the ages of six and sixteen must attend school while school is in session. Students will be regarded as truant when a valid reason is not given for that student's absence. A parent must adhere to the attendance policy, if a parent fails to do so they are guilty of a Class III (3) misdemeanor. If a parent or guardian fails to give an excuse for the student's absence, a police officer may summon the student, parent or guardian straight into court for disregarding the state truancy law.
- F) Habitual Truancy: A student between the ages of six and sixteen is considered habitually truant when they accumulate five unexcused absences within a calendar school year (A.R.S. § 15-803). A habitually truant student may be issued a citation. The administrator will venture to inform the parent or guardian that the citation may be given, and the student, parent or guardian may find it necessary to appear in court.

If a student has excessive (ten or more) consecutive unexcused absences, the district should submit a **Student Withdrawal** transaction to remove him from their school roster. (See **Instructions for Required Reports; Withdrawal codes**, ARS §15-803.C, and ARS §8-201.) If so, a **Student Readmission** transaction will be required if and when the student resumes attendance.

## **Excused Absences**

The following are examples of valid reasons for non-attendance and apply only to students who are enrolled and have been in attendance.

- Personal illness
- Doctor appointment
- Family emergency
- Bereavement
- Out-of-school suspension

**Any time your child is absent, you must call the school the morning of the absence and report the reason your child will not be in school. The attendance line is 602-305-8865.**

If a student is absent for more than three consecutive days, documentation/verification may be asked to be provided.

Absences for religious holidays, educational opportunities, or other appropriate reasons, can be excused if they are prearranged. These absences will be considered excused only after all work and tests are made up.

## **Unexcused Absences**

Absences not recognized by the law will be considered unexcused. After the third unexcused absence, an email/letter will be sent by certified mail to inform parents/guardians of their child's status. If the school's efforts do not correct the situation, another letter will be sent home. At that time, a referral will also be sent to the appropriate authorities so legal action may be initiated.

## **Tardiness**

Students are expected to be punctual and respectful of other people's time. Tardiness not only impacts the beginning of the student's day, it is also disruptive to the class and infringes upon the rights of others. Habitual tardiness will not be permitted.

## **Early Dismissal**

Students will be excused to leave early only for medical appointments or emergency situations, but they **will not be excused within 15 minutes of the regular dismissal time.** This is for the safety of all children. You are strongly encouraged to schedule doctor and dentist appointments outside of school hours.

## **Make-up Work**

It is the student's responsibility to make up work missed due to an absence. In the case of a prearranged absence, students are expected to complete all work before leaving or as soon as possible upon their return. In the case of illness or another type of unplanned absence, students must contact their teachers as soon as they return to school to obtain or submit assignments.

Students must take make-up exams during the times designated by their teacher or by the Administration.

## **Withdrawals/Voluntary Withdrawal**

A student under 18 years of age may be withdrawn from school only by a parent or legal guardian. PTAA requests notice from the parent/legal guardian at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

Withdrawing students and parents are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Sign a release of student records.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

### **Involuntary Withdrawal**

PTAA may initiate withdrawal of a student under the age of 19 for non-attendance if:

- Student has been absent 10 consecutive school days, and
- the 10 consecutive school days are unexcused
- Repeated efforts by the school to locate the student have been unsuccessful.

### **Withdrawal Prior to the End of the Semester**

Students who withdraw prior to the end of the semester and before all exams are completed will NOT receive a semester grade or semester credit from a PTAA campus. The grade in progress at the time of withdrawal will be sent to the new school. The student's new school will determine how the grade information sent by PTAA for the current grading period will be processed and credits calculated/awarded.

### **Enrollment Prior to the End of the Semester**

If the previous school has not completed the semester, the withdrawal/transfer grades from the previous school will be used with the grades earned for the remainder of the grading period to determine that grade for the grading period.

### **School Uniforms and Grooming**

Why the school uniform is important:

- Uniforms help to create a positive school ethos (culture or spirit), foster a sense of belonging and school pride;
- Schools with uniforms produce better educational results by eliminating distraction and focusing student attention on learning.
- The uniform is a social leveler – equal dress without regard to background or income reduces negative peer pressure and potential bullying.
- Uniforms have practical advantages for parents and students. Students and parents don't have to spend time deciding what to wear at the start of each school day. The clothes are designed to be comfortable and safe, with no long trailing sleeves, skirts or hoods to catch on dangerous equipment in PE or science lessons.
- Uniforms are more economical for parents than wardrobes subject to fads and the higher price tags that accompany them.

The School's dress standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, while providing flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing the clothing prescribed in the Uniform Code. Uniform Dress Code can be found on the school website under the Family Resource Page (<https://sites.google.com/view/ptaaArizona-family-resources/home>).

### **Uniform Code**

PTAA students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be followed:

### Formal Uniform Monday

- Sweater Vest, K-8th grade (**must be purchased at school**) ● Tie, K-8th grade (**must be purchased at school**)

### Standardized Uniform (beginning first day of school)

- Solid Navy, Hunter Green, and/or White polo
- Khaki or Navy pants (**no cargo, no joggers, no leggings**) Or ● Khaki or Navy shorts (**no shorter than 3 inches above knee, no sports shorts**) Or ● Khaki or Navy short or skirt (**no shorter than 3 inches above knee**) ● Solid color belt (**no writing, no designs**)
- Closed-toe shoes

### Reward Days – Casual Friday Uniform

- Jeans (**no rips, no holes, no leggings**)
- PTAA school t-shirt colors: (**Pink, Blue, Red, Purple and Black**) Can be purchased on campus

Or

- Wear standard uniform

### Outdoor wear

- Solid jacket (**No hoodies or jackets with hoods may be worn in the classroom or throughout the building**)

### **Student Fees**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, notebooks, calculators, headsets, etc. Students may be required to pay certain fees or deposits, including:

1. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
2. A fee for voluntarily purchased items, such as student publications, pictures, yearbooks, etc.;
3. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
4. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
5. A fee for lost, damaged, or overdue library book(s).

PTAA may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Superintendent or designee, and include evidence of inability to pay. Details for the fee waiver are available in the campus office.

Supply lists are posted on the School website in July and made available in the school offices.

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, athletics, and fine arts.

### **Textbooks and Curriculum Materials**

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class. Materials must be used by the students as directed by the teacher and treated with care. A student who is issued damaged materials should report the damage to the teacher. Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. PTAA may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

### **Transportation**

Riding a school vehicle/bus is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. Not put head, hands, arms, legs, or an object out of any window; and
6. Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated students are allowed to ride in the vehicle. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a student with a disability is receiving school transportation as a result of an IEP, the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

## **SECTION II: ACADEMICS Grade Placement of New Students**

Per Board approved policy, students enrolling in Kindergarten should be five years old on or before November 1 of the current school year. Students new to PTAA in grades 2-4 will be placed initially at the grade level attained at the last school. The principal will then determine the final grade placement based on evaluation of prior performance, results of achievement tests, and results of assessments based on the state essential knowledge and skills for subjects within a grade level.

### **Grades K-8 Placement/Home School Programs**

Students entering PTAA in grades K–8 from home school programs will have work completed in home school settings assessed by school staff to determine the level to which the grade-level and subjects align to Arizona state standards and PTAA courses. The data from documentation and/or assessment will be used in conjunction with the overall assessment of the curriculum used in the home school setting to place the students in the appropriate grade.

## **Promotion and Retention**

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet PTAA's requirements for attendance.

Students in grades K–8 will be advanced based on a number of factors, including state test results; reading and math ability; maturity (in lower grades); and class grades. Decisions are made by a committee of teachers, administrators, and, where applicable, counseling and special education staff. Parents are notified at least four weeks before the end of the school year if retention is a possibility.

In addition to the requirements listed above for students in grades 5 and 8, a student may be considered for retention if they have met any of the following criteria:

- failed one or more core subject areas;
- failed one or more state assessments;
- is below level in one or more core subject areas;
- missed more than 10% of instructional days in an academic year. \*The decision must be made by a committee, which consists of the child's core subject area teachers, the counselor, and the Administrator(s).

## **Students with Disabilities**

Upon the recommendation of the Admission, Review, and Dismissal ("ARD") Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program ("IEP").

## **Curriculum and Instruction**

Arizona State Academic Standards require all students to demonstrate the knowledge and skills necessary to read, write, compute, problem solve, think critically, apply technology, and communicate across all subject areas. Arizona State Standards are the basis of curricular planning for each grade level and each content areas.

PTAA offers instruction in the standards of the appropriate grade levels in the following required curriculum:

1. A foundation curriculum that includes:
  - a. English language arts and reading (including spelling, handwriting and cursive writing); b.
  - Mathematics;
  - c. Science;
  - d. Social studies; and
2. An enrichment curriculum that includes
  - a. Languages other than English, to the extent possible;
  - b. Health education;
  - c. Physical education ("PE");
  - d. Fine Arts;
  - e. Career and technical education; and
  - f. Technology applications.

## **STEAM Program**

PTAA offers career and technical education programs in both Engineering and Computer Coding, the fastest growing fields within STEM occupations. STEAM is an acronym for Science, Technology, Engineering, Arts and Math education. PTAA focuses on these areas together not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively. STEAM is an interdisciplinary and applied approach that is coupled with hands-on, problem-based learning. Our classes:

- Integrate math, science, technology and arts content and skills.
- Introduce mechanics, electrical circuits, and applied mathematical reasoning that all too often are stumbling blocks for students.
- Initiate complex, strategic problem-solving and higher-order thinking.

PTAA will take steps to ensure that lack of English language skills will not preclude a student from participating in all educational programs.

## **Project Lead the Way (PLTW)**

Project Lead The Way provides transformative learning experiences for PreK-12 students and teachers across the U.S. PLTW create an engaging, hands-on classroom environment and empowers students to develop in-demand knowledge and skills they need to thrive. The pathways in computer science, engineering, and biomedical science engage students in hands-on activities, projects, and problems; empower them to solve real-world challenges; and inspire them to reimagine how they see themselves.

## **Fine Arts**

Arts Education plays a large role in our STEAM Academy and the overall development and academic success of our students. PTAA is fully arts integrated across all curriculum. Students also have both art and music classes each week as part of the specials rotation.

## **Physical Education**

Students attend physical education as part of the specials rotation. Students should be engaged in moderate to vigorous physical activity for more than half of the class. Physical Education is guided by the Arizona State Standards.

## **Medical Excuse from PE**

Written Excuses for non-participation in PE should be given directly to the PE Teacher. If the excuse is for more than 5 days, a note from the doctor is required. **Playground Guidelines**

Students are expected to observe the following safety guidelines in order to ensure safe play for everyone.

## **Basic Rules of Conduct for Students**

- Everyone can play
- Be respectful to other students and teachers at all times
- Always play safely and take care of yourself and others
- Be KIND. Say kind things and solve conflict peacefully
- Show teamwork and good sportsmanship

Staff members will actively monitor the playground. Students will not be unattended on the playground without adult supervision. Each grade level has specific guidelines for age appropriate safe operation of playground equipment that teachers will review and students are expected to observe.

## **Grading and Credit**

All students in kindergarten through 2nd grade use a numeric rubric for standard and expectation performance.

4 – Exceeds: Student consistently grasps, applies, and extends key concepts, processes, and skills. Works beyond standards and expectations

3 – Meets: Student grasps and applies key concepts, processes, and skills. Meets standards and expectations

2 – Approaches: Student is beginning to grasp and apply key concepts, processes, and skills. Approaches standards and expectations

1 – Does Not Meet: Student is not grasping key concepts, processes, and essential skills.

All students in grades 3-8 use numerical grades as submitted by the teacher. In determining course credit the following method is used:

90-100 = A

80-89 = B 70-

79 = C

69-60 = D

<60= F

## **Progress Reports/Report Cards**

Students and parents are provided a report card every nine weeks. Interim progress reports and report cards will be posted online for parents to review. Please familiarize yourself with our school calendar and our marking periods.

For students receiving special education services, progress is reported in the same manner as all students. The student's ARD committee will conduct at least one formal annual review each year to evaluate overall progress.

## **Testing**

District professional staff members administer tests given to assist in student-level, classroom level, campus level decisions about student progress toward mastery of learning goals include: Renaissance 360 (BOY, MOY, EOY), STAR Early Literacy (K-3), and benchmark testing. Other tests that may be given as needed for special programs include dyslexia services, talented and gifted services or special education. PTAA maintains a testing calendar that reflects all school assessments administered to students. The calendar will be posted on the school website. Parents are notified of testing windows and dates in advance of testing.

## **Homework**

Homework is a link between school and home that shows what children are studying and develops habits of mind and skills necessary for optimizing learning. PTAA teachers are encouraged to:

- Define a clear purpose for homework assignments
- Develop a regular schedule for homework
- Provide prompt feedback on assigned work to students
- Homework will not be assigned as punishment

Research supports that the most effective homework reflects short, frequent assignments that balance practice of past lessons and the preparation for future lessons, balancing easy and challenging material. Quality of the assignment is more important than quantity. General time guidelines are used by teachers to design grade level assignments. Both teachers and parents should monitor the time it takes students to complete assignments as this is useful information for the individual student. In addition to daily reading expectations communicated by teacher, students should generally spend the following amount of time on assignments outside of class Monday through Thursday in each grade level: •

Kindergarten: 10 minutes

- 1st Grade: 10 minutes
- 2nd Grade: 20 minutes
- 3rd Grade: 30 minutes
- 4th Grade: 40 minutes
- 5th Grade: 50 minutes
- 6th Grade: 60 minutes
- 7th Grade: 70 minutes
- 8th Grade: 80 minutes

Students should also engage in daily reading practice. Parents are encouraged to support academic achievement by:

- Implementing a daily “study time” and designated, quiet study place
- Helping students understand and review work covered in class
- Monitoring student understanding of lessons and communicating with the teacher
- Encouraging your student to learn more on subjects studied
- Assuming your student will study most nights

### **Tutoring**

Teachers will be available to provide tutoring for students who need help beyond instruction in the classroom. Please talk with your child’s teacher to schedule a time for your child. In addition, PTAA may conclude that a Tutor Schedule/Calendar may be an extra support for our students and will communicate with families when this schedule comes in force. The Tutoring Schedule will be posted on school website.

### **Late Work**

For absences due to other legitimate reasons such as personal medical events/illness, deaths in immediate family, or any other unforeseen events, staff and teachers will work cooperatively with parents and students to adjust the due dates in advance. Make-up work will only be accepted with prior approval after the student has returned from the absence. Students grades K–8 are not allowed to make-up work from unexcused absences. Given the dynamic nature of learning based on best practices under the Teaching- Learning Cycle where teachers are modifying their curriculum to fit learning needs, it is not always possible for teachers to have an exact plan of assignments for future weeks. For this reason, it is not possible to provide students work in advance of other students to facilitate time off.

### **Bicycle Policy**

Bicycles must be stored in the bicycle rack at the School and secured to the rack with a lock. Students ride their bicycles to school at their own risk. The School is not responsible for any injuries incurred or any damage to, or theft of, bicycles while on the School property.

If a student fails to observe responsible bicycle riding standards, he/she may face the loss of this privilege to ride a bicycle to school.

## **Electronic devices and cell phones:**

### Electronic devices (including Cell Phones):

While electronic devices such as cell phones, iPads, PSPs, tablets, and/or any other gaming or musical devices are permitted on campus, use within the learning environment is restricted.

These electronic devices will not be allowed during the 3 minute transition or during any academic sessions. If a student uses an electronic device it will be confiscated and returned to the student at the end of the day. If the student violates the rule again, that student will not be allowed to bring any electronic devices back on our campus and the parent/guardian will be contacted by Administration. The third (3<sup>rd</sup>) violation will result in that electronic device being confiscated and only given back after the parent/guardian meets with Administration.

PIONEER TECHNOLOGY & ARTS ACADEMY is not encouraging students to bring electronic devices on our campus, and will not assume responsibility for any confiscated, stolen, or broken electronic devices.

In the event of an **emergency**, the parent/guardian needs to contact the school at 602.305.8865 and a message will be relayed to the student.

## **Field Trips**

Parents will be informed in advance of dates, costs, and destinations of any off-campus trips. PIONEER TECHNOLOGY & ARTS ACADEMY is very protective of school instructional time. The school will **always** provide sufficient supervision for all off-campus activities.

## **Discipline**

Schools must set boundaries that will ensure all students experience a safe, orderly and productive environment. Our mission is to prepare youngsters to thrive in a rapidly changing world. Succeeding academically, developing the skills and traits that will serve them throughout life and getting involved in a variety of extra-curricular and co-curricular activities are traditional benchmarks. The ability of a school to help students meet and exceed these benchmarks is influenced greatly by both individual and school-wide discipline.

Every staff person in The School is an equal and contributing partner in the important area of Student Management. All adults have the obligation to report any inappropriate behavior to administration.

## **Problem Resolution**

The philosophy of PTAA educators is that the needs of our students are best served when a cooperative partnership exists among teachers, students and parents. It is our belief that problems or concerns are best resolved at the point nearest to the situation. Below is a three step process for addressing concerns:

1. Teacher and student confer. Most problems can and should be resolved between teacher and student.
2. Teacher and parent confer, with the child included if appropriate.
3. Teacher and parent confer, with the principal or counselor included as appropriate.

Classroom teachers will communicate with parents to help students develop responsible self-managing behaviors.

Repeated offenses and behavior that is disruptive to the learning of others may result in removal from the classroom at the discretion of the principal.

## **Code of Conduct (read & sign)**

The Code of Conduct is the behavioral mainframe by which the school carries on its day-to-day operations. The code reflects academic standards and the right for every student to learn in a non-threatening environment. The code further reflects The School's desire to protect each individual's right to deal with violations of safety issues through

consequences. PIONEER TECHNOLOGY & ARTS ACADEMY® sees the implementation of such a code as a necessary element of providing a positive school experience for everyone.

The Code of Conduct that appears on the following pages governs the most serious and obvious types of student misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of students.

The code of conduct establishes reasonable boundaries for students and provides a clear understanding of consequences for breaking the rules. It is expected that students, like the rest of us, will make mistakes. It is our hope that students learn from their mistakes. By reading the code, we also expect students to understand The School's expectations and avoid transgressions in the first place.

Bullying in any form, including verbal abuse, harassment, taunting, name-calling, threats in any form, extortion, intimidation, slander, defamatory statements, whether verbal or written, pushing, shoving, and tripping will **NOT** be tolerated. This includes asking anyone to verbally abuse, threaten, or intimidate another student on one's behalf. There are three categories of behaviors, those that lead to: pre-suspension consequences, suspension, and expulsion. Each of these categories is explained below.

### **Progression of Consequences**

Students must follow the PIONEER TECHNOLOGY & ARTS ACADEMY Code of Behavior before, during, and after school, as well as in school buildings, on school grounds, at school-related activities, and on the way to and from these activities. Student behavior must not keep any member of the school community from doing their job.

### **Classroom Consequences**

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set limits, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them when their attention or behavior falters, and to continue with instruction. However, if a student demonstrates unwillingness to participate in this learning environment, he/she may be removed from the regular class setting.

### **Saturday Detention**

If students have already been sent out of class multiple times and continue to break a rule, they may have to serve a Saturday Detention.

### **Suspension**

Any time students are sent out of the classroom for disciplinary consequences, the adult who is sending them completes an *office referral form*. This form briefly describes the behavior(s) that caused the student to be removed from class, hallway or playground. Administration keeps an electronic record of office referrals and sends a copy home for a parent/guardian signature. When a student has accumulated a record that reflects unwillingness to abide by school rules the student's discipline record is forwarded to the Principal with a recommendation for suspension. Even without such a record of repeated misbehavior, students who break a rule in Category II or III will be sent home for a period of up to ten (10) school days. They will continue to do assigned work while suspended. They may appeal the suspension to a team consisting of the Principal, the Dean of Students and the appropriate teachers. They may finally appeal to the Board of Directors.

### **Expulsion**

In general, a student who has had multiple suspensions and has shown little or no behavioral change toward more positive participation will receive a long-term suspension or will be expelled. In addition, students who break a rule in Category II

or III will be sent home for up to eighty (80) school days. However, if a firearm or knife or drugs are involved, then the expulsion can last up to one year. If there are fewer days left in the school year than the expulsion, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period. All expulsions are approved by the Regional Director. Parents/guardians are informed in writing of The School's intent to expel. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Directors.

### **Removal (Emergency Suspension Pending a Hearing)**

If a student breaks the rules and causes danger or threat of danger to any person or property, the Principal, or designee, will have the student removed from school, without warning. A hearing will take place within seventy-two (72) hours after the removal. The student, as well as anyone involved with the removal, may be present at the hearing.

### **Corporal Punishment Policy**

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the student from injuring himself/herself, others, or property, or to prevent bodily harm or death to another.

### **Bullying**

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
  - is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
  - occurs when there is a real or perceived imbalance of power or strength, or • may constitute a violation of law.
- Bullying of a student or group of students can be manifested through written, verbal, physical or emotional means and may occur in a variety of forms including, but not limited to:
- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumors spreading either directly through another person or group or through cyberbullying,
  - exposure to social exclusion or ostracism,
  - physical contact including but not limited to pushing, hitting, kicking, shoving or spitting,
  - damage to or theft of personal property.

### **Cyberbullying**

Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

## **Harassment**

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media. Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

## **Prohibitions and Discipline**

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through electronic technology or electronic communication equipment on school computers, networks, forums or mailing lists. Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order.

## **Searches**

The following section delineates the school's policy relative to searches. Within the context of this section, *personal possessions* include but are not limited to: purses, backpacks, book bags, packages, and clothing. *Reasonable suspicion* means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation; a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct, both in and out of the school context; or other reliable sources of information.

## **Lockers**

School lockers are the property of the school. Inspection of the interior of lockers may be conducted by school personnel for any reason, at any time, without notice, without student consent, and without a search warrant. Personal possessions of students contained in a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to those students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

## **Desks**

School desks are the property of the school. Inspection of the interior of desks may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant.

## **Personal Possessions and a Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will disclose a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

## **Computer Resources**

To prepare students for an increasingly computerized society, PTAA has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must read and agree to abide by the Student Acceptable Use Policy.

**Student Acceptable Use Policy** including but not limited to:

- a. Attempting to access or circumvent passwords or other security-related information of PTAA or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
- b. Attempting to alter, destroy, or disable PTAA computer equipment, PTAA data, the data of others, or other networks connected to the PTAA system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
- c. Using the Internet or other electronic communications to threaten PTAA students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
- d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
- e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

**Videotaping of Students**

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document student misconduct and used by PTAA staff when investigating an incident. Tapes and other video recordings will be available for viewing pursuant to the Family Educational Rights and Privacy Act ("FERPA").

**Campus Communications**

PTAA uses several print and electronic tools to keep our learning community (students and families) informed about the activities and events available and all important news. There is no reason to go uninformed! The following communication tools will be utilized:

- PTAA/Arizona Website: ([www.ptaaschool.org](http://www.ptaaschool.org))
- PTAA/AZ REMIND 101: (Texting Service). Remind 101 is a one-way communication text to alert you about activities on campus, inclement weather closures, school closings, events, etc. Information will be provided during Back to School Event on how to sign up for this service. Teachers will also have REMIND for two-way communication.
- PTAA E-News: This is a group email used to distribute timely and "just in time" information to families.
- PTAA/Arizona Facebook Site: (<https://www.facebook.com/ptaaArizonasprings>). This is a great way to keep attuned to the happenings at the campus including pictures and videos.

**Parent Communication to Teacher**

Teachers may be contacted through email or through the teacher's REMIND. Teachers will be available to meet with parents during their daily scheduled conference time, email or phone calls in a timely manner, generally at the end of the instructional day. Parents, please do not contact teachers on their personal phone numbers.

**Parent Teacher Conferences**

Our staff welcomes opportunity to conference with parents about their child's educational progress and educational program. Teachers may be contacted by sending an email. In order to protect instructional time, conferences should be scheduled during conference periods or after school hours. Impromptu conferences interrupt instruction time in progress that is critical to our students' success. Please do not try and confer with the teacher during the period of 7:40-8:00 a.m. or while the teacher is responsible for safe dismissal of the students during dismissal.

Teachers will be available for individual conferences for all families during the first semester. Parents will be invited to sign up for a conference time with the teacher. Conferences may be scheduled on an as needed basis during the remainder of the school year, except during the last week of each grading period.

To schedule an appointment with the principal, please contact the office.

### **Phone Messages**

Decisions about afternoon transportation, appointments, and other information for students should be made before students come to school in the morning. Phone messages for students will be placed in the teachers' boxes, but the office cannot guarantee messages will be picked up by a particular time. **Telephone Use**

The office phone is for emergencies only. If a student is ill or injured, the school nurse or office staff will contact parents.

### **Visitor and Volunteer Policy**

PTAA encourages parents and family members to regularly visit the school and become involved in student activities. The impact that positive parental involvement has on the learning and development of students is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- Visitors MUST sign in at the main office whenever they are on campus. A valid ID must be provided to scan through the RAPTOR system. They will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, visitors must have a pre-arranged time set up with the teacher(s) in question except for urgent matters. Times are best arranged via email. An email directory is located on our website. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.
- Volunteers MUST go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

Additionally, the Administrator(s) may take the following actions whenever there is a school visitor:

- Establish an electronic database for the purpose of storing information

concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose. Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by PTAA.

### **FOOD AT SCHOOL Cafeteria and Lunch**

Students will have a 30-minute period for eating lunch each day. Students have the option of bringing a lunch from home, purchasing a hot lunch or having one provided by the school when applicable. A daily menu can be found on the school website.

Students should be expected to remain seated and talk quietly at their assigned tables during lunch period. Cafeteria monitors will ensure a safe and orderly environment and assist students as needed. Students are expected to clean up

around the area where they are seated, disposing of all trash properly at the end of their lunch period. Students should follow any instructions given by faculty members supervising the cafeteria.

Basic Rules of Conduct for Students during Lunch:

- Remain seated at tables.
- Be respectful of other students and teachers at all times.
- Keep hands and feet to yourself and keep others safe.
- Use good table manners and eat only from your tray. ● Use quiet voices and speak in a conversational tone.

## **Food and Nutrition**

Learning communities are in strong position to influence children's lifelong dietary habits. PTAA in partnership with parents, should work hard to convey the importance of good nutrition and developing good eating habits and healthy lifestyles. Nutritious meals and food can also improve student concentration, academic success and overall health.

PTAA contracts with Nutrition One for food services to offer nutritionally balanced lunches. Guidelines set by the Arizona Department of Agriculture and United States Department of Agriculture ("USDA") are followed to meet the nutritional needs of all students. Menus may be obtained at the school office.

Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Applications are available with the registration packet. Students must apply for meal assistance each school year.

Students are not permitted to leave campus for lunch. Until Further Notice (due to COVID safety protocol): Parents may not eat lunch with their child in the cafeteria. Food delivery services are not permitted for students. Students and adults may not bring in or give away food to other students during lunch times.

## **Classroom Snacks**

Teachers may schedule brief classroom snacks in the morning or afternoon, not to interfere with instructional time. Students should provide their own snack which must be in accordance with Arizona Food and Nutrition policy and follow guidelines for any food allergy as informed

## **Extracurricular Activities, Clubs, and Organizations**

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students.

Participation in these activities may result in events that occur off-campus. When PTAA arranges transportation for these events, students are required to use the transportation provided by PTAA to and from the event. Exceptions may only be made with approval from the activity's coach or sponsor.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

## **OPPORTUNITIES FOR INVOLVEMENT Classroom and School Visitors**

In the interest of student and staff safety, the main entrance to the building will be the only point of access to the school after 8:00 a.m. on school days. Students and staff are not allowed to open the other doors for visitors. Visitors to the school must use the front entrance, register at the office, and wear a visitor badge at all times in the building.

## **Open House**

PTAA will host a variety of open house events for families to visit the campus and see all the special work students have been working on throughout the year.

## **Student Extracurricular Activities**

Participation in school-sponsored extracurricular activities before or after school is a great way to develop interests, receive recognition, as well as build relationships with other students. Staff will develop extracurricular opportunities for students based on the interest level of students and staff. (Clubs may include Culinary Club, Robotics Club, Chess Club, Disc Golf Club, etc.). PTAA will also offer extracurricular sports depending on student interest. The principal and/or Dean of Students, in cooperation with the sponsor, coach or other person in charge of an extracurricular activity may regulate the dress/grooming of students who participate in the activity.

## **SECTION V: STUDENT HEALTH AND SAFETY Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the Administrator(s) so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse or designee, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

Please, contact the school nurse or designee if you have questions or if you are concerned about whether a child should stay home.

## **Head Lice**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse or designee will contact the student's parent to pick the child up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse or designee to discuss the treatment used. The nurse or designee can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. Once the child is free from lice, he or she may return to school.

## **Immunization Requirements**

The State of Arizona requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

## Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed Arizona Department of State Health Services. The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

## Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, PTAA staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, **parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date** (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

## Student Illness

When your child is ill, please, contact the school to let us know he or she will not be attending that day. Students must be fever-free without the use of fever-reducing medication and must be free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 72 hours before returning to school.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse or designee. If the nurse or designee determines that the child should go home, the nurse or designee will contact the parent.

## Administration of Medication

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the school nurse or designee under the following circumstances:

1. Nonprescription medication brought to school must be submitted to PTAA by a parent along with a written request. The medication must also be in the original and properly labeled container.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse or designee practitioner ("ANP") and filled by a pharmacist licensed in the State of Arizona.
3. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the student's Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.

5. Only the amount of medication needed should be delivered to PTAA, i.e. enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
6. In certain emergency situations PTAA may administer a nonprescription medication to a student but only in accordance with the guidelines developed by the School's medical advisor and when the parent has previously provided written consent for emergency treatment.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising PTAA that a medication has been discontinued.

### **Asthma and Anaphylaxis Medication**

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on PTAA property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care provider and the school nurse or designee, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

### **Dyslexia and Related Disorders**

From time to time, students may be tested and, when appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the state. Parents will be notified should PTAA determine a need to identify or assess their student for dyslexia and related disorders.

### **Vision and Hearing Screenings**

Students will be screened for possible vision and hearing problems. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems.

Exemption: A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Superintendent or designee on or before the day of admission an affidavit stating the objections to screening.

### **Drills: Fire and Other Emergencies**

Students, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for vacating each room will be posted in each room, and students will be instructed in these procedures.

### **Pest Control Information**

PTAA periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 24 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Superintendent or designee.

## **Asbestos Management Plan**

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act ("AHERA") inspector. An Asbestos Management Plan has been created for the School in accordance with federal regulations. Parents may view the Asbestos Management Plan at the campus office.

## **Investigation of Complaints**

After receiving a complaint of prohibited discrimination or harassment, PTAA may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate Compliance Coordinator or other authorized School official shall promptly authorize and undertake an investigation. Following completion of the investigation, the Compliance Coordinator or other authorized School official will prepare a written decision regarding the complaint, including a determination of whether prohibited discrimination or harassment occurred.

When appropriate, PTAA may take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, PTAA shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. PTAA may take disciplinary action based on the results of an investigation, even if the School concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

## **Investigation of Report**

The Administrator(s) shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. The Administrator(s) shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent hazing and/or bullying during the course of an investigation, if appropriate.

The Administrator(s) shall prepare a written report of the investigation, including a determination of whether hazing and/or bullying occurred. If the results of an investigation indicated that hazing and/or bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. PTAA may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of hazing and/or bullying under this policy.

## **Confidentiality**

To the greatest extent possible, PTAA shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

## **Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the PTAA grievance procedure.

## **Child Abuse Reporting and Programs**

PTAA provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. The School also provides training to its teachers and students in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or maltreatment. Assistance, interventions and counseling options are also available.

The School's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Arizona Department of Protective and Family Services. School officials may not refuse to permit an investigator

to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

### **Plan for Addressing Sexual Abuse and Other Maltreatment of Children**

#### **What is Sexual Abuse of a Child?**

Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

#### **What is Other Maltreatment of a Child?**

Under Arizona State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Arizona Family Code.

#### **Reporting Obligation**

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Arizona Department of Human Services. Reports may be made by contacting reporting agencies.

### **Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children**

#### **Staff:**

PTAA annually trains staff in all content areas addressed in the plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

#### **For Students:**

School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings.

#### **Personal Counseling**

The Administrator(s) is available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Administrator(s) may also provide information about community resources to address these concerns. A student who wishes to meet with the Administrator(s) should set an appointment through the School Secretary.

### **SPECIAL PROGRAMS ESL Services**

PTAA offers English as a Second Language ("ESL") services for English language learners who are limited to their English proficiency. The program is designed to assist students identified as having Limited English Proficiency with development in language – listening, speaking, reading, and writing. The goal of this program is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with stateapproved Oral Language Proficiency and Norm-Referenced Test to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

### **Special Education Services**

PTAA has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school's jurisdiction. If you know or suspect that your student has a disability, please contact the Administrator(s) for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”), which is developed by the student’s IEP Committee. The IEP Committee considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

### **Education Services**

If a student is experiencing learning difficulties, the parent may contact **Mrs. Angela West** to learn about PTAA’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (“RtI”). The implementation of RtI has the potential to have a positive impact on PTAA’s ability to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services by presenting a written request to [name, title], or an administrative employee. PTAA must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with PTAA. Additionally, the parent will receive a copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities.

If consent for evaluation is obtained, PTAA must complete the evaluation and report within 45 school days of the date PTAA receives the written consent. PTAA must give a copy of the evaluation report to the parent.

### **Section 504 Services**

PTAA provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student’s disability. A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is “qualified” if he or she is between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student’s individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless PTAA demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, PTAA will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, PTAA will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Administrator(s) for information concerning available programs, assessments, and services.

## **SECTION VI: IMPORTANT NOTICES FERPA, PARENTAL RIGHTS, AND STUDENT PRIVACY A. COMPREHENSIVE SYSTEM**

The Superintendent or PEIMS Coordinator will develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

### **B. CUMULATIVE RECORD**

A cumulative record shall be maintained for each student from entrance into PIONEER TECHNOLOGY & ARTS ACADEMY (PTAA) ("the School") until withdrawal or a student's graduation from the School.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for non-enrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent.

### **C. CUSTODIAN OF RECORDS**

The PEIMS Coordinator is the custodian of all records for currently enrolled students, and for students who have withdrawn.

### **D. TYPES OF EDUCATION RECORDS**

For the purposes of this policy, the term "educational records" means those records, files, documents, and other materials that contain information directly related to a student and are maintained by the School or by a person acting for the School, including:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the School.
  - b. The findings of screening or health appraisal programs conducted or provided by the school

## **PIONEER TECHNOLOGY & ARTS ACADEMY®**

### **DISCIPLINE**

### **GUIDELINES**

#### **Discipline Guidelines**

The following set of discipline guidelines is intended to give you a framework in which to understand misbehavior and apply appropriate consequences. These guidelines must not be applied blindly. Each individual case should be carefully studied in coordination with Administration.

**Consequences for misbehavior can be escalated based on the nature of the offense and/or the identification of a pattern of misbehavior. Escalation of consequences requires the Principal's approval and, if applicable, approval from the PIONEER TECHNOLOGY & ARTS ACADEMY School Board.**

When it is necessary to assign consequences to a student with identified special needs, the Principal must be consulted BEFORE any action is undertaken. Students with identified special needs are covered by the Individuals with Disabilities Education Act (IDEA). This act does not make special needs students 'untouchable' in cases of misbehavior, but does provide a strict framework to ensure that students with disabilities are not excluded from the educational setting without exercising the appropriate steps first.

**Specific state guidelines and consequences may exist for some offenses. When existing, state guidelines and their consequences supersede the consequences found below.**

#### DISCIPLINE GUIDELINES (Middle School)

**NOTE: ALL REFERRALS FOR THE FOLLOWING OFFENSES MUST BE DIRECTED TO THE OFFICE FOR ADMINISTRATIVE ACTION.**

NATURE OF OFFENSE	# OFFENSE	RECOMMENDED CONSEQUENCE
CATEGORY I		CATEGORY I

1. Unruly conduct - Defiance of authority/Insubordination – refusal to follow a reasonable request of a staff member.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Detention(s) and parental notification  Staff counseling and up to 3 days suspension  Letter to parents re behavioral change or possible long-term suspension or expulsion
2. Profanity, obscenity, or abusive language or gestures	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Staff counseling, detention(s) and parental notification  1-day suspension  Letter to parents re behavioral change or possible long-term suspension or expulsion

3. Electronic/communication devices; Possession or use of articles which disrupt the educational process; e.g., electronic devicesmp3players, radios, beepers, cell phones, gaming devices.	1 <sup>st</sup>	Confiscation. Items are to be returned to student at the end of the day.
	2 <sup>nd</sup>	Confiscation and detention(s). Items are to be returned to parent at the end of the day.
	3 <sup>rd</sup>	Confiscation until end of the school year. Letter to parents re behavioral change or possible long-term suspension or expulsion

NATURE OF OFFENSE	# OFFENSE	RECOMMENDED CONSEQUENCE
CATEGORY I (continued)		CATEGORY I (continued)
4. Being out of uniform Inappropriate dress (In a Term)	1 <sup>st</sup>	Letter of uniform violation sent home to parents and student to change into appropriate dress
	2 <sup>nd</sup>	Staff counseling and detention(s)
	3 <sup>rd</sup>	Parent Conference

5. Physical contact; e.g., overt affection between students	1 <sup>st</sup>	Verbal warning by staff member, Parent Notification
	2 <sup>nd</sup>	Saturday detention(s), staff counseling
	3 <sup>rd</sup>	Up to 3-day suspension

6. Truancy (any absence that is not excused by parent or guardian)	1 <sup>st</sup>	Parent notification, detention(s), staff counseling
	2 <sup>nd</sup>	Saturday detention(s), parent conference
	3 <sup>rd</sup>	Truancy officer referral
7. Ditching (not attending one or more classes of school)	1 <sup>st</sup>	Staff counseling, after school or Saturday detention(s), parent notification
	2 <sup>nd</sup>	3-day suspension
	3 <sup>rd</sup>	Letter to parents re behavioral change or possible long-term suspension or expulsion
8. Scholastic Dishonesty (Cheating on a test or an assignment) See statement on page 48	1 <sup>st</sup>	Incident recorded on student record, parental notification, staff counseling
	2 <sup>nd</sup>	2-day suspension, incident on record, parent notification and meeting; if withdrawn, transcript does not show incident.
	3 <sup>rd</sup>	5-day suspension, incident on record. Previous grades subject to review.
	4 <sup>th</sup>	Student recommended for expulsion due to persistent disobedience
9. Falsification of records (Lying or forging school documents, e.g., passes, permission slips, notes)	1 <sup>st</sup>	Staff counseling, detention(s)
	2 <sup>nd</sup>	Up to 2-day suspension
	3 <sup>rd</sup>	Letter to parents re behavioral change or possible long-term suspension

10. Littering (any throwing, dropping or misplacement of trash or food items other than in proper containers will be considered littering)	1 <sup>st</sup>	Clean up of the immediate area, after school or Saturday detention(s), staff counseling
	2 <sup>nd</sup>	Saturday detentions, campus community service, parental notification
	3 <sup>rd</sup>	Letter to parents re behavioral change or possible long-term suspension or expulsion
11. Cafeteria infractions (leaving litter, throwing food, causing a mess, or taking food into classroom buildings)	1 <sup>st</sup>	Staff counseling, detention(s), community service
	2 <sup>nd</sup>	Saturday detention(s), community service, parent notification
	3 <sup>rd</sup>	Suspension or expulsion depending on the severity of the offense
12. Any act which disrupts the normal education process	1 <sup>st</sup>	Counseling, parent notification, detention(s)
	2 <sup>nd</sup>	Parent meeting, Saturday detention(s)
	3 <sup>rd</sup>	Letter to parents re behavioral change or possible long-term suspension or expulsion
<b>NATURE OF OFFENSE</b>	<b># OFFENSE</b>	<b>RECOMMENDED CONSEQUENCE</b>
<b>CATEGORY II</b>		<b>CATEGORY II</b>
1. Vandalism/destruction or defacing of school or personal property graffiti or tagging	1 <sup>st</sup>	Parent notification, restitution, staff counseling
	2 <sup>nd</sup>	Saturday detention(s), restitution, Community Service
	3 <sup>rd</sup>	

		Letter to parents re: behavior change or possible long-term suspension or expulsion with restitution
2. Possession of drug paraphernalia or other illegal material	1 <sup>st</sup> 2 <sup>nd</sup>	Confiscation, detention(s), letter to parents, staff counseling  3-day suspension, letter to parents re behavioral change stating possible long-term suspension or expulsion
3. Possession of tobacco or alcohol	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Saturday detention(s), confiscation, parent notification, staff counseling  3-day suspension, confiscation  Letter to parents re behavioral change or possible long-term suspension or expulsion
4. Use of tobacco on or within sight of campus	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	3-day suspension, confiscation, parent notification, staff counseling  5-day suspension  Letter to parents re behavioral change stating possible long-term suspension or expulsion
5. Possession of pornographic material	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Confiscation, Saturday detention(s), parent notification, staff counseling  5-day suspension  Letter to parents re behavioral change stating possible long-term suspension or expulsion

6. Possession of lookalike weapon	1 <sup>st</sup>	Warning letter to parents, confiscation, detention(s), staff counseling
	2 <sup>nd</sup>	3-day suspension
	3 <sup>rd</sup>	Long-term suspension

7. Harassment (oral or written abuse including racial, ethnic, religious, handicapped, sexual slurs)	1 <sup>st</sup>	Detention(s), after school or Saturday, possible 1-day suspension, staff counseling
	2 <sup>nd</sup>	3-day suspension, parent notification
	3 <sup>rd</sup>	5-day suspension, letter to parents re behavioral change stating possible long-term suspension or expulsion
8. Stealing – Theft/Extortion	1 <sup>st</sup>	5-day suspension with restitution, police referral, staff counseling
	2 <sup>nd</sup>	Suspension for remainder of semester with restitution, police referral
	3 <sup>rd</sup>	Letter to parents re behavioral change or possible long-term suspension or expulsion
9. Fighting (mutual combat)	1 <sup>st</sup>	5-day suspension, staff counseling
	2 <sup>nd</sup>	10-day suspension
	3 <sup>rd</sup>	Letter to parents re behavioral change or possible long-term suspension or expulsion
10. Inciting a Riot/Unauthorized demonstration	1 <sup>st</sup> 2 <sup>nd</sup>	Staff counseling, Parent Notification, Possible Suspension (1-10 Days)  Letter to parents re behavioral change or possible long-term suspension or expulsion

11. Use or being under the influence of alcohol	1 <sup>st</sup> 2 <sup>nd</sup>	1-5 day suspension, staff counseling 10-day suspension, letter to parents re behavioral change stating possible long-term suspension or expulsion
12. Use or being under the influence of illegal drugs or narcotics	1 <sup>st</sup> 2 <sup>nd</sup>	1-10 day suspension, staff counseling Letter to parents re: behavioral change stating possible long-term suspension or expulsion

13. Possession of illegal drugs	1 <sup>st</sup>	Long-term suspension or recommend expulsion/police referral
<b>NATURE OF OFFENSE</b>	<b># OFFENSE</b>	<b>RECOMMENDED CONSEQUENCE</b>
<b>CATEGORY III</b>		<b>CATEGORY III</b>
1. Intimidating or threatening <b>another student.</b>	1 <sup>st</sup> 2 <sup>nd</sup>	5-day suspension, letter to parent, staff counseling Letter to parents re behavioral change stating possible long-term suspension or expulsion
2. Harassment: Oral or written abuse towards <b>a staff member</b>	1 <sup>st</sup> 2 <sup>nd</sup>	10-day suspension, letter to parent, staff counseling Letter to parents re behavioral change stating possible long-term suspension or expulsion

3. Dangerous weapons – Possession of a weapon or other article capable of causing bodily harm	1 <sup>st</sup> 2 <sup>nd</sup>	Confiscation and not less than a semester suspension, police referral, letter to parent  Long-term suspension or recommend expulsion, police referral
4. Starting a fire	1 <sup>st</sup> 2 <sup>nd</sup>	10-day suspension, staff counseling, letter to parent  Long-term suspension or expulsion
5. Possession of narcotics or illegal drugs <b>with intent to sell</b>	1 <sup>st</sup>	Expulsion, police referral
6. Possession of a gun	1 <sup>st</sup>	Expulsion, police referral
7. Intimidating or threatening <b>a staff member</b>	1 <sup>st</sup> 2 <sup>nd</sup>	5-day to a semester suspension, possible police referral, letter to parent  Long-term suspension or recommend expulsion, possible police referral
8. Physical abuse of <b>a student</b> ; endangering the health, welfare, or safety of others	1 <sup>st</sup> 2 <sup>nd</sup>	Semester suspension, police referral  Letter to parents re behavioral change or possible long-term suspension or expulsion
9. Physical abuse of <b>a staff member</b>	1 <sup>st</sup>	Expulsion, police referral

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**DISCIPLINE GUIDELINES (Primary/Intermediate)**

NOTE: ALL REFERRALS FOR THE FOLLOWING OFFENSES MUST BE DIRECTED TO THE OFFICE FOR ADMINISTRATIVE ACTION.

<b>NATURE OF OFFENSE</b>	<b># OFFENSE</b>	<b>RECOMMENDED CONSEQUENCE</b>
<b>CATEGORY I</b>		<b>CATEGORY I</b>
1. Unruly conduct - Defiance of authority/Insubordination – refusal to follow a reasonable request of a staff member.	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Verbal warning, after school detention(s), parental notification, staff counseling  Saturday detention(s), time-out or referral, parental notification  Staff counseling, 3-day suspension, letter to parents re behavioral change or possible longterm suspension or expulsion

2. Profanity, obscenity, or abusive language or gestures	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Verbal warning, after-school detention(s), parental notification, staff counseling  Saturday detention(s), time-out or referral, parental notification  Staff counseling, 3-day suspension, letter to parents re behavioral change or possible longterm suspension or expulsion
3. Electronic/communication devices - Possession or use of articles which disrupt the educational process; e.g., electronic devices-mp3 players, radios, beepers, cell phones, gaming devices.	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Confiscation; items are to be returned to student at the end of the day  Confiscation and detention(s); items are to be returned to parent at the end of the day.  Confiscation until end of the school year. Letter to parents re behavioral change stating possible long-term suspension or expulsion

4. Being out of uniform - Inappropriate dress (in a term)	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Letter of uniform violation sent home to parents  Staff counseling, detention(s), parent notification  Up to 3-day suspension, community service
5. Physical contact (overt affection between students)	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Verbal warning, after school detention(s)  Parental notification, Saturday detention(s), staff counseling  Up to 3-day suspension
6. Truancy (any absence that is not excused by parent or guardian)	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>   4 <sup>th</sup>	Parent notification, staff counseling  Saturday detention(s), parent conference  Staff counseling, letter to parents re behavioral change or possible long-term suspension or expulsion  Truancy officer/police called for neglect

7. Ditching (not attending one or more classes of school)	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Staff counseling, detention(s), parental notification  Saturday detention(s), parental notification  3-day suspension, letter to parents re behavioral change or possible long-term suspension or expulsion

8. Scholastic Dishonesty (cheating on a test or an assignment) See statement on page 48	1 <sup>st</sup>	Incident recorded on student record. Parental notification, staff counseling
	2 <sup>nd</sup>	2-day suspension, incident on record, parent notification and meeting. If withdrawn, transcript does not show incident.
	3 <sup>rd</sup>	5-day suspension, incident on record, previous grades subject to review.
	4 <sup>th</sup>	Student recommended for expulsion due to persistent disobedience
9. Falsification of records (lying or forging school documents, e.g., passes, permission slips, notes	1 <sup>st</sup>	Staff counseling, detention(s) in-school suspension
	2 <sup>nd</sup>	Up to 2-day suspension
	3 <sup>rd</sup>	Letter to parents re behavioral change stating possible long-term suspension
10. Littering (Any throwing, dropping or misplacement of trash or food items other than in proper containers will be considered littering.)	1 <sup>st</sup>	Clean up of the immediate area (after school or Saturday detention(s), staff counseling
	2 <sup>nd</sup>	Saturday detentions, campus community service, parental notification
	3 <sup>rd</sup>	Letter to parents re behavioral change or possible long-term suspension or expulsion
11. Cafeteria infractions (leaving litter, throwing food, causing a mess, or taking food into classroom buildings)	1 <sup>st</sup>	Student is subject to staff counseling, detention(s), staff counseling
	2 <sup>nd</sup>	Saturday detention(s), community service, parent notification
	3 <sup>rd</sup>	Suspension or expulsion depending on the severity of the offense

12. Any act which disrupts the normal education process	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Counseling, parent notification, detention(s) Parent meeting, Saturday detention(s) Letter to parents re behavioral change or Possible long-term suspension or expulsion
<b>NATURE OF OFFENSE</b>	<b># OFFENSE</b>	<b>RECOMMENDED CONSEQUENCE</b>
<b>CATEGORY II</b>		<b>CATEGORY II</b>
1. Vandalism/destruction or defacing of school or personal property - graffiti or tagging	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Detention(s), parent notification, restitution, staff counseling 3-day suspension with restitution Letter to parents re behavioral change or possible long-term suspension or expulsion with restitution
2. Possession of drug paraphernalia or other illegal material	1 <sup>st</sup> 2 <sup>nd</sup>	Confiscation, detention(s), letter to parent, staff counseling 3-day suspension, letter to parents on behavioral change stating possible longterm suspension or expulsion
3. Possession of tobacco or alcohol	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Saturday detention(s), confiscation, parent notification, staff counseling 3-day suspension confiscation Letter to parents on behavioral change stating possible long term suspension or expulsion
4. Use of tobacco on or within sight of campus	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	3-day suspension confiscation, parent notification, staff counseling 5-day suspension Letter to parents re behavioral change stating possible long-term suspension or expulsion

5. Possession of pornographic material	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Confiscation, Saturday detention(s), parent notification, staff counseling  5-day suspension  Letter to parents re behavioral change stating possible long-term suspension or expulsion
6. Possession of lookalike weapon	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Warning letter to parents, confiscation, detention(s), staff counseling  3-day suspension  Long-term suspension
7. Harassment – Oral or written abuse including racial, ethnic, religious, handicapped, sexual slurs	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	Detention(s), after school or Saturday, possible 1-day suspension, staff counseling  3-day suspension, parent notification  5-day suspension, letter to parents  behavioral change or possible long-term suspension or expulsion

8. Stealing – Theft/Extortion	1 <sup>st</sup>	5-day suspension with restitution, police referral, staff counseling, letter to parent
	2 <sup>nd</sup>	Suspension for remainder of semester with restitution, police referral
	3 <sup>rd</sup>	Letter to parents re behavioral change stating possible long-term suspension or expulsion

NATURE OF OFFENSE	# OFFENSE	RECOMMENDED CONSEQUENCE
CATEGORY II		CATEGORY II (continued)
9. Fighting (mutual combat)	1 <sup>st</sup>	5-day suspension, staff counseling
	2 <sup>nd</sup>	10-day school suspension
	3 <sup>rd</sup>	Letter to parents re behavioral change stating possible long-term suspension or expulsion

10. Inciting a riot/Unauthorized demonstration	1 <sup>st</sup>	10-day suspension
	2 <sup>nd</sup>	Letter to parents re behavioral change stating possible long-term suspension or expulsion
11. Use or being under the influence of alcohol	1 <sup>st</sup>	5-day suspension, staff counseling, letter to parent
	2 <sup>nd</sup>	10-day suspension, letter to parents re behavioral change stating possible longterm suspension or expulsion

12. Use or being under the influence of illegal drugs or narcotics	1 <sup>st</sup> 2 <sup>nd</sup>	10-day suspension, staff counseling, letter to parent  Letter to parents re behavioral change stating possible long-term suspension or expulsion
13. Possession of illegal drugs or narcotics	1 <sup>st</sup>	Long-term suspension or recommended expulsion/police referral

NATURE OF OFFENSE	# OFFENSE	RECOMMENDED CONSEQUENCE
CATEGORY III		CATEGORY III
1. Intimidating or threatening <b>another student</b>	1 <sup>st</sup> 2 <sup>nd</sup>	Up to 5-day suspension, letter to parent, staff counseling  Letter to parents re behavioral change stating possible long-term suspension or expulsion
2. Harassment: Oral or written abuse towards <b>a staff member</b>	1 <sup>st</sup> 2 <sup>nd</sup>	10-day suspension, letter to parent, staff counseling  Letter to parents re behavioral change stating possible long-term suspension or expulsion

3. Dangerous weapons – Possession of a weapon or other article capable of causing bodily harm	1 <sup>st</sup> 2 <sup>nd</sup>	Confiscation and not less than a semester suspension, police referral, letter to parent  Long-term suspension or recommend expulsion, police referral
4. Starting a fire	1 <sup>st</sup> 2 <sup>nd</sup>	10-day suspension, staff counseling, letter to parent  Long-term suspension or expulsion
5. Possession of narcotics or illegal drugs <b>with intent to sell</b>	1 <sup>st</sup>	Expulsion, police referral
6. Possession of a gun	1 <sup>st</sup>	Expulsion, police referral
7. Intimidating or threatening a <b>staff member</b>	1 <sup>st</sup> 2 <sup>nd</sup>	5-day to a semester suspension, possible police referral, letter to parent  Long-term suspension or recommend expulsion, possible police referral

8. Physical abuse of <b>a student</b> ; endangering the health, welfare, or safety of others	1 <sup>st</sup>	Semester suspension, police referral, letter to parent
	2 <sup>nd</sup>	Letter to parents re behavioral change stating possible long-term suspension or expulsion
9. Physical abuse of <b>a staff member</b>	1 <sup>st</sup>	Expulsion, police referral

### **Scholastic Dishonesty (Cheating)**

Although in many systems cheating is an academic offense deserving of a zero, at PIONEER TECHNOLOGY & ARTS ACADEMY cheating is considered a behavioral offense. Students must not engage in scholastic dishonesty. This includes, but is not limited to, the actual giving or receiving of any unauthorized aid or the actual giving or receiving of unfair advantage on any form of academic work. Students must not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work. A student must not unlawfully duplicate, reproduce, retain, or use copyrighted material.

#### **The following policy is implemented in cases of scholastic dishonesty (cheating):**

**1<sup>st</sup> Offense:** The incident goes on the record of the student. Parent/guardian is notified of the seriousness of the offense. Depending on the seriousness of the incident, the student may have the opportunity to be retested. If the offense does not recur the student's record may have the incident cleared, per the Principal's approval.

**2<sup>nd</sup> Offense:** The student will be suspended from school for 2 full days. The suspension will either be in an "in-school" or "out-of-school" suspension, dependent on the decision of the Principal or Principal designee. The incident will go on the student's record as cheating for the second time.

**3<sup>rd</sup> Offense:** The student is suspended from school for an entire week. The offense goes on record as cheating for the third time. Furthermore, any of the student's previous passing grades may be subject to review, and at the discretion of the Principal/Principal designee, the student may be re-tested on any of the previous tests taken.

**4<sup>th</sup> Offense:** The student may be recommended to the Board of Directors for expulsion due to persistent disobedience. After the 4<sup>th</sup> offense the parent/guardian will be made aware of the consequences of cheating and may opt to withdraw his/her child to avoid possible expulsion. In the case that a parent/guardian does opt to withdraw his/her child, s/he will be given the student's transcript without the comments regarding the 4<sup>th</sup> offense.

### **PIONEER TECHNOLOGY & ARTS ACADEMY**

The following acknowledgement  
page requires your signature and  
your child's signature and must be returned  
immediately.

ACKNOWLEDGMENT PAGE  
(must be returned to school)

I have read and understand the PIONEER TECHNOLOGY & ARTS ACADEMY

**Student Handbook**, which includes descriptions of the School's expectations in areas such as: attendance; uniforms; behavior; parent involvement; and health-related areas; as well as an explanation of academic and emergency procedures.

- **Discipline Guidelines** of offenses and recommended consequences and will abide by all school rules and regulations.

**Student:** \_\_\_\_\_ **Grade/Section:** \_\_\_\_\_ (Please  
print) **Student:** \_\_\_\_\_  
**Grade/Section:** \_\_\_\_\_ (Please print) **Student:**  
\_\_\_\_\_  
**Grade/Section:**  
\_\_\_\_\_ (Please print) **Student:**  
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**Grade/Section:**  
\_\_\_\_\_ (Please print) **Student:**  
\_\_\_\_\_  
**Grade/Section:**  
\_\_\_\_\_ (Please print) **Student:**  
\_\_\_\_\_  
**Grade/Section:**  
\_\_\_\_\_ (Please print)

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_ (Please  
print)

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please print)

**\*\*I guarantee that my home, work and cell phone numbers and the names and phone numbers of my emergency contacts will be updated with the front office as they change.**