

STUDENT HANDBOOK



**PLC CHARTER SCHOOLS
2019 - 2020**

The BEST in Tuition-free Education



Dear AAEM Parents/Guardians and Students,

We are excited to welcome you to the 2019-2020 school year. As the summer comes to a close, we begin to embark on an exciting new school year. Leading the direction of reaching our school's mission and vision statements established by PLC Charter Schools, parents, and stakeholders, is a new administrative team. The administrative team this year consists of Arlene Ramirez, Freddy Montoya, Joseph Schiff.

Our goal for this year is to create a safe environment that is conducive to learning for all students. The administrative team may often seek your assistance and feedback in making day-to-day decisions to ensure all students grow socially and academically. As you read through the Student Handbook, we ask that you note changes that we believe will assist all students in accomplishing their academic goals.

The administrative team would like to thank you for providing AAEM the opportunity to educate your child. It is our pleasure to build the academic foundation your child will need to move forward and maintain success throughout the rest of his or her schooling.

Sincerely,

Your AAEM Administrative Team

Arlene Ramirez, Principal
Fred Montoya, Assistant Principal
Joseph Schiff, Assistant Principal

School Overview

Our Vision – to instill a desire in students to become life-long learners, empowered with the ability to have a positive effect on the global community.

Our Mission – to establish a Student-Family-Teacher-Civic relationship that develops and sustains a Professional Learning Community where arts and technology combine with academics and real life skills to educate and enrich the *whole individual*.

PLC Charter Schools is committed to providing a learning environment rich in the arts, where students achieve academic and social excellence while solving real-life problems in a cooperative manner. We strive to teach all children the importance, value, and worth of:

- Care for self: Integrity, Honesty, Respect
- Care for others: Kindness, Dependability
- Care for community: Civic Responsibility

Operating Principles of PLC Charter Schools

- We believe that every student has the ability and the right to learn. We believe that learning takes place best when educators, students and parents share a common set of educational values and goals.
- We believe and are committed to the application of technology as a tool in every classroom.
- We believe our academic and arts programs will develop the inner disciplines and individual responsibilities needed to live productive lives.
- We believe a student’s self-esteem and individuality will be developed as their artistic gifts are fine-tuned through various arts programs.

Positive Interactions and Positive Feedback

Daily interactions between staff and students provide the best opportunities for encouraging appropriate and desirable behavior and promoting the development of good habits. Staff at the school will strive to interact with students in a friendly, supportive manner at all times. Staff will attempt

to interact with each student four times more frequently when the student is engaged in appropriate behavior than when the student is behaving inappropriately. In basic terms, for a negative interaction a staff member has with a student, the staff member will try to have four positive interactions to encourage the student.

Positive interactions will include greeting students, talking to students, making eye contact, giving a “thumbs-up”, pat on the back, smiling, and overtly praising students when such honors are deserved. When praising students, staff will attempt to provide them with specific information about which behaviors are contributing to success. For example, a staff member might say, “Amanda, you have been very responsible for remembering to return the pen you borrowed” or “John, thank you for standing quietly in line.”

Leadership

The School’s highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the School’s highest priority, so we hope you will contact the School’s leaders with any questions or concerns.

PLC Charter Schools, Inc.
(623) 474-2120

Arts Academy @ Estrella Mountain
(623) 474-2120

Curriculum and Instructional Design

Overall Curriculum:

PLC's curriculum is aligned with state standards.

Teachers use strategies across the curriculum to engage all students. Using these strategies and more, PLC Charter Schools meet the needs of individual learners.

Teachers do the following to enhance student achievement:

- Analyzation of Data
- Implementation of RTI
- Differentiate Instruction
- Share teaching strategies
- Have numerous professional development opportunities
- Collaborate/Articulation
- Curriculum mapping to increase consistency and avoid gaps
- Tutor before, during and after school
- Use technology to enhance learning
- Use ability grouping when needed

Math

PLC Charter School's math program is one that is research-based. PLC's math curriculum is designed to build skills while providing guided instruction using engaging themes and a problem solving approach. Skills are reviewed on a daily basis and foundations are positioned to support and facilitate learning when students are introduced to a new concept.

Math allows students to use logical reasoning and problem solving. They deal with money matters and time management when real life is examined such as tipping and paying for items they want. Students use measurement when cooking, remodeling and doing any kind of construction in their everyday lives. Math strategies include hands-on activities, small group discussions and problem solving, math games and centers, and the integration of technology.

Language Arts

PLC Charter School's at Estrella Mountain is implementing a research-based reading program (Harcourt Journeys) that provides a comprehensive approach in five areas of reading instruction: phonemic awareness, phonics, fluency, vocabulary, and comprehension.

The elementary language arts program emphasizes purposeful writing: to tell stories, to present information, to persuade, and to entertain. Students begin writing in kindergarten, even before they can read, by drawing and using phonetic spelling. In elementary school, students are expected to write every day. They write frequently in writing workshops, practice all types of writing, receive feedback from their classmates, conference with their teachers, and learn editing skills.

Language Arts is a broad area which includes the following components:

Phonics and Fluency - Understanding sounds through letter recognition, blending, and decoding is the foundation for rereading and reading, which leads to fluency. Fluency is the ability to sound out familiar and unfamiliar words in text while reading.

Grammar and Conventions - Developing skills in spelling, punctuation, parts of speech, verb tenses and sentence types leads to better reading writing, listening and speaking.

Reading Comprehension Strategies - Building critical thinking skills through pre-reading, reading comprehension, making inferences, asking questions, summarizing, comparing and contrasting, analyzing characters, and identifying cause

and effect creates an understanding of literature.

Vocabulary - Learning multiple meanings, synonyms, antonyms, prefixes, suffixes, parts of speech, and using context clues help students broaden their oral expression, writing, and speaking skills.

Writing - Beginning with prewriting, applying the writing process, sentence and paragraph structure, sequencing, conventions, and various genres of composition, response, analysis and creative thinking structures students' writing.

Science

By seeing, hearing and doing, students achieve a strong grasp on science concepts and are able to apply them to different situations. Children's natural curiosity leads them to explore the natural world. Students are provided opportunities to have direct experience with common objects, materials, and living things in their environments.

The PLC science program emphasizes a hands-on and minds-on approach to learning. Students learn effectively when they are actively engaged in the discovery process, often working in small groups. Experiences should provide students with opportunities to interact as directly as possible with the natural world in order to construct meaning and understanding about their world. This approach will allow students to practice problem-solving skills, develop a positive attitude towards science, learn new science content, and increase their scientific literacy.

Social Studies

Geography, Arizona, American and World History are disciplines taught at PLC Charter Schools. The demands of today's constantly changing world require that students be well informed of history and current events. PLC strives to ensure that students become active and responsible citizens by staying informed.

If students are to become effective participants in society, social studies must be an essential part of the curriculum starting in the early elementary years. In a world that demands independent and cooperative problem solving to address complex social, economic, ethical, and personal concerns, students need to be aware of global issues as well as their community.

Performing Arts

PLC offers band, drama, choir and dance as part of the performing arts curriculum. This curriculum is integrated into the core curriculum where possible and is used to enhance learning.

8 Ways Arts Education Benefits Students

1. Builds a school climate of high expectation, discipline and academic rigor.
2. Strengthens student problem-solving and critical-thinking skills, adding to overall academic achievement and school success.
3. Helps students develop a sense of craftsmanship, quality task performance and goal-setting skills, needed to succeed in the classroom and beyond.
4. Helps troubled youth by providing an alternative to destructive behavior.
5. Provides a positive way for students to approach learning through historical, biographical and character building skits and plays, as well as incorporating visual arts and written mediums of expression.

6. Provides another opportunity for parental, community and business involvement with our schools, including arts and humanities organizations.
7. Helps all students develop more appreciation and understanding of the world around them.
8. Helps students develop a positive work ethic and pride in a job well done.

Technology

Technology is a tool that facilitates and enhances instruction of the other content areas while also exposing students to real-world skills that will be used in higher education and the work place.

Technology's benefits best emerge when integrated into project-based curricular activities in which students are gatherers of information, problem solvers, and communicators of information. It is often integrated with math, language arts, science and social studies curriculum.

ELECTIVES

Electives are classes where students can expand their skill and knowledge of the performing arts where students concentrate on specific disciplines. These classes include PE, dance, performing arts, art and computers. Students are not allowed to change clothing, however, they may change shoes to participate in electives, as needed.

Student Supplies

Classroom teachers may ask for you to provide a few more items that would benefit your child's academic performance. This list will be available on the first day of school. Please check with your child periodically to make sure they have all of the supplies that they need. Pencils, pens and paper run out quickly and need to be replenished. If you are able to send in extra supplies to assist a student that may not have everything that they need, we would be very grateful! Teachers also have

specific needs throughout the year. We have included a list of items that would help your child's teacher create a more exciting classroom experience.

Textbooks and Supplies

Curriculum materials such as books, workbooks, compact discs and cassettes will be furnished free of charge. The student is responsible for all books and materials supplied to him/her. Each student will be charged the full price of any curriculum material that has been lost, stolen or destroyed while assigned to them.

Homework

Students are assigned projects that will require varying levels of time and energy. Instructional time may be provided each day to address these projects. Students should focus on completing the projects by the required due date. Therefore, like in real life, the students' ability to manage their time and/or apply themselves will reflect the amount of time spent working at home. Parents/guardians can expect to see regular assignments in subject areas such as math that build upon the mastery of previous skills.

Some valued suggestions for Parents:

- ❑ Make homework rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- ❑ Provide a quiet place for your child to do homework, such as a desk in his or her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- ❑ Show an interest in your child's homework and ask him/her about it each night.
- ❑ Give your child a healthy snack before he or she begins homework. This should help with concentration.
- ❑ Give your child a short break from his or her work if needed.
- ❑ K-2 should spend no more than 30-45 minutes of homework per night.

- ❑ 3-5 should spend no more than one hour of homework per night.
- ❑ 6-8 should spend no more than 1-2 hours of homework per night.
- ❑ Encourage your child to work independently. Assist him/her if needed.
- ❑ Give your child positive words of encouragement, such as, "I'm proud of you," or "I knew you could do this all by yourself!"

Progress Reports and Report Cards

Every quarter, students shall receive a five-week progress report and quarterly report card indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of retention, notification will be sent to the parent/guardian and a plan will be developed for the student. Teacher will send a progress report to parent/guardian every Friday informing the parent/guardian how their child is progressing. If student does not show progress, a Child Study Team will meet to come up with interventions for the student. Parent will be required to meet every quarter with the teacher and discuss options for the student.

Promotion and Retention

Promotion to the next grade is based on the following criteria:

- Current level of achievement: two "F's" in three quarters in any of the core subject areas
- Attendance
- Potential for success at the next level
- Emotional, physical and social maturity

In the event it is determined that a student may need to be retained, the teacher will make reasonable attempts to meet with the parents/guardians at the end of every quarter to discuss the child's progress (see Progress Reports and Report Cards above). Once a decision for retention is reached, parents/guardians will again be contacted to meet with the teacher and the Site Director to sign a retention form.

3rd Grade Retentions

The Arizona State Board of Education recommends that 3rd grade students who Fall Far Below in the reading portion of AIMS be retained in the 3rd grade. With this retention, the student will receive intervention and remedial strategies in reading. At the Arts Academy at Estrella Mountain, a 3rd grade student who is retained will receive the following services:

- The student will be assigned to a different teacher for reading instruction in the next academic year;
- The student will be registered for summer school reading instruction;
- The student will receive intensive reading instruction in the next academic year occurring before, during, after, (or any combination of the three) the regular school day.

Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent in order for the student to participate in a field trip. **Students without signed permission slips will remain at the school in another classroom.** Participating students should bring a bag lunch unless otherwise noted.

Occasionally, parents will be needed and are encouraged to serve as chaperones on class field trips. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. **Babies and children who are not enrolled in the class may not accompany the chaperones.**

Volunteering

PLC Charter Schools encourages our parents to volunteer at their child's school. For a list of current desired volunteer positions or to volunteer in your child's classroom, please contact the school office. Volunteers and chaperones must be over the age of eighteen and must sign in and out at the front office of

the school and receive a Visitors Badge before events or before entering the classroom. A fingerprint clearance card and/or a background check may be required.

Visitors

To provide for the safety and security of students and employees, only authorized visitors are allowed on campus. Restricting unauthorized visitors helps maintain safety; safeguards student and employee welfare, protects against theft, ensures security of equipment, protects confidential information, and avoids potential distractions and disturbances.

All visitors to the campus must be cleared through the Administrator's office before going into any classrooms. Please do not try to conference with the teacher while he/she is conducting class. If a visitor interrupts a classroom during the day, they will be asked to leave and come back when the teacher is not conducting class. Students **are not permitted** to bring visitors to school. Parents are welcome to visit when arrangements are made with the school's administration. **One week's notice should be given to the Site Director's Office prior to the arrival of a guest speaker.** All visitors must sign in and receive a badge from the Administrator's Office. Siblings may visit for all-school activities only due to liability.

Birthday Celebrations

In order to provide the student with the required academic time as deemed by the state of Arizona, students are only allowed to have birthday celebrations the last Friday of the month from 12:30 – 1:00.

Please understand that since we adopted the federal lunch program we are required to follow federal guide lines identifying nutritional health for all students during school hours.

Parent Conferences

Parent/Teacher conferences will be held twice a year. Check the school calendar for the dates of this year's conferences. Parents are always welcome to arrange a time to speak to their child's

teacher. Please call the office for an appointment. Teachers will do their best to respond to all requests within 24 hours.

Parent Newsletters

A school newsletter will be published each month for parents. The newsletter will contain information regarding upcoming events, student recognition, and any other school news.

Phone Calls

Students will not be disturbed while in the learning environment. Name and number will be taken and student will call back at their lunch time.

School Uniforms

One of the safest features PLC offers is the student dress code. Simply put, it is easy to identify who belongs on campus, and who does not. Having school uniforms:

- Decrease bullying and competition
- Fosters a sense of community
- Reduces behavior issues
- Builds student self-esteem
- Prevents safety concerns
- Guarantees that our students' focus is upon receiving a quality education.

We are trying to eliminate disruptions and create the safest environment possible for your child. Please make sure your child is always in compliance with the uniform policy.

- Shirts – Polo shirts must have a collar and button front. Polo shirts must have the School PLC Arts Academy logo on them.
K-5th: navy, light blue, or purple
6th-8th: gray or black
- Student polo shirts must be at an appropriate and conservative length (no oversized or undersized shirts). If in question, student will be asked to tuck his/her shirt in. Students must wear appropriate sizes clothes determined by the Principal.
- Pants – Students must wear "School Uniform" style pants and shorts in navy blue or khaki (tan). Denim, corduroy, or sweat pants material is never allowed. Cargo or Skinny pants are never allowed. Shorts or skirts **must be at the knee**. Students must

wear appropriate sizes clothes determined by the Principal.

- Skirts – Students may wear full, pleated or A-line skirts in navy blue or khaki (tan). Skirts must be at the knee while sitting.
- Jumpers – Students may wear jumpers in navy blue or khaki (tan). They must be full, pleated or "A-line" in style. Jumpers must be no shorter than 2" above the knee while sitting.
- Belts – Belts must have a plain square or rectangle buckle. Belts must be of a conservative length. Anything else is unacceptable.
- Shoes - In the interest of student safety, appropriate shoes must be worn at all times. Shoes must be the correct size and tied or buckled securely to the student's foot. Backless, sandals, "Heelies", high heels and flip-flops are prohibited.
- Undershirts – Undershirts are anything worn underneath the school polo shirt uniform. Students may wear undershirts that are **solid white, black, or the same color of the uniform shirt (long sleeve in winter)**. Print of any type is not permitted. Undershirts must be tucked in.
- Legging/Tight- navy blue or black are the only colors allowed.
- Outerwear–Outerwear is anything a student wears to protect them from elements. Outerwear should be solid in color. Jackets, coats, windbreakers, sweaters, sweat shirts may be worn anytime outside. Administration, in their sole discretion will make the final decision as to what logos are appropriate. Outerwear must be worn over the uniform, not in place of the uniform.
- Backpacks - Backpacks may be any color. Backpacks may have wheels but, for safety reasons, the wheels may not be used while on the school grounds. Totes, purses, gym bags, are prohibited.
- Hair - Students may not wear their hair in a manner that is disruptive to the learning environment as may be determined by the administration, in its sole discretion, or that may symbolize gang association. Hair color must be of normal color (no rainbow colors).
- Hats – Hats are permitted outdoors but are not permitted indoors. Exceptions would

only involve students with medical situations requiring head coverings. In such a case, an explanation letter from the parents/guardians or doctor will be required. School Administrators, in their sole discretion, will make the final decision as to what is appropriate for any Logos on hats.

- Moderate/conservative jewelry may be worn. Rule of one will apply: 1 ring, 1 bracelet, 1 pair of earrings, etc. Excessive jewelry and ornamental accessories such as tongue rings, facial piercings, ear cuffs, earlobe enlargers, chains, spike collars, and spiked wristbands shall not be worn. ***Administration reserves the right to prohibit/confiscate any questionable items, as determined by the Administration in their sole discretion.***
- Skin markings i.e. tattoos (temporary or permanent) are not allowed at school. Any skin markings on the student prior to enrollment must be covered at all times, while the student is on campus.
- Profane or defamatory writing on the body, clothing or students' property is not acceptable.
- Students who participate in or attend extracurricular events such as athletics, band, chorus, dances, etc. are subject to the same standards of dress as outlined in this policy.
- School Administrators, in their sole discretion, will make the final decision as to what is appropriate for any student's appearance.

In cases where students are out of dress code, students will be sent to In-School Suspension and remain in there until their parent/guardian delivers the appropriate clothing.

If you have any questions about clothing or appearance issues, please call the school office.

ATTENDANCE

Student Arrival and Departure

Students **are not** to be at school prior to 7:15 a.m. Students who arrive before this time are not the responsibility of the PLC staff. They

are also to return home immediately after the school day unless they are participating in a school sponsored activity or after school program. Parents that are unable to pick-up their children by 3:15 p.m. (or 1:15 p.m. on early release days) are responsible for making accommodations. **Students who are picked up early will not be called from their classrooms after 2:00 or 12:00 on Fridays.**

Tardiness

Any student entering the classroom after the class period has begun and who does not have a written excuse from the administration will be considered tardy. Tardiness may result in detention, make up work during recess, parent conference or other consequence deemed necessary by the administration. All students are considered tardy after 8 am. If a child is tardy, the parent or guardian must bring the child into the school and sign them in at the office.

Excessive tardiness of a student (whether caused by a parent or not) may warrant filing of a truancy referral.

Compulsory School Attendance

Every person who has custody of a child between the ages of six and sixteen years shall send the child to a school for the full time that school is in session. Each child shall regularly attend school sessions totaling one hundred eighty days, or the equivalent as approved by the AZ Department of Education Superintendent of Public Instruction during the school year.

The administration will enforce the laws regarding attendance with consideration for the variables that affect young people and their families. In a continuing effort to support student attendance the school will be working in conjunction with the Phoenix Municipal Courts Diversion Program and the Maricopa County Juvenile Court System. These programs, in part, consist of the student receiving a truancy citation, referral to the Phoenix Police Department's Diversion Program, counseling, monitoring of school attendance and community work. The Maricopa County Attorney's Juvenile Bureau has developed a referral process, where the

information for prosecution regarding habitual truancy, is available.

BASED UPON THE JUVENILE'S ATTENDANCE, A POTENTIAL PROBLEM OF TRUANCY MUST BE IDENTIFIED BY THE SCHOOL AND REFERRED TO THE JUVENILE AUTHORITIES.

Consistent attendance in school is essential to academic success. A student should be in attendance as regularly as possible. The responsibility to ensure regular attendance rests upon the student and parents. Failure to meet requirements may lead to the withholding of grade promotion. Because we place a high value on attendance, students who miss 18 or more days in a school year will be retained in their grade level unless/until a conference can be held between the student's teacher, the Site Director, and the parents/guardian. At the conference, parents/guardians must produce documentation to support the reasons for excessive absences.

There are two types of absences: excused and unexcused. These absences will carry the same weight in implementing the policy. An excused absence only means that a student has the right to receive credit for make-up work Cases involving extenuating circumstances may be appealed. Individual teachers are responsible for recording daily absences and tardiness.

The following administrative guideline will be used:

- **Excused Absences and Tardies** – With an Excused Absence, the school must be notified at the start of the school day. The following reasons are sufficient cause for an excused absence: a.) illness, b.) death in the family, c.) inclement weather, which would be dangerous to the life or health of the child, d.) legal quarantine, or e.) medical appointment with a signed note on letterhead from the doctor. If a student misses a class for a school activity (i.e., field trips, counselors, or other) he/she is not reported absent. **An excused absence only means that a student has the right to receive credit for make-up work. Partial day absences are counted as absences.** Parents may request homework from the teachers after two days of absences. For each day of absence, the student may have an additional

day to complete an assignment. If a student is absent for more than three days, documentation is required in order for the absence to be considered excused: Doctor's Note, Bereavement /Funeral Notice, Court Papers, etc.

- **Chronic illness** – Chronic illnesses and extreme special circumstances require a conference with the School Administrator and Teacher so that other arrangements can be made to help keep the child as current as possible until he/she is able to return to class.
- **Unexcused Absences** – Any absence not falling under the above conditions is considered unexcused. Absences not affiliated with the student's own personal physical and mental health are considered unexcused.
- **Promotion** – A student must attend a minimum of 90 percent of the school calendar days. Excessive absence (excused or unexcused), tardiness (excused or unexcused), or early releases (excused or unexcused) may result in the loss of promotion to the next grade. **Excessive absences include both excused and unexcused absences.** Students missing more than 10% of the school days will, by rights, be retained in the same grade the following school year. This means that out of 180 school days, a student may miss no more than 18 days the entire year, which equates to about 9 days per semester, or 4/5 days per term. Parents may go through an Appeals Process which will require a conference with a School Administrator and Teacher, and the student must pass an extensive competency exam in order to prove he/she is cognitively and emotionally prepared to be advanced to the next grade level. Due to excessive absences, the burden of Proof of Preparation lies with the parent and the student.
- **Withdrawal from Class** – Any student who has 10 consecutive absences will be marked as withdrawn from the PLC charter school. The student will only be readmitted to class with permission from the School Administrator. The parent/guardian must accompany the student for re-admittance.
- **Partial day absences** – Any student arriving to campus late or leaving campus during the

day must check out through the attendance office and check in upon return. **Partial day absences are counted as absences.** A student will only be excused if the parent calls, comes to the attendance office, or sends a note to the attendance office before the absence. A student will be unexcused when he/she leaves without a documented excuse.

Student Withdrawals

If a parent/guardian decides to withdraw from school, the following steps must be taken:

- The parent/guardian must come to the office and sign the appropriate forms to withdraw the student from the school. The student will be issued a withdrawal form, which must be signed by a School Administrator.
- The parent/guardian or the student is responsible for the immediate return of all school textbooks, equipment, or other items, or payment of any lost materials.
- The completed form should be returned to the attendance office and a signed copy of the form will be given to the parent to take to the child's new school. Student records will be sent to the new school only after a signed request is received.

Student Records and Confidentiality

As a requirement of the enrollment process, the school must receive certain required documents and information for the child to be considered eligible for enrollment

Every student is required to complete and submit the following as part of the enrollment process:

- ❑ *Proof of the child's age.* A copy of the child's birth certificate is required
- ❑ *Enrollment Form.* This form is used to record all basic information about the student and the family, including home, work, and emergency telephone numbers. A parent or guardian must sign this form.
- ❑ *Free and Reduced Price Meals Application.* This form allows families to apply for federally funded meals, and it must be completed for all students. A parent/guardian may deny giving financial information on

this form, but they must sign this form whether they feel their child is eligible or not.

- ❑ *Health Form and Current Immunization Record.* This form, which must be submitted for all students before the child attends school, includes immunization schedules; family medical information; the child's medical history, including allergies; and a Medication Permission Form, which will permit the school to dispense specified FDA approved or Doctor Prescribed medication to the student, as necessary.
- ❑ *Record Release.* This form gives the school permission to obtain all records pertaining to a given student from his or her previous school. This form must be completed and should include the telephone number, fax number and address of the previous school, as well as the signature of a parent or legal guardian.
- ❑ *Home Language Survey.* This form is used to gather information about the primary language spoken in students' homes.

In the event that a parent requests that the school give the parent a copy of any page of their child's records (this may include birth certificate, shot record, etc.), the school may charge a fee for this service. Records that are being transferred to another school will be sent to the new school directly with no charge with a *Records Request* from the new school. It is crucial that the school be notified immediately of any changes in a student's name, address, phone number, responsible parent, emergency contact or any other information provided at the time of registration. Such changes should be communicated in writing and turned into the front office. PLC Charter Schools is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents or guardians, appropriate members of the school's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

Health and Safety

Health services can be provided in order to identify students whose health problems may now, or in the future, affect their education. Parents are requested to notify the school office if a student has a health problem.

Health services will be provided by school staff, if necessary. The staff will address illnesses and accidents that occur at school. We are unable to keep sick students at school. Parents are responsible to pick up their child should he or she become ill during the school day. Any student with a temperature of 100.0 degrees or higher may not attend school. Children may not return to school until they are fever free for 24 hours. Parents must make arrangements to have a responsible party available at all times to pick-up a child who is ill. Because it is occasionally necessary to contact parents, we ask that you update your child's records whenever you have a daytime, evening, pager or cell phone number change.

A letter designating the person who will be responsible in case of an emergency must be on file at the school, if both parents are going to be out of town and unavailable.

IN ACCORDANCE WITH THE FEDERAL LUNCH PROGRAM: NO Sugary snacks (Cupcakes, Cookies) are allowed on campus between the hours of 8am -3pm!

Any snacks brought to the school for a student or students must be store brought and students will only be allowed to have the snacks at the end of the school day which is 3pm.

On early release days, students will only be allowed to have snacks for the purpose of birthdays and or celebrations the LAST Friday of each month at 12:35pm.

By law, AAEM is required to provide students a required amount of seat time and having snacks or celebrations during the instructional day conflicts with the school meeting the states requirement for academic studies.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to

remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice. Students may return to school with a doctor's permission or when they have been symptom free for twenty-four hours or nit free if lice were the concern. Student with chickenpox is an example of communicable disease. Every student with Chickenpox must remain home until the pox outbreaks have completely scabbed over and the student is no longer contagious. The student must check in with the school's front office the day he or she returns to school.

Medication

The school administration or designee will administer any prescription medication in the school setting subject to the following conditions:

- There must be a written order from the physician stating the name of the medication, the dosage, the time and reason it is to be administered.
- There must also be written permission from the parent for the medication to be administered at school.
- The medication must be in the original prescription container labeled by the pharmacist or in the original container with all warnings and directions intact and the student's name printed on original package.
- Only medications, which are needed to treat an existing ailment, shall be stored at school.
- When a physician feels it is necessary for the student to carry and self-administer his/her own inhaler, the physician will provide written recommendations that are to be attached to the signed parent permission note. The parent must provide written permission for the student to self-administer and carry the inhaler. The school reserves the right to circumscribe or disallow the self-administration of medication on school premises. The student carrying the inhaler will not allow any other student to handle the inhaler or use the inhaler.
- In order to minimize the possibility of a drug overdose, non-prescription medications, including acetaminophen, will not be dispensed to students unless specifically prescribed by a physician or with written

parental consent setting forth specific instructions as to administration of the medication.

Hearing and Vision Screenings

We follow the recommended guidelines of the Arizona Department of Health. Tests are administered per Arizona mandates.

Fire Drills/Evacuations

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern!

Student Arrival and Departure

Each PLC Charter School has an arrival and dismissal procedure. For safety and efficiency, parents/guardians should make themselves familiar with these procedures.

Safe Bus or Student Transportation Riding

While riding any school or school authorized transportation whether on field trips or being transported to or from school, students are expected to conduct themselves according to the *Code of Conduct* and to practice such virtues as respect, responsibility, and kindness, in all school settings—including on the bus. Following the school rules on the bus is essential not only for developing good character, but for ensuring students' safety. Students are taught to wait for and board the bus in an orderly fashion. Students are expected to abide by the following rules at all times:

- ❑ Sit in the ready position.
- ❑ Have quiet, friendly conversations.
- ❑ When the bus is stopped, voices are off and bodies don't move.

- ❑ Do not move or get off the bus until the driver says, “Unload.”
- ❑ Follow directions the first time.

If a student breaks a rule on the bus, the driver will notify the Administration and swift action will be taken. **Serious misbehavior may lead to the suspension or expulsion of bus riding privileges. Riding the bus is a privilege. The school will remove students from the bus unless the bus rules are followed. If a parent has a concern or complaint about the bus, the parent must call the school office. Parents may not stop the bus driver to ask questions or discuss concerns.**

Solicitation at School

No one (including teachers and students), is allowed to sell any items at school that are not school sponsored and approved by the Administration.

Scorpion Academy

Scorpion Academy is part of AAEM, offering a before and after school program for all students. Feel free to stop by and visit the Scorpion Academy office or call 623-474-2177 for more information.

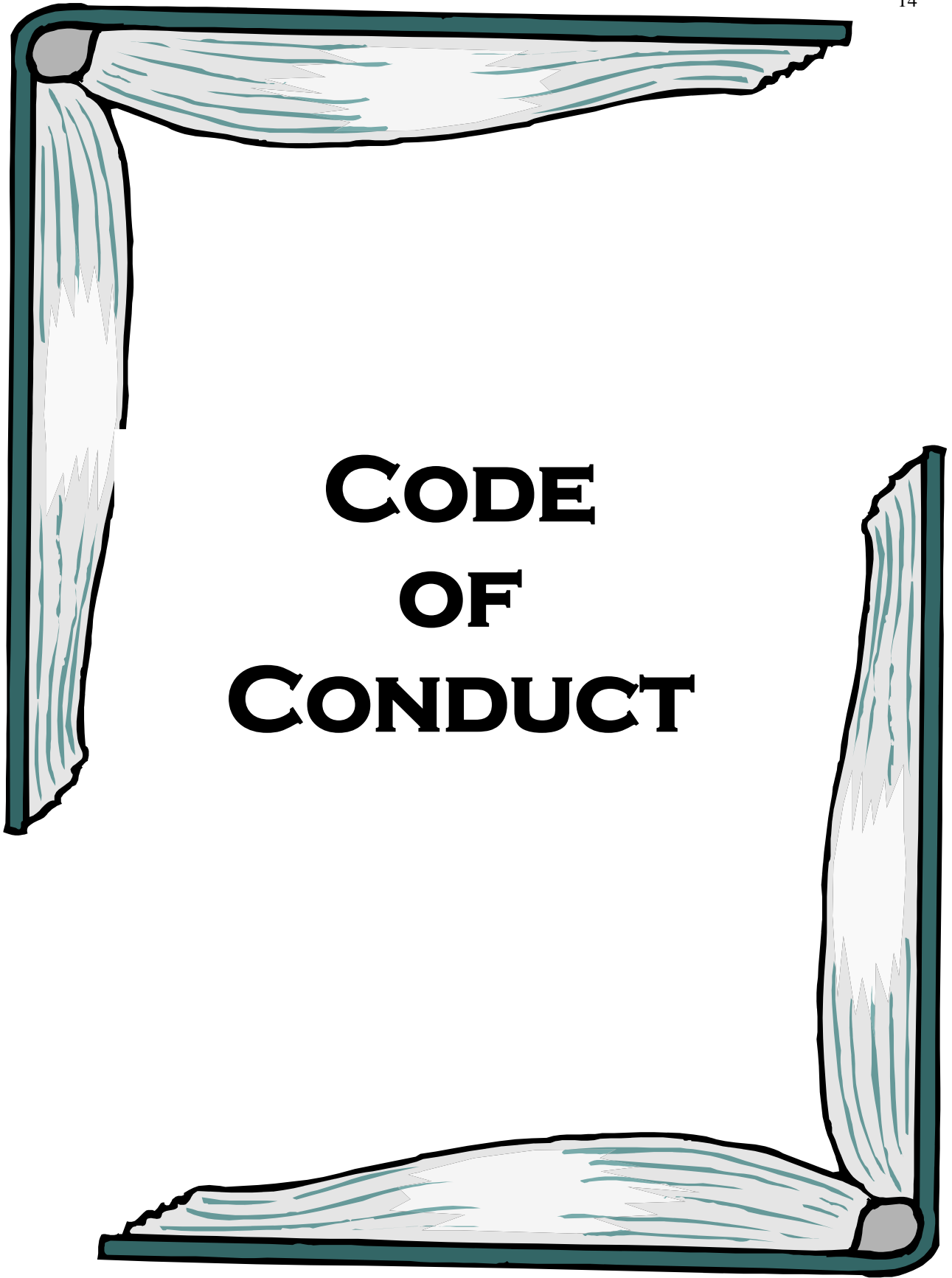
Sports Program

Students must follow the eligibility requirement in order to participate in any sport at AAEM. All athletes will be required to have a physical examination before participating. Students who receives a C in any class will be placed on academic probation and the coach will monitor their academic progress. By following this process, we can ensure athletic and academic success from ALL our students.

Microwave Policy

PLC Charter schools serve a hot lunch every day. Monthly meal menus are available in the office for your convenience. We understand that you would like a hot lunch for your child as the weather cools off. However, if you send lunch with your child to school, it must be sent already prepared. For example, soup or spaghetti fit well into a thermos and will stay warm until lunchtime. Teachers do not have Food Handlers cards that would allow them to heat meals in their classroom. The kitchen

does not have the facilities to microwave meals for students. For safety reasons students are not allowed to heat their own meals they have brought from home.



CODE OF CONDUCT

Introduction

High expectations of good behavior are lessons that last a lifetime for all students. PLC Charter Schools has a zero tolerance policy in dealing with certain student misbehavior. Zero tolerance forbids any action that injures another person emotionally, educationally or physically. Any activity causing a disruption to the educational process affects many more people than the student performing the action. We hold our students to the highest standards and as an administration we have discovered that having high standards and being consistent enables students to feel safe.

Student of the Day and Other Awards

At the end of each day, every classroom teacher may grant a Student of the Day Award to acknowledge and reward a student for demonstrating exceptionally responsible behavior, trying their best, cooperating, or showing respect. To be eligible for this award, the student must be in proper uniform and must have been on time for school. Award-earning students will receive special certificates, which they will take to the office. The Site Director will personally congratulate the students and sign their certificates. Special curriculum teachers, such as art or music, have the option of offering this award or possibly a Class of the Day award if a class has earned it.

Periodically throughout the school year, special awards will be given to students that have been consistently on time for school or have perfect attendance. These awards may be recognized in the weekly parent newsletter.

Every student that has perfect attendance for the entire school year deserves special recognition. Special events and awards will be given for any student that attends school every day of the year.

When a student is observed having exceptionally good behavior, or is observed taking care of others or their community, that student may be rewarded with a “Scorpion Buck”. A couple of times a month, the scorpion store will be open for students to spend the scorpion bucks that they have earned. The inventory in the scorpion store changes often. Students may save up their bucks or spend them right away.

We are always looking for donations to stock the scorpion’s store. Pencils, knick-knacks, CD

players are some examples of possible donations. All donations are greatly appreciated!

SCHOOL RULES

- **Bicycles** – Bicycles are not to be ridden on campus at any time, but may be ridden to and from school. Bicycles will be kept in the bike rack. Students are responsible for securing their bicycle with a lock and chain. The school shall not accept any responsibility for bicycles brought to school.
- **Skate Boards, Roller blades, Go-Peds or Heelies** – Skate Boards, roller blades, scooters, Heelies and Go-Peds are not permitted on campus or in the main parking lot at any time. Students using this mode of transportation to get to school must make arrangements with the office to store these items during school hours. All items must be clearly identified as to ownership. Other forms of transportation such as motorcycles, horses, etc., are not allowed on campus.
- **Running** – Running is not permitted on campus unless directed by an instructor for a class activity.
- **Electronic Equipment** – CD players, iPods, cameras, video games, cellular phones, laser pointers, or any other electronic devices deemed by school Administration unacceptable are not allowed on campus. **The school is not responsible for lost electronic devices on campus.** All electronic devices are to be turned off between the hours of 8:00 am – 3:30 pm. These items will be confiscated by the staff and/or administration if this rule is violated.
- **Miscellaneous items** - Students are not allowed to have the following items at school: aerosol cans, alcohol, balloons, cigarettes, drugs, eggs, glass containers, gum, permanent markers/pens, personal alarms, pornography, pepper spray/mace, shaving cream, “silly string,” “slam” books, snap caps, smoke/stink bombs, inappropriate stickers, sunflower seeds, toys, water guns, weapons, correction fluid, glue, paint and any other questionable items as determined by the administration in its sole discretion. These items are considered disruptions to learning thus are not allowed on campus.

- **Return of confiscated Items** – Inappropriate items will be confiscated and must be picked up by a parent/guardian. Students will be assigned appropriate consequences for possession of these items in accordance to the Student Code of Conduct. **The school will not assume responsibility for any of the above items that are brought to school.**
- **Head coverings/hoods** - Any type of head covering/hood (other than a hat for shade) may not be worn in classrooms, or any other education setting except for a legitimate documented medical related purpose.
- **Respect for our school** – Respect for school property is required. Spitting of any kind and littering is not permitted. No one is allowed to chew gum on school grounds.
- **Respect for others** – Respect for adults and other students is mandatory. Abusive language or defiant behavior is not allowed by anyone on campus or on school buses or vans. If a student disrespects our school or members on campus, any staff member has the authority to handle cases involving student behavior, regardless where such actions take place.
- **Negative Student Group/Gang Affiliation** - Wearing, carrying, or displaying negative student group or gang paraphernalia, or exhibiting behaviors or gestures which symbolize negative student group or gang membership is expressly prohibited. Causing and/or participating in activities which intimidate or affect the attendance of another student is prohibited.
- **Campus Passes** – Students who need to leave the classroom must have the appropriate student pass with a teacher signature, student name, and time of departure. If a student does not have this pass, he/she will be escorted back to his/her classroom or taken to the administration office. Wooden passes or objects with the teacher's name on them are not acceptable as a pass.
- **Emergency Evacuations** – A person who falsely reports a bomb, fire, other emergency, or activates a school alarm mechanism, commits a class one

misdeemeanor and will be appropriately punished.

- **Weapons** – guns, knives, or other items which the administration or Arizona Revised Statute determines to be a threat are expressly prohibited. The administration upon discovery, shall take appropriate action including contacting law enforcement authorities.
- **Illegal Drugs, Alcohol, Tobacco and Paraphernalia** – Illegal drugs, paraphernalia or other similar items which the administration or Arizona Revised Statute determines to be a threat are expressly prohibited. The administration upon discovery, shall take appropriate action including contacting law enforcement authorities.

Classroom Rules

Students are responsible for knowing and obeying the following rules, and the consequences that will be imposed, if the rules are not followed. Consequences will range from lunch detention, before and after school detention, or loss of classroom privileges:

- **Be on Time** – It is important to be prompt. Be in your classroom, at your desk, and ready when it is time for your class to begin.
- **Stay in your seat** – It is important that time in the classroom be used wisely. Remain seated unless instructed to do otherwise.
- **Follow directions by the instructor the first time given** it is important to do your best in each class. Listen carefully to all instructions that are given by your teachers. Students must safely follow all directions given by instructors when using school equipment.
- **Respect others** – It is important to be courteous to others. Keep hands, feet, mouth, books and objects to yourself. No swearing, cruel teasing, bullying, rude gestures, or grooming is allowed.
- **No food or beverages in class** – It is important to keep the campus clean. Food, sunflower seeds, candy, gum, chewable substances, pop, etc. are not allowed in the classroom at any time. The only items

allowed in the classroom are spill-proof containers of water, which will be placed in an area assigned by the teacher. The school administration may give written approval for food for special events. If you would like to bring a treat to celebrate your child's birthday, please do NOT bring a cake. Cupcakes or individually wrapped snacks are much appreciated by the classroom teacher and the custodians. Please request in advance bringing in a birthday treat.

- **Bring necessary classroom materials** – It is important for each student to be successful. Students must have required materials (pencils, pens, erasers, paper, etc.) and their completed assignments every day.
- **Other rules** - Teachers may add other rules to assure student safety in their classes.

Academic Work during Disciplinary Time

A student who has been suspended for ten days or less may request that his/her teacher(s) make homework and/or class assignments available through the office. The parent/guardian or student shall be responsible for making such arrangements and to have the completed assignments timely returned to the school for grading and credit. Students who successfully complete such assignments shall be given reasonable time to make up any tests missed upon returning to school.

School and Parent Responsibilities

The responsibility of maintaining a positive and productive learning environment is a cooperative effort shared by students, parents and the school. The active involvement of, and support by, teachers, parents, administrators and other school staff is critical in helping the student to understand and honor the values upon which we have built our learning community. Teaching and assisting students to develop positive and productive attitudes and behaviors will enable them to be active learners and valued contributors to our learning community. Parents are not allowed to confront students, if there is an issue between your student and another, it needs to be brought to the attention of the administration immediately to avoid any further problems. The police may be called for parents who confront students other than their own.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to receive a safe, orderly and meaningful education. Students can expect their rights to freedom of expression, association and fair treatment as long as they respect the rights of their fellow students and staff. Students will be expected to follow teachers' directions and obey all school rules.

Parents have the right to know how their child is succeeding in school and will be informed on a regular basis, and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, mail or hand-delivery may be used to insure contact, however parents should check with their students regarding school information. Parents are encouraged to build a two-way link with their child's teacher and the school staff.

Guidelines for Student Behavior

Relative to student discipline, due process means that school officials will follow certain notice and hearing procedures before a student can be long-term suspended or expelled. In some situations, there are also procedures parents or guardians and/or students may follow if they do not agree with the school's actions.

If a student is faced with a possible long-term suspension or expulsion, the appropriate due process procedure will be implemented except in cases violating the school, state and federal recommendations for zero tolerance. The following summary provides an overview to acquaint parents and students with the existing procedures.

Zero Tolerance

The school strictly enforces a ZERO TOLERANCE POLICY regarding Drugs, Alcohol, Tobacco, Firearms, Weapons, Threats of Terrorism or Violence of any kind. These items/actions, whether real or simulated, are forbidden on campus at all times and are cause for immediate suspension or expulsion and or other legal action

Possible Consequences

Conference: The student meets with school officials. The student will have the opportunity to explain in their own words what happened in relation to the misbehavior. The student shall be asked to correct the misbehavior. Appropriate consequences will be given for the misbehavior. This conference may be documented.

Parent/Guardian involvement: The student's parent/guardian(s) or legal guardian(s) are notified by telephone, personal contact, or written notification. A conference may be held with the student, the parent/guardian(s) or legal guardian(s), and appropriate school personnel, and other individuals concerned. This conference will be documented. A parent/guardian may be required to attend classes with a student that does not comply with school rules.

In-school suspension

Short-term suspension: The student is removed from school for a period of 10 consecutive days or less. The Site Director and designee may impose a short-term suspension. The student's parent(s) or legal guardian(s) are notified by telephone or letter that the student is suspended. This notification will be documented.

Long-term suspension: The student is removed from school for a period of 11 consecutive days or more. The Superintendent may impose a long-term suspension upon the recommendation of the Site Director. The student's parent(s)/guardian(s) are notified by telephone or letter that the student has been suspended for 11 days or more. This notification will be documented.

Expulsion: The student is denied the opportunity to attend school at any PLC Charter School. An expulsion may occur upon the recommendation of the Site Director or acting administrator to the Superintendent when the student's behavior or actions are in violation of PLC Charter School's Governing Board's policies. Disciplinary actions shall be appropriately documented.

A parent may appeal an expulsion to the Governing Board if it is proven beyond a reasonable doubt that the Superintendent or the Site Director did not act in the best interest of the school and/or the child.

Restrictions

A student who has been suspended or expelled shall not be permitted on school property and shall not be permitted to participate in school functions or activities without special permission by the Administrator prior to the student's participation.

Reinstatement During Due Process Procedures

Due process procedures should be scheduled so that the matter will be resolved during the 10-day short-term suspension, as much as is practical. If not, the student will be reinstated in school after the 10-day short-term suspension expires and pending any additional due process procedures, unless the student's presence is determined by the Administrator to be dangerous or disruptive.

Police Involvement

School officials are not required to initiate or complete due process procedure prior to notifying law enforcement officers. If law enforcement officers are notified, the parent(s)/guardian(s) will be contacted by telephone or certified letter. Any action taken by law enforcement officers will be separate from disciplinary action taken by the school.

Modifications for Students with Disabilities

There are some modifications and/or accommodations required by federal and state law in discipline and due process of students with disabilities. PLC Charter Schools will comply with all Federal and State requirements.

Student Interrogations and Searches

If a peace officer appears on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s)/guardian(s). The parent(s)/guardian(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence. If the parent(s)/guardian(s) cannot be reached, the peace officer will be requested to contact the parent(s) and make arrangements to question the student at another time and place. A parent may be present during the interview except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-224 and 8-546.01.

Searches

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students should not have any reasonable expectation of privacy; lockers, desks, storage areas, backpacks, vehicles, etc., may be inspected at any time, with or without reason, or with or without notice, by school personnel.

Teacher Involvement:

Teachers shall be involved in the implementation and enforcement of PLC Charter Schools' rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

Discipline is maintained in a school when students work cooperatively with the administration, the teachers, and fellow students toward the attainment of the class and school objectives.

The following is a list of what will be considered violations of school rules. This is a sample list and is not all-inclusive.

The particular actions and events will be considered as well as the age of the student when consequences are assigned.

STUDENT DISCIPLINE (STUDENT CODE OF CONDUCT)

Continued offenses in any category may result in the recommendation for in-school suspension, out of school suspension, or a combination thereof, or expulsion.

UNACCEPTABLE OFFENSES	ADMINISTRATIVE OPTIONS
<p>Failure to bring necessary materials to class or complete an assignment</p> <p>Example: First 3 times a student is unprepared, the teacher will handle the consequences---i.e., student will receive a detention</p>	<p>1st-3rd offense – teacher handles the consequences 4th offense – teacher/student and/or administrator conference 5th offense – disciplinary slip by teacher/administrator, original signed by parent and returned to the teacher 6th offense – disciplinary referral – student/administrator conference; detention; in-school suspension.</p>
<p>Refusal to follow staff directives / Dress Code Violations</p> <p>Example: Teacher requests that student moves to another seat; pick up paper; sit down; etc. Note passing during class Spitting on campus Chewing gum Cell phone or other electronic device used during school day</p>	<p>1st offense – teacher/student conference 2nd offense – disciplinary slip by teacher/administrator; original signed by parent and returned to teacher 3rd offense – disciplinary referral; student/administrator conference; detention or in-school suspension 4th Offense – all of the above and an out-of-school suspension with consideration of expulsion.</p>
<p>Vandalism*</p> <p>Example: Student writes on school property</p>	<p>1st offense – disciplinary referral; parent contact; detention and any charges accrued or out of school suspension.</p>

<p>Littering intentionally Misuse of the restroom facility</p> <p>Student will be charged for any damages</p>	<p>2nd offense – disciplinary referral; parent contact; in-school suspension or out of school suspension and any charges accrued 3rd offense – disciplinary referral; parent contact; 3 or more days out of school suspension and any charges accrued with consideration of expulsion</p>
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<p>Cheating*</p> <p>Example: Student copies from another student A student plagiarizes A student changes answers on another student's test Talking during a test Any form of communication during a test</p>	<p>1st offense – “0” received on test. Parent notified by teacher 2nd offense – “0” received on test. Disciplinary referral; parent notified 3rd offense – “0” received on test. Disciplinary referral; parent contact; in-school suspension 4th offense – “0” received on test. Disciplinary referral; parent contact; out of school suspension with consideration of expulsion</p>
<p>Misrepresentation of AAEM school, it's teachers and/or other students*</p> <p>Example: A teacher's image is placed on Myspace Facebook or YouTube without permission</p> <p>The teacher or student has the right to take legal action.</p>	<p>1st offense – disciplinary referral; parent contact; detention 2nd offense – disciplinary referral; parent contact; in-school/out of school suspension 3rd offense – disciplinary referral; parent contact; out of school suspension with consideration of expulsion</p>
<p>Theft*</p> <p>Example: Student steals lunch from another student Student steals property from another student or staff member Student steals confiscated item</p>	<p>1st offense – disciplinary referral; parent contact; detention 2nd offense – disciplinary referral; parent contact; in-school suspension 3rd offense – disciplinary referral; parent contact; out of school suspension with consideration of expulsion</p>
<p>Lying</p> <p>Example:</p>	<p>1st offense – teacher/student/administrator conference</p>

Student does not tell the truth when asked a question by staff member Forging a parent signature	2nd offense – disciplinary referral; parent contact; detention 3rd offense – disciplinary referral; parent contact; in-school suspension 4th offense – disciplinary referral; parent contact; out of school suspension with consideration of expulsion	Unacceptable names or language towards another student Any social media or internet website issues brought onto campus If a student threatens to kill another student (joking or not), the school is obliged to call the police and report the threat	necessary; 3-5 days in-school suspension 2nd offense – disciplinary referral; parent contact; police report when necessary; 3-5 days out of school suspension with strong consideration of expulsion
Fighting/Play Fighting* Example: Student is physical with another student and includes verbal fighting (an aggressive exchange of words)	1st offense – disciplinary referral; parent contact; in-school suspension or out of school suspension with consideration of expulsion If behavior continues, counseling will be recommended	Use of profanity Example: Cuss words are not acceptable Use of inappropriate materials and/or pictures	1 st offense – Student/Teacher conference, in/out of school suspension up to three days; parent contact 2 nd offense – disciplinary referral; parent contact; in/out of school suspension for up to 10 days 3 rd offense – disciplinary referral, parent contact; in or out of school suspension for up to 10 days with strong consideration of expulsion.
Threatening another student with bodily harm/Bullying* Example: Student threatens to beat up or hurt another student Sexual harassment If a student threatens to kill another student (joking or not), the school is obliged to call the police and report the threat	1st offense – disciplinary referral; parent contact; police report when necessary; 3-5 days in-school suspension 2nd offense – disciplinary referral; parent contact; police report when necessary; 3-5 days out of school suspension with strong consideration of expulsion	Physical assault on a staff member* Police report may be filed by the staff member.	1 st offense – disciplinary referral; parent contact; police contact when necessary; out of school suspension with strong consideration of expulsion. Staff member has the right to file charges with police if he/she determines that the circumstances of the incident support such a filing.
Physical assault on another student* Police report may be filed by the parent of the victim. 1st Offense 3-5 days OSS 2nd Offense 5-7 days OSS 3rd Offense 7-10 days, possible removal from our school	1 st offense – disciplinary referral; parent contact; police contact when necessary; out of school suspension with strong consideration of expulsion. Parent has the right to file charges with police if he/she determines that the circumstances of the incident support such a filing.	Verbal abuse or threat of a staff member* Example: Student calls a staff member a name; student threatens a staff member; is disrespectful; spits. If a student threatens to kill a staff member (joking or not), the school is obliged to call	1 st offense – disciplinary referral; parent contact; police report when necessary; 3-5 days in-school suspension 2nd offense – disciplinary referral; parent contact; police report when necessary; 3-5 days out of school suspension with strong consideration of expulsion
Verbal abuse of another student/Bullying* Example:	1st offense – disciplinary referral; parent contact; police report when		

the police and report the threat	
Undue familiarity/Improper display of affection/Exposure* Example: Kissing, hugging, holding hands, sitting on a lap If a student exposes any part of their body to another student, the fourth offense will be followed	1st offense – Student/teacher/administrator conference; parent contact 2nd offense – disciplinary referral; parent contact; in-school suspension for one day 3rd offense – disciplinary referral, parent contact; in-school suspension up to three days 4th offense – disciplinary referral, parent contact, out of school suspension with strong consideration of expulsion
Leaving campus without permission*	1st offense – 10 days OSS possible Expulsion

Use/Possession of tobacco products*	1st offense – disciplinary referral; parent contact; out of school suspension with strong consideration of expulsion
Possession/Use of drugs and/or alcohol* Example: Student brings marijuana to school Student brings alcohol to school Student comes to school under the influence Student uses or writes drug-related language Student violates medication policy Police will be contacted when necessary	1st offense – disciplinary referral; parent contact; expulsion; police will be called
Weapons* Example: Student brings knife or weapon to school (toy or authentic) Inappropriate or illegal items Example:	1st offense – disciplinary referral; parent contact; police called when necessary; up to 10 days out of school suspension with strong consideration of expulsion

Fireworks, sparklers, matches	
Police will be contacted when necessary	

Sale/Distribution of legal and/or illegal substances* Example: A student sells or gives drugs or any form of medication to another student Police will be contacted when necessary	1st offense – disciplinary referral; parent contact; police called when necessary; expulsion
Gangs* Example: Student discussion and/or displays gang symbols or writing Student wears gang-related fashion	1st offense – disciplinary referral; parent contact; 3-5 days in-school suspension 2nd offense – disciplinary referral; parent contact; expulsion

***There may be additional fines for these offenses dealing with legalities, fines, and/or restoration of property.**

Any offense that may occur that is not listed will have its severity and consequence decided by the school administrator.

During an in-school suspension time the student will have the opportunity to work on current assignments. It is the student's responsibility to complete and hand in any assignments done during suspension time. Students on out of school suspension will complete work at home. Students who are on suspension may not take part in any extracurricular activities.

The homeroom teacher will handle minor violations as well as minor repeated violations. Major repeated offenses will be referred to the administration for further disciplinary action. Parents will be informed of disciplinary referral to the office and of any consequences the student may receive.

Examples of Prohibited Conduct

Insubordinate Behavior - Examples

Defiance of authority/vulgarity: Refusing to comply with reasonable requests or school rules or using or directing abusive and offensive language toward school personnel (this includes chewing or possessing gum, disrespect of teachers or staff members).

Electronic and printed materials misuse: Possession and display of vulgar, profane or obscene material on electronic media (i.e., Internet) and/or printed material.

Forgery: Falsely or fraudulently making or altering the signature or initials of another person, or altering school-related documents, and acts of plagiarism.

Harassment/Illegal Discrimination: Harassment/illegal discrimination based on race, color, national origin, culture, ethnicity, gender, disability, or religion, in oral, written, graphic, electronic, or physical conduct relating to an individual's race, color, national origin, culture, ethnicity, gender, disability, or religion, that interferes with or limits the ability of an individual to participate in or benefit from the districts program or activities, or causes the individual to participate within a hostile environment.

Lying: Making misleading or deliberately false statements.

Negative student group/gang affiliation: Wearing, carrying, or displaying negative student group or gang paraphernalia, or exhibiting behaviors or gestures that symbolize negative student group or gang membership. Student groups that initiate, advocate, or promote activities that threaten the safety or well-being of individuals or property in the school community, or that disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group presents a clear and present danger to the educational process and is a violation of the dress code.

Physically Dangerous Behavior – Examples

Aggravated assault: A person commits aggravated assault if such person commits the assault knowing, or having reason to know, the victim is a teacher or other person employed by any school. The teacher or other employee is upon the ground of a school or grounds adjacent to such school or is in any part of a building or vehicle used for school purposes. Any teacher or school nurse is visiting a private home in the course of professional duties. Any teacher is engaged in any authorized and organized classroom activity held on other school grounds.

Fighting: Engaging in physical conduct or engaging in violent behavior for the purpose of inflicting harm on another person.

Fire alarms misuse: Engaging in tampering with or unnecessary pulling of fire alarms.

Physical assault: Physical contact for the purpose of inflicting harm.

Sexual or Physical harassment: Sexual or physical harassment may include, but is not limited to:

- Suggestive or obscene letter, notes, invitations, derogatory comments, slurs, jokes, epithets, assault,

touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, picture or cartoons.

- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Causing or participating in activities that intimidate or affect the attendance of another student.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Illegal Acts - Examples

Alcohol or Drugs: Possessing, using, distributing, selling, or buying alcohol, drugs, or other controlled substances, and intent to do any of the aforementioned.

The non-medical use, possession, sale of drugs, being under the influence of drugs or alcohol, or possession of drug paraphernalia on school property or at school events is prohibited. Non-medical is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition” consistent with accepted practices of the medical profession.

For the purposes of this policy, “drugs” shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board of Directors policy.

Possession, use, or sale of drugs on or near school grounds (drug-free zone)

It is also unlawful to be present with one or more persons on any public property within 1,000 feet of a school, its accompanying grounds, or a school bus stop and possess, use, or sell marijuana, a dangerous drug, or a narcotic drug.

Arson: Intentional burning of property.

Destruction or defacement of property: Destroying or defacing objects or materials belonging to the student, the school, school personnel, or other persons while under school supervision.

Drug Paraphernalia: Obtaining, possessing, or using any instruction, or offering to sell any article that will be used to administer, inhale, or inject any mood-altering chemical or substance.

Explosive devices: Using, possessing, or selling explosive devices, including firecrackers, ammunition, matches and lighters.

Extortion: Soliciting money or something of value from another person in return for protection or under threat of harm.

Gambling: Participating in games of chance for the purpose of exchanging money and/or possession of gambling devices with the intent of use for gambling purposes.

Smoking/Tobacco use: Using, possessing, distributing, selling, or intent to purchase or sell tobacco of any kind, including chewing tobacco.

Theft: Taking or concealing property that belongs to others.

Threats, verbal abuse, and intimidation: Making statements or demonstrating actions that intimidate or injure another person.

Weapons: The possession of a dangerous or deadly weapon, or the use of an object to inflict bodily injury to another person. This includes the construction of a dangerous or deadly weapon while in class.

For the purposes of this policy:

- **Weapon** is defined as any of the following:
 - A firearm.
 - A knife, including a folding pocket knife regardless of the blade length.
 - A destructive device.
 - A dangerous instrument.
- **Simulated weapon** is defined as an instrument displayed or presented as a weapon and/or perceived by a reasonable person to be capable of causing injury or death given the manner in which it is possessed, controlled, or used.
- **Firearm** is defined as any of the following:
 - Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any such firearm.
 - Any firearm or muffler or silencer.
 - Any explosive, poison gas, bomb, grenade, rocket having propellant charge of more than four ounces, missiles having an explosive charge of more than one-fourth ounce, mine, or similar device.
- **Destructive device** is defined as:
 - Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
 - Any collection of parts that could be readily assembled to form a destructive device.
- **Dangerous instrument** is defined as anything other than a firearm, knife or destructive device that is carried or possessed by a student that may be used or

is capable of being available for use to cause death or inflict serious physical injury. For example: laser pointers are capable of causing serious eye injury; devices made of dry-ice and other chemical or mechanical materials designed to explode and cause any bodily harm are also considered dangerous instruments.

Any student who knowingly assists another person in using, displaying, carrying or possessing a weapon or simulated weapon on PLC Charter Schools property or at any PLC Charter Schools function shall be subject to the same disciplinary action as the student using, displaying or knowingly carrying or possessing the weapon or simulated weapon. A student who is aware of a violation of this policy and does not report it to the proper authorities will be subject to disciplinary action.

Criminal and Civil Laws Related to School

Student liability: Students who cut, deface or otherwise damage any school property may be suspended or expelled from school.

Parent liability: The parents or guardians of minors who have damaged school property shall be held liable for all damage caused by their children or wards.

Abuse of teacher or school employee in school: It is a violation of the law for any person to knowingly abuse a teacher or other school employee on school grounds, school bus or while the teacher or employee is engaged in the performance of school-related duties.

Interference with the peaceful conduct of an educational institution:

A person commits interference with the peaceful conduct of educational institutions by knowingly:

- Going upon or remaining upon the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property.
- Refusing to obey a lawful order given by school officials.

School/Student/Parent Compact

The success of PLC Charter School's *Code of Conduct* depends on the support of each member of the school community. Working together, students, parents, teachers, administrator, and staff will promote academic achievement, success in the arts, good character and ensure the success of students at the School, in our community and throughout their lives.

The administration, faculty and staff of PLC Charter Schools pledge to fulfill the responsibilities, and uphold the expectations outlined in the *Code of Conduct*.

Your online signature/acknowledgment indicates your commitment to helping fulfill the school's primary mission to establish a Student-Family-Teacher-Civic relationship that develops and sustains a Professional Learning Community where Arts and Technology combine with Academics and Real Life Skills to educate and enrich the Whole Individual.

As the parent/guardian, I pledge:

- to encourage my child to strive for their personal best in all academics and to search for their artistic gifts by having the courage to attempt new things.
- to model for my child, through my own actions and words, the true definition of *Honesty, Integrity, Respect, Kindness, Dependability, and Civic Responsibility*.
- to support the *Code of Conduct* and work and communicate with the school to promote my child's learning.

As a student of a PLC Charter School, I pledge:

- to Care for Myself through *Integrity, Honesty and Respect*
- to Care for Others through *Kindness and Dependability*
- to Care for Our *Community* through *Civic Responsibility*
- to follow the rules in the *Code of Conduct*

By signing/acknowledging via ParentVUE or StudentVUE, I have read the Student Handbook and the *Code of Conduct* and support the rules and expectations outlined.