

PACE Academy

Student

and

Parent

Handbook

2019 - 2020

PACE ACADEMY



PANTHERS

PACE Academy

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Mission Statement:

PACE Academy’s mission is to provide a safe environment where all students can acquire an alternative, focused, an individualized educational program designed to enable them to earn and recover credit in order to graduate and become self-motivated and competent adults who are prepared for a career or college.

Vision Statement:

At PACE Academy High School we emphasize that we employ the best practices and innovations of today and tomorrow to provide a progressive educational experience for every student. We envision the lifelong application of learning, coupled with intelligent risk-taking, to challenge and encourage student participation as productive members of the global society.

ADMINISTRATION’S WELCOME AND MESSAGE

Welcome to PACE Academy!

PACE Academy Student/Parent Handbook shares information about our school. We ask that you please read it and familiarize yourself with its contents. Do not hesitate to contact us should you have questions or comments regarding the book.

PACE Academy endeavors to maintain a highly successful environment, which seeks to empower students through the development of skills, and experiences essential for responsible independent living. Our faculty and Administration are dedicated to the process of positive change, which will affect the whole person.

Our team at PACE Academy is united in the common goal of ensuring our students are successful in their educational goals. We are committed to investing our time, talents, and resources for every student. This takes the effort of not only the staff and faculty but also the members of the school community. Please join in and assist us in the accomplishment of our mission giving our students the best educational experience possible. We look forward to working with each of you this coming year.

Sincerely,



Bill Sahelau
Director

PACE Academy Programs

PACE Academy is a program that provides alternative education and social skills training to high school students. Our school is designed for students who wish to excel at an individual pace, have found themselves unsuccessful in a traditional education setting, have dropped out, and wish to return to school, or who want a good education in an alternative setting. We also welcome pregnant/parenting teens and juvenile probationers required by the court to complete high school.

PACE Academy is specifically designed to provide the greatest opportunity for academic success for all students. We offer basic skills education through small group and individualized instruction with an emphasis on independent study. Small class enrollment gives students an opportunity for close tutorial assistance from the academic faculty. Computer web-based instruction allows for individualized class work and course work is designed to provide the student relevant and practical life applications. Experiential learning is available for students through elective courses.

Support services provide the personal assistance students frequently need to get through the day. Emphasis is placed on integrating counseling into the general curriculum to provide services to the student and family both on the school campus and through linking students and families with community services.

Statement of Non-Discrimination

PACE Academy is committed to a policy of equal opportunity and non-discrimination in relation to race, color, religion, gender, age, national origin, and disability. This policy encompasses all matters concerning staff, students, the public, instructional programs, and services.

PACE Academy will comply with **all** applicable federal, state, and local laws relating to educational programs and personnel management.

Statement of Exceptional Student Services (ESS)

PACE Academy is a grade 9-12 public school. Students at PACE Academy will be evaluated for appropriate academic placement and, if required, special education related services will be provided in accordance with student's I.E.P (Individual Educational Program).

PACE Academy GOALS

1. Students will improve their written communication skills.
2. Students will make responsible decisions to develop educational and career goals.
3. Students will demonstrate improved personal and social responsibility.
4. The community will be well informed and actively involved in the school.

School Organization

PACE Academy's school year is made up of two 18-week semesters, 145 school days. Progress reports will be sent out as needed. Please be reminded that you have access to your students' grades electronically at any time. Feel free to call the school at any time (928-775-9675).

The Class Schedule includes 6 consecutive hours per day. PACE class days are Monday through Thursday. The school day begins at 8:00 AM promptly. Make-up work, extra-curricula classes, detention and tutoring may be scheduled outside of regular school hours. Please check the attached school calendar and the website for special events, holidays etc.

Parent Teacher Conferences

The Administration realizes that the best results can be obtained when both home and school work cooperatively for the educational growth of the student. Teacher-parent conferences are encouraged when it is felt that such conferences will help attain these goals. These conferences will be held at a time that does not interfere with instructional periods.

Parent Night

Parents are strongly encouraged to attend parent nights held throughout the year. During each parent night, the faculty will briefly describe the class objectives, instructional materials, major activities of the class, explain the grading procedures, talk about progress and expectations and answer your questions.

Enrollment of New Students

PACE Academy welcomes all new student inquiries. However, enrollment is limited. New students are accepted as space allows. Students may request to be put on a waiting list if classes are filled at the time of enrollment.

ENROLLMENT PROCEDURE

The enrollment packet **must** be returned with the following forms completed:

- Enrollment Form
- Prior School Withdrawal Form
- Immunization Record
- Proof of Custody Documents
- Student Drivers: Proof of driver's license, registration & insurance
- ECAP File
- Proof of Residence
- A certified copy of the student's Birth Certificate or any document approved under A.R.S. 15-828: (Example: Baptismal Certificate, Passport, Arizona Driver License or State ID, application for a social security number, original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate, letter from the authorized representative of an agency having custody of the pupil)
- Immunizations record (A.R.S. §15-872)
- Copies will be made and the originals returned to the parent or guardian.

PROOF of RESIDENCY

A person can prove his or her physical residence by completing an Affidavit of Arizona Residency (available as part of the enrollment packet) and submitting an original or legible copy of one of the following documents that indicate the person's name and residence address:

- Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- Real estate deed or mortgage documents
- Property tax bill
- Residential lease or rental agreement
- Water, electric, gas, cable, or phone bill
- Bank or credit card statement
- State income tax return or W-2 form
- Void paycheck or payroll stub
- Documentation from a state or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

The residency documentation received by the school will be maintained in accordance with the Arizona Department of Education guidelines. Proof of residence must be provided every year at the time of enrollment.

Re-Enrollment

Continuing PACE Academy Preparatory Academy students will be required to re-enroll in the spring to ensure a seat at the beginning of the next school year.

Guardianship

Students under the age of 18, who live with someone other than the parent(s) named on the student's certified birth certificate, must provide notarized guardianship papers that state the name of the adult who assumes responsibility for the student, the student's medical needs, and the student's actions.

Change of Status

It is **mandatory** for parents or students to notify the Registrar immediately at **928-775-9675 ext. 100** or **Carmen@paceacademy.com** if there are any changes of address, telephone number, and guardianship or student marital status.

Withdrawal from PACE Academy

Eligible students who have withdrawn from PACE Academy and wish to return during the same school year must submit a new enrollment packet in a timely manner. If PACE has reached out programs capacity, students will be placed on a waiting list.

Withdrawal Procedure

If a student is to be withdrawn parents should inform the school as soon as possible before the student's final day of school so that all records can be updated. *If the student is under the age of 18 Parents must come to the school* in person to officially withdraw their student and sign an official State Withdrawal Form.

Student Records

PACE Academy is the custodian of all records for students. Official records may not be hand-carried to another educational institution. Per A.R.S. §15-828.F. Records must be requested in writing by the student's new school and will be sent within ten days upon receipt of that request.

Academic Expectations

Enrollment in PACE Academy is open to all students who desire to earn a high school diploma. This means earning the minimum amount of credits required for graduation as set forth by the Arizona Department of Education.

A passing grade of 65% or better must be earned in each course in order to receive credit.

Students may complete the required credits for a high school diploma at any time during the school year and may participate in the next scheduled graduation ceremony.

Ethics:

Honesty underlies all academic endeavors and successes. Academic dishonesty is not acceptable and will neither be tolerated nor ignored at PACE Academy. Dishonesty includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written and/or computerized work. **Academic dishonesty can result in detention, suspension, and/or loss of points or credit. Each incident of Academic Dishonesty will be individually reviewed and consequence.**

PACE Academy Curriculum

Verification of subject area skills is the responsibility of the classroom teacher at PACE Academy. A student's achievement is verified through course work, competency testing and/or through demonstration of skills. PACE Academy is a fully accredited through AdvancED Accreditation.

PACE Academy’s curriculum provides the basic skills needed by all students to earn a high school diploma with an emphasis on higher goals for students able to achieve beyond basic skills. The curriculum is in alignment with the Arizona College and Career Readiness Standards.

Course Availability

Elective courses listed in the course description guide are those which the staff at PACE Academy is prepared to teach if sufficient student interest exists. It is the responsibility of all students with their parent/guardian and mentor/teacher to select the courses, which will best meet their educational needs and will enable them to meet the graduation requirements of the PACE Academy Charter School.

Dual Credit Courses

Courses taken at an institution other than PACE Academy are concurrent courses. Community college courses, county schools courses, university courses, adult education, and correspondence courses from various institutions are all concurrent courses. Per A.R.S. §15-701.01.F students will receive 1.0 high school credit for each 3 semester hours of credit received from an appropriate college or university.

There are a limited number of concurrent courses that will be accepted toward a PACE Academy diploma. The proper PACE Academy form must be completed and signed by a school administrator for approval before enrolling in a concurrent course for high school credit.

High School Graduation Requirements

The table below summarizes the **minimum** credit requirements for high school graduation in Arizona for the graduating class of 2013 and beyond. Please note that school districts and charter schools may, at their discretion, establish additional graduation credit requirements for their students.

Class of 2013 and Beyond	
English	4 Credits
Math (1) (2)	4 Credits
Science (3)	3 Credits
Social Studies (4)	3 Credits
CTE/Fine Arts	1 Credit
Electives	7 Credits
Total	22 Credits

(1) Math courses shall consist of Algebra I, Geometry, Algebra II (or its equivalent) and an additional course with significant math content as determined by district governing boards or charter schools. Students who have not earned formal credit in Algebra I and Geometry but who have covered the course content described in [State Board of Education administrative rule R7-2-302](#) are deemed to have met the requirement for graduation.

- (2) The Algebra II requirement may be modified using a [Personal Curriculum](#) as outlined in R7-2-302.03
- (3) Three credits of science in preparation for proficiency at the high school level on the AZ Merit test.
- (4) Social Studies shall consist of one credit of American History, one credit of World History/Geography, one-half credit of Government and one-half credit of Economics.

Arizona Education and Career Action Plan (ECAP) for Students in Grades 9-12

A. Effective for the graduation class of 2013, schools shall complete for every student in grades 9-12 an Arizona Education and Career Action Plan (“ECAP”) prior to graduation. Schools shall develop an Education and Career Action Plan in consultation with the student, the student’s parent, or guardian and the appropriate school personnel as designated by the school Administration or chief administrative officer. Schools shall monitor, review, and update each Education and Career Action Plan at least annually. Appropriate school personnel shall verify completion of an Education and Career Action Plan (ECAP).

B. An Arizona Education and Career Action Plan at a minimum shall allow students to enter, track, and update the following information:

1. Academic Goals that include identifying and planning the coursework necessary to achieve the high school graduation requirements and pursue postsecondary education and career options; analyzing assessment results to determine progress and identify needs for intervention and advisement; and documenting academic achievement;
2. Career Goals that include identifying career plans, options, interests, and skills; exploring entry-level opportunities; and evaluating educational requirements;
3. Postsecondary Education Goals that include identifying progress toward meeting admission requirements, completing application forms and creating financial assistance plans; and
4. Extracurricular Activity Goals that include documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, volunteer activities, work-related activities, leadership opportunities, and other activities.

Student Grades

The grade given to each student shall be the grade determined by the teacher of the course. The determination of the student’s grade by the teacher in the absence of a clerical or mechanical mistake, proven fraud, bad faith, or incompetence, shall be final. Questions about grades should be directed to the teacher. Parents wishing to discuss grades with the teacher may call the high school.

It is sometimes helpful for the parent or the teacher to request a conference involving parent, teacher, and student for reviewing the student’s work for the appropriate progress and to express expectations regarding the next progress report period. A counselor or administrator may be invited to participate in this conference. Open House night is also a great source of information for parents.

The following guidelines for grading are followed at PACE Academy:

1. The grade the student receives reflects an evaluation of the student's performance and determines the extent to which the student is progressing from a given point in proportion to his/her own abilities.
2. The teacher will use every means possible to arrive at a fair and impartial judgment of each student and his/her work.
3. The grading system must allow consistent interpretation by the student, parent, teacher, and
4. Administration.
5. PACE Academy Grading Scale:

"A" = 90 - 100% - EXCELLENT

"B" = 80 - 89% - ABOVE AVERAGE

"C" = 70 - 79% - AVERAGE

"D" = 65 - 69% - BELOW AVERAGE

"F" = 64 - 0% - FAIL – No Credit

Transfer of Credits

It is the philosophy of PACE Academy that all students will be offered as complete an educational plan as is possible. With that in mind, the following guidelines have been established for the acceptance of transfer credits from other institutions:

1. Credits from entities will be accepted for transferring students.
2. The Governing Board will accept credits from non-accredited entities on a case-by-case basis.
3. Students who were on track for graduation at their previous high school may need an adjustment in graduation requirements to graduate from PACE Academy. This will be done on an individual basis. Credits earned through home-schooling will be evaluated on an individual basis.
4. The school may accept credit earned by a student through correspondence or extension study towards satisfying the requirements for graduation, providing the course has been approved by an administrator in advance of the student's enrollment in the course.
5. PACE Academy may accept summer school credits earned in other entities providing the credits are earned under the instruction of certified teachers and the supervision of administrators who meet Arizona standards. Exceptions may be granted only upon approval by the Administration.

Guidance, Counseling and Support Services at PACE Academy:

Guidance Services are provided to each student by PACE Staff members.

Services include communication with students, individually and in groups, and providing them with information for making decisions in areas such as:

- Meeting diploma/graduation requirements
- Interpreting test scores
- Exploring after-graduation opportunities
- Choosing a career
- Applying for financial aid and scholarships
- Using school/community specialists and resources

Counseling services include:

- Listening to (and being concerned about) the student
- Helping students to communicate with friends, school staff, and family
- Helping students discuss alternatives, make choices, and accept consequences for their actions
- Confidentiality
- Helping students to resolve problems

Support services programs:

- Substance Abuse Counseling (Referral by the team)
- Speech Therapy
- School Psychologist services - evaluation, group, and individual counseling
- Homebound instruction for prolonged illnesses
- Special Education Services

Parents who wish to refer students to these programs and services, or who wish to obtain more information about them, should contact the Administration at 928-775-9675.

Special Education

- PACE Academy offers a resource program for students with special needs. Students are referred by teachers for testing by the school psychologist or if they have been enrolled in an existing program at another school; their records are reviewed.
- Students follow a curriculum similar to the regular curriculum but are taught in a more individualized manner. State law requires students to be tested and meet eligibility requirements prior to receiving Special Education services.

Section 504

- Section 504 is an act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance.
- The Act defines a person with a disability as anyone with a mental or physical impairment, which substantially limits one or more major life activities such as, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- In order to fulfill their obligations under section 504, PACE Academy recognizes a responsibility to avoid discrimination in policies and practices regarding their students.
- No discrimination against students with disabilities will knowingly be permitted in any of the programs and practices of the school system.
- The school has specific responsibilities under the Act, which includes the responsibility to identify and evaluate the student and if determined, to be eligible under Section 504, provide access to appropriate educational services.

If a parent or guardian disagrees with the determination made by the professional staff of the charter school, he/she has a right to a hearing with an impartial hearing officer.

Homebound Instruction

Definition: “Homebound instruction is a supplementary instructional program to serve students unable to attend school due to mental or physical illness or injury causing prolonged absence from school” (A.R.S. §15.901.B.12).

- Completion of the proper forms and written verification by a physician are

required before homebound instruction will be provided to students who qualify. Parents having questions regarding the supplemental programs should call the school Administration.

Attendance Policy

- Students *must* accept responsibility for regular school attendance by attending and participating in each class regularly and at the assigned time. *All students are expected to be in school, on time, each day with a minimum of 5 class hours per day.* School begins at 8 am and ends at 2 pm Monday through Thursday.
- Parents *must* accept responsibility for their student's regular school attendance by stressing the significance of being in school and on time each day during the school year.

Parents must notify the school by phone, email or note, each day student is absent.

- The school must be notified by phone and by a note from parent/guardian prior to the absence or the day student returns to school containing the following information:
 - a) student's name
 - b) date returning to school
 - c) dates and days missed
 - d) reasons for absence.
- Reasonable attempts will be made by the school through phone calls, email, or mail to inform parents/guardians of student absenteeism.
 - Regular school attendance is basic to the success students attain knowledge from their high school programs.
- PACE Academy maintains records of all student absences.
 - Class attendance is reported every class period to assure parents that the school is concerned about the welfare and location of their sons and daughters, as well as to comply with the Arizona State regulations regarding attendance reporting.
- Arizona State law requires that students must attend school until 16 years of age or passing of the GED Test.

Absences

- PACE Academy's calendar begins in mid-August and ends in late May.
- Since you have chosen to attend our school, you must abide by these dates.
- Regular attendance is required pursuant to Arizona's compulsory attendance laws.
- Each student is expected to attend every day that school is in session, except for personal illness.
- The education of each student is the joint responsibility of the home and the school.
- Only through cooperation can the student be assured of receiving all education advantages available.
- Loss of Credit Per Arizona Revised Statute A.R.S. §15.802, 15.803, a student who is absent from any given class 10% or more times, either excused or unexcused, per year may not receive academic credit for that class.
- Therefore, all students must attend school for 90% of the school year, which means that they may only miss 14 days in the entire school year.

Excused Absences:

- A note from the doctor's office, hospital, court, etc. must accompany all absences from the appropriate professional organization.
 - Medical visit of student
 - Observance of major religious holidays of the family's faith.

- Death of immediate family member (parent, sibling, grandparents, guardian).
- A lengthy illness that is verified by a medical professional in the form of a written statement addressed to PACE Academy.
- Court subpoena or other verifiable legal responsibilities.

Unexcused Absences

- An unexcused absence is any absence from school, which includes absence from any scheduled class or activity during the school day. Students must contact the district office and arrange to make up all absences.
- All absences (excused or unexcused) must be made up immediately within the same week as the absence or by the first two days of the following week.

Tardy

- Tardiness to class is unacceptable and must be made up during the next available class session.
- Three (3) Tardies constitute an absence and must be made up within the same week.
- You are considered tardy if you are not in your seat working by 5 minutes past the hour.

Truancy Policy

- The truancy policy includes students 16 years of age or under. Per A.R.S. §15-803.2, a student is truant who has one or more unexcused absences.
- Habitually truant is a student who has at least five unexcused absences in a school year.
- Students who are habitually truant will be placed on a probationary attendance contract.
- Failure to fulfill the requirements of the attendance contract may result in suspension and/or court citation per A.R.S. § 15-803 & 15-805.

Emancipated Students

- Are students, who have become legally emancipated, are 18, or who have left the residence of their guardian must report their situation to the Administration immediately upon enrollment or change in status.
- Students will meet with the Administration to receive instruction on their attendance procedures.
- A letter advising parent/guardian of the student's attendance will be sent on the 3rd absence.
- On the 8th absence, a student/parent/administrator contact will be made to inform the parent and student of the possibility the student being dropped from our roster and/or loss of earned credit.
- A student may wish to appeal the decision to deny credit, however, the student must continue to attend class during the appeal process or it will be automatically denied.
- The student's grades, attitude, behavior in school, and attendance patterns will be reviewed and considered in granting the appeal.
- Improvement in attendance can lead to the reestablishment of credit at the discretion of the Administration and a faculty review committee.
- The appeal process must be completed within five (5) school days after notification of loss of credit and must set forth detailed written reasons why the student and parent/guardian believe the appeal should be granted and the loss of credit reversed. The appeal must be signed by the student and his/her parent/guardian.

Closed Campus

- PACE Academy has a closed campus policy whereby students are required to remain on campus throughout the school day unless they have written parental permission to leave and return during school hours

Sign-In and Sign-Out Procedures:

A student may sign out to leave campus during the school day ONLY if:

1. Parent/guardian or authorized adult listed on an emergency form comes in person to sign the student out.
2. The student is ill and teacher obtains permission from parent/guardian or authorized person listed on the enrollment form.
3. Parent/guardian makes a prior request by phone or written permission.
 - a. Notes must include a phone number for verification.
4. Phone calls will also be verified.
5. A verifiable appointment card for medical treatment, dental treatment, or a court summons is presented.
 - a. A parent “sign out” does not necessarily mean that the absence will be excused.
 - b. Students who are excused from class must not remain on campus unless they have teacher permission.
 - c. Students who miss class for acceptable reasons but fail to check out following proper procedures will be considered unexcused and subject to disciplinary action.

ALL VISITORS MUST SIGN IN ON THE VISITOR’S LOG UPON ENTRY TO THE SCHOOL FACILITIES WITH A DATE, TIME AND REASON.

Inclement Weather Days

- In the event it becomes necessary to cancel school or start late due to weather-related issues, all students, parents or guardians will be notified by our automated phone/email notification system “School Messenger”.
- PACE Academy uses a parent notification service “School Messenger”.
- Parents, guardians, students, and probation officials will be notified by phone and/or email that the student did not attend his or her class.
- Please notify the school of any changes in phone numbers and/or email addresses in order that we may keep our data accurate.

Reports to Parents

- It is the policy of PACE Academy to inform parents if a student’s classwork is unsatisfactory.
- Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Parents are encouraged to log on their student’s on-line curriculum and check their progress in “real-time”.
- ***PLEASE, Call the school for details.***
- Students and parents are encouraged to request conferences with the teacher as soon as they see indications of possible failure rather than waiting for a notice of failure or a progress report to arrive.
- Parents are encouraged to discuss, with appropriate school officials, any problems they or their children are having with the school.
- Parents are urged to follow up with their student or teacher regarding progress reports or deficiency notices by doing the following:
 - Discuss the deficiency with your student.
 - Call the teacher to discuss any questions or concerns
 - Make a follow-up contact with the teacher in several weeks to determine if the student has shown improvement.

English as a Second Language (ESL)

- PACE Academy will ensure that students who have limited English proficiency are provided instruction to become proficient in English, allowing them to succeed in classes taught in English.
- This will occur by identifying students who have limited English proficiency with the use of diagnostic assessments, and by providing a curriculum and instructional program to meet their needs.
- Instruction is provided by instructors and/or instructional assistants, using a variety of materials for developing English proficiency.
- Students with limited English proficiency may be required to enroll in an ESL language arts course work prior to English I through IV. Pursuant to A.R.S. § 15-754.
- The ESL program will consist of:
 - Daily instruction in English language development including listening and speaking skills, reading and writing skills, cognitive and academic skills.
 - A plan to develop an understanding of the history and culture of Arizona and of the United States.
 - A plan to develop an understanding of the customs and values of the cultures associated with the primary home language of the student.

Missing Students

- Arizona Revised Statute A.R.S. § 15-829 requires that when a parent notifies the Police Department that their student is missing, then the police are to notify the school.
- The school is required to “flag” the student’s record and notify local law enforcement agencies if the records have been requested by an in-state or out-of-state agency.
- Should a law enforcement agency notify any PACE Academy personnel that a student is missing, the superintendent’s office should be notified immediately.
- The director or Administration designee will ensure that all records of the missing student are flagged and monitored.

Professional Qualifications of Teachers

- As a parent of a student in the PACE Preparatory School, in compliance with the requirements of the Every Student Succeeds Act (ESSA) you have the right to know the professional qualifications of the teachers who instruct your child.
- The ESSA gives you the right to ask for the following information about each of your child’s classroom teachers:
 - a. The State of Arizona has credentialed, licensed or a highly qualified teacher for the grades and subjects he or she teaches.
 - b. The teacher is teaching under an emergency certification or other provisional status, which has waived State licensing criteria.
 - c. The teacher’s college major, whether the teacher has any advanced degrees, and if so, the subject of the degrees.
 - d. Whether any instructional aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

Equal Education Opportunities - Non-Discrimination Affirmation

- PACE Academy is committed to the principle of equal opportunity in education.
- No person on the basis of race, color, creed, religion, gender, handicap, or national origin will be subjected to discrimination or denied the benefits of or be excluded from any educational program activity.

Health Services - Illness or Injury

PACE Academy will make every attempt to contact parents in the event a child becomes ill or injured while at school. If a parent cannot be contacted, the school will try to contact those listed as emergency contacts. If no contacts can be reached, reasonable measures will be taken to give treatment in the best interest of the student. A student may not leave campus without parent/guardian permission.

- The school reserves the right to seek emergency help (911) any time school personnel feel this action is warranted when the parents are unavailable or if the situation deems it necessary.

The parents or guardians will be responsible for any, and all costs involved with the treatment and/or transport of their child.

- It is very important that the emergency alternate name on the enrollment form be someone who can be easily contacted and who will be able to give instructions or follow-up if parents cannot be contacted. It is equally important to notify the **Registrar at 928-775-9675** should there be a change of the emergency contact.

Prescription Medication

Any prescribed medication must be in an original container with an unaltered, original label showing the student's name and dosage (A.R.S. § 15-344). Parents must notify the school of any prescription drugs and/or changes in prescriptions that a student may have during the school day. PACE Academy's policy is that we will dispense prescribed medication during the hours of 8:00 am and 2:00 pm in accordance with doctor's prescription.

Other Services

- Assisting students who require eye exams and corrective lenses.
- Assisting families when students need hearing evaluations.
- Assisting families in obtaining medical assistance when needed.
- Counseling and referring pregnant teens to needed services.
- Assessing students for possible substance abuse.
- Substance Abuse Prevention Coordinator referral.
- Assessing students for all types of abuse and referrals.
- HIV/AIDS Coordinator referral.

Emergency Response Plan (ERP)

- A fire safety and evacuation plan is posted at all exit doors in the classroom and school. Periodic fire drills will take place throughout the school year.
- The Emergency Response Plan is in place and available on each campus.
- The Administration of PACE Academy is responsible for the supervision of the safety program.

AZ SAFE – Arizona Safety Accountability for Education

- AZ SAFE is a standardized Federal system designed to provide information educators need to maintain and improve the safety of their schools.
- AZ SAFE is used for accurately tracking, managing and reporting school safety and disciplinary incident data.
- Certain infractions **MUST** be reported to the State.

Notification to Parents Regarding Confidentiality of Student Education Records - FERPA

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

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

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

The Individuals with Disabilities Education Act (IDEA)

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

For additional information or to file a complaint, you may call the Federal Government at (202) 260-3887 (voice) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013.

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

EPA – AHERA (Asbestos Hazard Emergency Response Act)

- The rules implementing AHERA are published in the Code of Federal Regulations, [Chapter 40, Part 763, Subpart E](#).
- The AHERA rules require local education agencies to take actions to Perform an original inspection and re-inspection every three years of asbestos-containing material;
 - Develop, maintain, and update an asbestos management plan and keep a copy at the school;
 - Provide yearly notification to parent, teacher, and employee organizations regarding the availability of the school's asbestos management plan and any asbestos abatement actions taken or planned in the school;
 - Designate a contact person to ensure the responsibilities of the local education agency are properly implemented;
 - Perform periodic surveillance of known or suspected asbestos-containing building material;
 - Ensure that properly-accredited professionals perform inspections and response actions and prepare management plans, and provide custodial staff with asbestos-awareness training.

Internet Acceptable Use Policies and Procedures (CIPA) - Internet User Contract

- There is a separate “Electronic Information Services User Agreement” included in the enrollment packet that each student and parent (if the student is under 18) is required to sign.

Personal Responsibility

- Students will accept personal responsibility for reporting any misuse of the network to a teacher.
- Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography and/or obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language, cyber-bullying and other issues described below.
- A signed copy of the internet contract must be on file in the student’s folder.

Acceptable Use Policy

- The district’s network resources are for authorized users only.
- The use of school internet accounts must be in support of education and research and within the educational goals and objectives of PACE Academy.
- Students are responsible for holding this provision at all times when using the electronic information service.
- Use of other organizations’ networks or computing resources must comply with rules appropriate to the network.
- Transmission of any material in violation of any U.S. law is prohibited.
- This includes but is not limited to copyright material, threatening or obscene material or material protected by trade secret.
- Commercial activities by for-profit institutions are generally not acceptable.
- Use of product advertisement or political lobbying is prohibited.
- Students may not download anything from the internet onto the school computers, nor may they install any software onto the systems.
- Individuals using the district’s network resources are subject to having all their activities on this system monitored and recorded or examined by any authorized person, including law enforcement, as system personnel deems appropriate.
- The activities of users may also be monitored and recorded in the course of system maintenance.
- Any material so recorded may be disclosed as appropriate.
- Anyone using this system consents to these terms.

Privileges

- The use of the information system is a privilege, not a right, and inappropriate use will result in a cancelation of those privileges.
- Each person who uses the internet will participate in a discussion with PACE Academy faculty members as to proper behavior and use of the network.
- Lead teachers will decide what appropriate use is, and this decision will be final.

Internet Etiquette

- Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:
 1. Be Polite! Never send or encourage others to send, abusive or inappropriate messages.
 2. Use appropriate language. Remember that you are a representative of our school in a non-private system. You may be alone with your computer, but what you say and do can be viewed globally.
 3. Never use vulgarities or any other inappropriate language.
 4. Illegal activities of any kind are strictly forbidden and will result in expulsion.
 5. Privacy! Do not reveal your personal phone number, home address, or those of fellow students or colleagues.
 6. Do not use the network in any way that would disrupt the use of the network by others.
 7. No use of social media, including but not limited to texting, instant messaging, Facebook or personal e-mails.
 8. No Games, Videos or Music to be installed or played on school computers.
 9. No hacking or accessing inappropriate sites.
 10. No adding or modifying desktop images or adding personal photos on school computers.
 11. No Bullying, Harassment or Slandering.
 12. No Plagiarizing.

Any student caught bypassing or hacking a network or security block will immediately be referred to Administration and could face expulsion.

Security

- Security on the computer system is a high priority.
- If students identify a security problem, notify a staff member at once.
- Never demonstrate the problem to other users.
- Any user identified as a security risk may be denied access to the computer.
- If you are denied computer access, you may be withdrawn from the school.

Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy any computer, printer, software, and network data of another user or of any other agencies or networks that are connected to the system.
- This includes, but is not limited to, the uploading or creation of computer viruses.
- Any vandalism will result in automatic expulsion, financial restitution, and legal referral.
- *Cost of repairs or replacement will be the responsibility of the parent/guardian and/or student.*
PACE Academy adheres to all CIPA (Child Internet Protection Act) Guidelines.

Student Transportation

- Inability to locate transportation *does not* count as an excused absence, nor does car trouble.
- All student-driven vehicles will be required to meet the following regulations:

Student Parking and Vehicles

- Only those students who have the proper forms on file may drive to school. Parking permission may
- be obtained from the PACE Academy staff during registration or the first week of school.
- Student drivers must present a valid Arizona driver's license, proof of insurance and registration, and a signed statement of authorized parental permission before parking is permitted on
- the PACE Academy Campus.
- Vehicles improperly parked in a restricted area (i.e., handicapped spaces, entrances, or designated staff parking), or drivers found speeding in the lots will be reported to the police.
- Any violation of the Arizona Vehicle Code while on campus may terminate the student's right to
- bring a vehicle on campus.
- Parking is a privilege and may be revoked by the Administration.
- The speed limit in the parking lot is limited to *no faster than a slow walk*. (5 MPH)
- Students are not to sit in or loiter around vehicles in the parking lot before, during, or after school.
- Student vehicles are not to be used in place of lockers. Students will not access vehicles after arriving on campus.
- Vehicles may be searched if there is "probable cause".
- PACE Academy will not be responsible for valuables of any kind left in vehicles

Van/Bus Rules and Regulations

Each student who rides the van/bus is entitled to a safe and comfortable ride. Riding the van/bus is a privilege granted the students under conditions set forth by PACE Academy, the state of Arizona, and the Department of Transportation. The van/bus is an extension of the school. Rules that apply within the school regarding behavior and consequences apply equally on the van/bus. The following safety rules must be followed:

- ALL classroom rules apply to students while on the van/bus. Please refer to Student/Parent Handbook.
- Riding the van/bus is a privilege. Do NOT abuse it. Please remember that the van/bus driver is in charge, and these privileges may be revoked.
- Be attentive to your personal hygiene. Body odors and clothing that is unclean and smells offensive may result in loss of van privileges.
- All students riding the van/bus must have written prior permission to do so.
- If you are not a 'regular' van/bus rider, you will not be allowed to "hop on" for a ride at random.
- Students getting off the van/bus at a stop other than their regular stop must have a written permission slip signed and dated by a parent/guardian and approved by office staff.
- For the safety of all concerned, vans are equipped with video recording equipment.

Waiting at the Van/Bus Stop

- Please be at the van/bus stop 10 minutes prior to pick-up time.
- Please allow the driver no less than 5 extra minutes after the scheduled time for possible traffic delays.
- Do not damage property or violate school rules while waiting for the van/bus.
- There is to be **NO TOBACCO USE: SMOKING or VAPING** at the van/bus stop.
- All school rules apply at the pick-up locations. Your behavior reflects on the school's image. Have pride in your school.

On the Van/Bus

All school rules apply on van/bus and at the bus pick-up location.

Exiting the Van/Bus

- Wait for the van/bus to come to a COMPLETE STOP before removing your seatbelt or opening the door and exiting.
- Look continuously from left to right as you walk away from the van/bus.
- Be AWARE of your surroundings.
- Do NOT run while exiting the van/bus.

Student Identification Card (ID)

- Students must show the I.D. card in order to attend school events, dances and other school activities.
- I.D. card photos will be taken twice a year at pre-determined dates.
- The first I.D. card is given to the student free of charge.
- Replacement of lost or damaged cards will be the responsibility of the student.
- **Replacement cost is \$5.00.**

Dress Code

- PACE Academy supports a student dress code with which all students must comply.
- The responsibility of determining student appearance belongs to the student's parent/guardian.
- However, school authorities have an obligation to the patrons of the school district to ensure that standards of decency, health, safety, and a positive learning environment are maintained which will not disrupt the educational process.
- Parents should support the concept that acceptable clothing for school may be different from clothing worn in other environments. Students will arrive at school properly dressed.
- When in doubt parents and students should select clothing that is more conservative.
- Student dress and personal appearance shall not disrupt nor distract from instructional procedures, school-sanctioned social functions, or the disciplinary control of the school staff.
- Parents and students are encouraged to adopt a style of dress and grooming that is appropriate to the age and size of the child without extremes that are disrupting influences in the classroom as determined by the school Administration or designee.

Procedures for dress code violations are as follows:

- The parent/guardian may be contacted and given an explanation of the violation.
- The student will be allowed to change clothes if clothing is available.
- If a dress code violation is discovered, a staff member will explain the inappropriateness of the student's attire.
- The student will not be permitted to return to class until the inappropriateness is remedied.
- Repeated offenses: student will be placed on suspension or expulsion

Dress Code Guidelines

- Dress code guidelines include, but are not all-inclusive, of the following and apply to both genders:
 - Dress and grooming shall not present a risk to the health, safety, or general welfare of students or others in the school.
 - Dress and grooming shall not interfere with, be disrupting or distracting to, the educational environment or process.
 - Dress and grooming shall not be contrary to curriculum goals and/or educational objectives. This includes advertising, promotion or pictures of alcoholic beverages, tobacco, drugs or illegal substances,
 - Sexual or violent behavior or any other illegal items.
 - Clothing, jewelry, improper exposure of body parts, or any personal items depicting or promoting lewd, vulgar, obscene, offensive language or symbols, drugs, alcohol, or tobacco are not allowed.

- Garments with lewd or suggestive words or material, garments that are dehumanizing or offensive to other students, or disruptive to the educational environment may not be worn.
- No see-through clothing may be worn. Neatness and good grooming with regard to the legitimate sensibilities of others in the school and community constitute both the basic goals and norms for the school dress guidelines.
- Clothing shall cover appropriate areas of the body and shall be sufficient to conceal undergarments at all times.
 - Shirts, overalls, and blouses must be worn appropriately fastened.
 - Revealing “tops” due to length, texture, straps or lack of coverage is not allowed. **ALL SHIRTS MUST HAVE SLEEVES AND MUST COVER THE SHOULDERS.**
 - Shorts may be worn to school that does not cause embarrassment due to lack of proper coverage, do not have rips, tears, or holes and comply with improper coverage policy. The length of allowed shorts/skirts must not be shorter than the end of relaxed arm/hand.
 - Leggings and tights can be worn **only** under shirts, pants (with tears, holes or cuts), skirts or dresses that are **no shorter** than 4” above the knee.
 - Big, baggy coats or oversized clothing, including trench coats that could be used to conceal a weapon, may not be worn.
 - Bandanas and sunglasses shall not be worn inside the building at any time.
 - Hoodies must be worn down. Heads are not to be covered with a hood.
 - “Sagging” is not allowed. Pants must sit above the student’s hips. Pants and shorts will be worn pulled up and secured at the waist at all times.
 - Undergarments may not be visible (Male or Female).
 - Pajama pants and bedroom slippers are not permitted.
 - Overalls of any type must be worn with both straps fastened around the shoulders as designed.
 - Full camouflage clothing is not permitted.
 - Footwear (shoes or sandals) must be worn on the school campus and in the classroom at all times and appropriately fastened. Bedroom slippers, flip-flops, and backless shoes are not allowed.
 - Chains, spikes, dog collars, large or numerous safety pins or any type of sharp objects are not allowed.
 - Gang-related clothing, accessories, hairnets, grooming, language, and/or behavior on school property and at school events or during regular school hours are not permitted.
- Students participating in school-sponsored, off-campus activities may be subject to dress codes that are more stringent.
- The responsibility for making determinations concerning dress and grooming rests with any school staff member.
- Students who violate this policy are subject to disciplinary actions that may include but are not limited to, any one or a combination of the following: informal talk, conference, alternate apparel, parental involvement, and/or short-term suspension.

Campus Policy and Rules

Student Visitors

- Unauthorized persons will not be permitted on the school grounds or in the school buildings at PACE Academy.
- Visitors will not be allowed on testing days or during the final two (2) weeks of each semester.
- Parents may make individual arrangements with the Administration.
- Violators of this policy may be subject to appropriate legal action as provided by Arizona State law.
- All visitors *MUST* sign in.

Dismissal Policy

- Parents are to pick up students immediately after the school day has ended. PACE Academy and its staff will not be held responsible for students who arrive earlier than the start of their class or remain on campus after their class has ended.
- Parents should make the necessary arrangements so their students are not left without transportation or supervision.

Loitering

- Any person loitering on, or near, school property, at any time, will be reported to local law enforcement for trespassing.
- Students are not permitted access to the school campus except during normal school hours.

Contacting Students

- All telephone calls are to be made to the school and not to cell phones.
- All incoming messages for students will be taken by or relayed through the teachers.
- Messages will be relayed to students through the school staff at the discretion of the teachers.
- Non-emergency messages may be e-mailed to the teachers.
- Please **DO NOT** text your student and expect an answer during school hours.

Questionnaires and Contests

- No questionnaires shall be distributed at PACE Academy without the approval of the Administration and the concurrence of the Administration if deemed necessary.
- No contests of any nature shall be conducted at PACE Academy except those sponsored by school authorities or which are considered by the Administration as being essential for carrying forward the educational program of the school.

Fire Drills/ Emergency Warnings

- A steady siren indicates an emergency.
- Students must leave the classroom with their teachers and clear the building.
- All persons in the school will evacuate according to the posted fire evacuation plan.

Fire Alarm System/Equipment

- Per Arizona State Law, tampering with fire alarm systems and/or equipment is illegal.
- In EACH case of tampering, the law will be followed.

Electronic Devices

- MP3 Players may be allowed with teacher's permission.
- This is a privilege, not a right.
- Excessive distraction or attention to electronic devices, or disruption of the educational

process will be grounds for confiscation of their device.

Cell Phones

- Staff may confiscate cell phones on campus during school time.
- Cell phones may not be used during school hours except during lunch or breaks.
- Cell phones must be turned off or silent.
- Cell phones / Smart phones cannot be used as a music device NOR plugged into Chromebooks or Bluetooth earbuds.

Food/Beverages on Campus

- Students may bring healthy snacks and water in original clear containers with unopened seals (NO SODA or sweet drinks) to school.
- Food or snacks are NOT allowed at the students' desks at any time.
- Food and snacks are only allowed at the designated lunch tables during breaks and lunch period.
- One large bottle of water with a screw top is allowed at the student's desks.
- Refilling of those bottles from the water fountain is allowed only before class, designated break times and during the lunch period.

Student Behavior

- PACE Academy recognizes the need for every student to obtain a thorough education and the need for every student to attend school regularly.
- PACE Academy also recognizes that discipline is necessary for learning and that each student's conduct must be in accordance with school rules, regulations, and policies at all times.
- All employees of PACE Academy are expected to share the responsibility for supervising the behavior of students and for ensuring that the students abide by the established rules of conduct.

Community

- PACE Academy believes that close cooperation between ALL stakeholders;
 - Students
 - Parents
 - Community membersand the school is essential and is most effective in preventing behavioral problems.
- The quality of the school community both socially and academically depends on the choices made by the student population.
- Upon entering a school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn.
- The exercise of students' constitutional rights must be conducted in a manner that does not disrupt the learning of others in the educational process.

Arizona law authorizes School employees to act "in loco parentis" (in place of parents)

- All students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function.
- The regular school day includes the time between a student's arrival on and departure from the school campus.
- Any student who is insubordinate or disrespectful to any faculty or staff member or who violates generally accepted rules of good citizenship and behavior will be referred to the Administration for discipline.

Student Responsibilities

- Maintaining a school climate free of disruptions enables all participants to learn and grow. Students, teachers, parents, and administrators working together create a common willingness to learn.
- Certain student behavior and attitudes foster the desirable, healthy learning environment schools encourage. Among these are the following:
 - Friendliness and acceptance of people of different political, economic, social, religious, and racial backgrounds and abilities.
 - Eagerness to participate in both academic and non-academic activities.
 - A spirit of cooperation and willingness to share abilities, time and skills, not only to further one's own goals but also to help others succeed.
 - Prompt and regular attendance in class and at school-sponsored activities.
 - Willingness to follow school rules and make positive contributions to the academic and social climate.

Student Rights

- All students have the right to an educational school setting that is orderly and educationally efficient, as well as free from the disruption of normal teaching-learning functions.
- The following are a list of policies designed to define some of the rights and responsibilities of students at PACE Academy.

Educational Opportunity

- Every student has the right to an education and a corresponding responsibility not to deny this right to any other student.

Prejudice

- An individual shall not be subjected to prejudicial treatment nor to abridgment of his/her right to attend and benefit from public school based on ethnic identity, religion, color, gender, political belief, mental or physical handicap, or for the exercise of his/her rights within this policy.

Publications

- Official school publications shall reflect, where possible, a wide spectrum of student opinion.
- Students shall be governed by standards of responsible journalism.
- The responsibility to determine whether specific materials comply with the standards of responsible journalism rests with the Administration.

Students shall have the right to encounter diverse points of view

- Students shall have opportunities to hear speakers and view presentations representing a wide range of views under guidelines established by the charter school.
- If it is established that if a student or parent objects as a matter of principle to participation in an activity assigned by school personnel, an alternative activity may be assigned without penalty or embarrassment.
- Parents are welcome to view all curriculum materials and to request a list of specific texts, video-tapes, etc. being used at PACE Academy.
- Please give the Administration adequate time to gather the materials requested.

Privacy - Student Records

- Student records are kept in a secure location.
- With sufficient notice, records may be open to review by parents/guardians and/or students and will be treated in a confidential manner as prescribed by Governing Board Policy, Arizona State Board of Education Regulations, and the Family Educational Rights and Privacy Act (FERPA).

Custody

- Except in the extreme circumstances, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent/guardian unless the student is placed under arrest.
- In every case of arrest, the school authorities will make every effort to notify the student's parent/guardian.

Questioning

- If police authorities desire to question a student on school premises regarding any alleged act of misconduct by the student, school authorities shall make every effort to contact the parent/guardian.
- The parent/guardian will be permitted to be present. If the parent/guardian cannot be present during questioning a school official will be present.
- Student rights will be protected in accordance with AZ State Board of Education Regulations, which are incorporated within PACE Academy Board Policy. Education is a right guaranteed to the student.
- The courts have defined the basis on which the denial of that right is justified.
 - The conditions of denial carry with them the guarantee of due process.
 - It is the intent of the Governing Board that every reasonable effort is made on behalf of the student's education and it is the intent of PACE Academy that those students and their parents are informed of the regulations regarding disciplinary and appeal procedures affecting students within the school.
- Faculty, parents, and students shall attempt resolution of problems affecting students and the educational process by informal means.
 - If any student or parent feels that the conditions of the school or decisions made by its staff are not satisfactory, the student or parent shall be afforded the opportunity to confer with the Administration.
 - The student or parent may appeal to the School Board if not satisfied with the disposition of the matter.
- Certain student behavior disrupts the educational process. School authorities shall promptly, efficiently, and with consistency, deal with such negative behavior.

Bullying • Hazing • Cyber-Bullying

- Per A.R.S. § 15-2301, hazing, a solicitation to engage in hazing, bullying, cyber-bullying or aiding and abetting another who is engaged in that activity of any person is prohibited.

Bullying • Hazing • Cyber-Bullying

- Any intentional, knowing, or reckless act committed by a student or students against another student which includes an act that contributes to, or causes, a substantial risk of potential physical injury, mental harm, or degradation is against Arizona law and school policies.
- It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.
- All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaints Procedures

- Students and others may report hazing to any professional staff member.
- Professional staff members must report the incident to the school administrator or next higher administrative supervisor in writing, with such details as may have been provided.
- Failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing

may subject that staff member to disciplinary action in accordance with Charter policy.

- Staff members shall preserve the confidentiality of anyone involved in a hazing incident, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and will be reported to a law enforcement agency.
- A person who complains of, or reports a hazing incident may do so directly to the school administrator or to a professional staff member.
- The staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose.
- At a minimum, the report/ complaint form shall contain identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.
- The report/complaint of a hazing incident will be investigated by the school administrator or a supervising administrator following the procedures below:
- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or, when school is not in session, within fifteen (15) days during which the school offices are open for business.
- Extension of the timeline may only be by necessity as determined by the Administration.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation.
- Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Administration. All violations of this policy will be treated in accordance with the appropriate procedures and penalties provided for in charter school's policies related to the conduct and discipline of students, staff, and others.

Controlled Substance: *Definition:* Any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or mind-altering substance of any kind.

- Possession :
 - Having any substance capable of producing a change in behavior or altering a state of mind or feeling.
 - Having a "look-alike", or items sold as a controlled substance.
- PACE Academy recognizes that alcohol and drug abuse is a treatable health problem.
- Health problems of youth are primarily the responsibility of the home and community, but the schools share that responsibility when misuse, abuse, and dependency problems interfere with school behavior, student learning, and the maximum possible development of students. The school will intervene with persons manifesting a sign of misuse or abuse and make every effort to educate and aid them.
- PACE Academy shall endeavor to educate and counsel students and staff concerning abuse of alcohol, illegal drugs and/or controlled substances.
- Every reasonable effort shall be made to provide for students and staff an environment that is free of alcohol, illegal drugs and/or controlled substances.
- School authorities shall give consideration to the health, safety, and educational rights of all students when prescribing disciplinary action for students who use, are under the influence

of, possess or distribute alcohol, illegal drugs and/or controlled substances on school premises or while engaged in school-sponsored activities.

Behavior Disruptive to the Educational Process A.R.S. § 13-2911

- The following policy does not attempt to set social standards.
- The definition of unacceptable behavior is based on whether or not the behavior has the potential to disrupt the educational process.
- The purpose of the policy is to assist students, parents, teachers, staff, and school administrators in understanding that the school community exists to help all students develop their full potential for learning and the necessary self-discipline to enable them to become productive, responsible members of society.

Enforcement

- The Administration has the responsibility to take *discretionary action anytime* the educational process is threatened or disrupted.
- Nothing in the following provisions is intended to prevent a staff member, teacher, Administration or another administrator from using his/her best judgment with respect to a particular situation.
- The provisions of the Student Behavior Policy are in force:
 - Any time students are on school property.
 - During regular school hours.
 - During the transportation of students.
 - At times and places where school administrators and staff have jurisdiction including, but not necessarily limited to, school-sponsored events, field trips, and any other school-related activities.
 - Additionally, the Administration, any public school official, or designated chaperone is authorized to take administrative action when a student's misconduct away from school or during a school activity has a detrimental effect on the other students, staff or the orderly educational process.
 - Students are reminded that negative behavior affects the reputation of their high school.

Search and Seizure

- Students possess and are assured of, the right of privacy of the person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution.
- The individual's right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all students.
- School administrators may conduct or authorize searches when they have reason to suspect that the health, safety, or welfare of students may be in danger.
- Any administrator making a search or seizure will follow the guidelines below:
 - Items that are used to disrupt or interfere with the educational process may be removed from a student's person.

Searches

- School officials have the right to search and seize property when there is a reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exist.
- Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from the charter school Administration.

General Searches of School Property

- Searches (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that anything, which violates a law or school rule, is on school property.
- If the search reveals illegal items (firearms, explosive devices, weapons, drugs, etc.), or other possessions reasonably determined to be a threat to the safety or security of others or that might

possibly interfere with school purpose, these items will be seized.

The school administrator may search motor vehicles parked on school property

- When there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy.

Physical Restraining

- Any person employed by PACE Academy may use and apply such amounts of force as are reasonable and necessary for the following purposes:
 - Restrain a student from an act of wrong-doing.
 - Quell a disturbance threatening physical injury to others.
 - Obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
 - For the purpose of self-defense.
 - For the protection of persons or property.
 - For the preservation of order.

Drug and Crime Prevention Dogs

- We strive to have our school be among the most drug free-environments that your teen encounters.
- Like many other area schools, PACE Academy will implement unannounced, periodic use of specially trained drug and crime detection dogs during the school year.
- The drug detection dogs will be used by community Police Department staff to detect the presence of drugs in the school and parking lots.
- Searches will be conducted quietly and quickly. Students whose cars, coats, lunch bags, etc. are found to contain drugs or the residual odors of drugs will receive consequences in accordance with our school's Student Code of Conduct.
- The use of the drug and crime detection dogs is another effort to keep our schools safe.
- Like you, we want to keep your teen safe and better ensure his/her future.
- One of the biggest obstacles to a teen reaching full academic, social, and emotional potential is the use of alcohol and other drugs.
- We will continue our efforts, including the use of drug and crime detection dogs, to keep our schools drug-free. However, YOU, as a parent are the greatest deterrent to your teen's use of alcohol and other drugs.

Parents Please:

- Talk with your son/daughter and inform him/her that the use of alcohol and other drugs is illegal;
- Unacceptable to you; and there will be consequences for use.
- Know where your teen is at all times.
- Supervise parties and gatherings in your home.
- Call parents who are hosting parties your teen wants to attend to be sure a parent is supervising and that no alcohol is being served.
- Working together, we can keep your teen, our student, safe and better ensure a bright future.

REFERRAL PROCEDURES

- **Step 1** - Staff/Student Contact:
 - Staff member, defined as any PACE Academy personnel, will contact the student for conference and verbally correct the student based on the teacher's own discipline guidelines.
- **Step 2** - Staff/Parent Contact:
 - A staff member will contact parents by note, electronic media, telephone, or in person.
 - A conference with parent and staff member may be necessary.
- **Step 3** - Administrator/Student Contact:
 - The administrator will contact the student by telephone, or in person.
- **Step 4** - Administrator/Parent Contact:
 - The administrator will contact the parent by note, electronic media, telephone.

- **Step 5 - Administrator/Student/Parent Conference:**
 - Administrator, student, and parent conference may take place.

NOTE: *At any time in steps 1–3, the teacher can send the student to an administrator for disciplinary action.*

Suspended Students

- A suspended student:
 - Will not be allowed on school grounds.
 - Will not be allowed to participate in or attend any school activities (field day, school trips, etc.).
 - May receive make-up work only at the discretion of the school Administration.

Consequences of Misconduct

- Minimum mandatory consequences have been established and must be expected for any misconduct violation.
- Each consequence depends on the severity of the violation and whether the violation is a first offense or a repeated act.
The administrative response to unacceptable behavior may vary as the Administration and student discuss consequences.

Consequence actions are designed to . . .

- Give the student a just program that includes many opportunities for modification of his/her behavior in a positive fashion to be followed in disciplinary matters, provide consistency in applying disciplinary actions, provide a program that is progressive (moderate to the most severe action), ensure discipline with dignity, properly notify the police.

Alternative Means of Correction may include, but will not be limited to . . .

- Discussing the inappropriateness of the student's behavior with the student
- Discussing the inappropriateness of the student's behavior with the student and/or parent
- Serving In-School-Suspension (ISS) or Detention, (Friday detention)
- Other responsibilities or assignments deemed appropriate by the Administration.
- The list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel.

Student Concerns, Complaints, and Grievances

- Students may use the following guidelines to issue a complaint or grievance providing the topic is of a subject that relates directly to the student and is not governed under a direct policy or regulation of PACE Academy governing board.
- The Governing Board is not authorized to act upon a complaint or grievance for any matter whereby the review method or discipline procedure is governed by state law.
- The accusation must be made within thirty (30) calendar days from the time the action took place that was grounds for the student's complaint or grievance.
- All allegations must be reported on a PACE Academy Charter School's form. *Forms are available at the school office.*
- The complaint or grievance must be made only to a school administrator or staff member.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor, or as otherwise required by law.

The following are valid reasons for student complaints or grievances and are not all-inclusive:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies per the PACE ACADEMY handbook.
- Discriminating treatment based on race, color, religion, gender, age, national origin or disability.
- Harassment of the student by another person.
- Concern for the student's personal safety.

- The Administration shall determine any questions concerning whether the complaint or grievance falls within charter school policy.
- A complaint or grievance may be withdrawn at any time.
 - Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.
- Retaliatory or intimidating acts against any student who has made a complaint under this policy and corresponding regulations or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Discipline Consequences and Procedures

Student Behavior & Consequence Rubric

Infraction	Definition	1 st Offense	2 nd Offense	3 rd Offense
Alcohol, Drugs Influence	Use of alcohol or drugs while on campus or at school-related activities	Parent conference, suspension, long term suspension up to expulsion, police report		
Alcohol, Drugs Possession	Possession of alcohol or drugs while on campus or at school-related activities	Parent conference, suspension, long term suspension up to expulsion, police report		
Arson	Deliberately starting a fire of any type	Police report, restitution, long term up to expulsion		
Arson Related Materials – Possession	Possession of arson-related materials such as matches, lighters, etc.	Confiscation, parent conference,	Confiscation, parent conference, up to 4-day suspension	Confiscation, parent conference, up to 8-day suspension
Assault – Physical Towards Peers	Any use of physical means to force or injure another person	Parent conference, up to 10-day suspension, behavior contract	Long term suspension up to Expulsion, police report	
Assault – Verbal Towards Peers	Any use of verbal means to force, degrade or insult another person	Parent conference, up to 4-day suspension,	Parent conference, up to 8-day suspension, behavior contract	Parent conference, up to long term suspension
Assault – Physical Towards Staff Member	Any use of physical force towards any staff member	Police report, parent conference, long term suspension up to expulsion		
Assault – Verbal Threat Towards Staff Member	Any use of words and/or gestures to threaten any staff member or his/her property with physical violence	Parent conference, long term suspension up to expulsion, possible police report		

Cell Phone Usage	Cell phones are not to be used either in the classroom or restroom. Cell phones may only be used during break in the break room only.	Student conference, phone confiscated for the day, student allowed to pick up phone, parent contact	Up to 2 – day suspension, phone confiscated, parent must pick up phone	Up to 4 – day suspension, phone confiscated, parent must pick up phone
Cheating / Plagiarism	Any copying of notes, lessons or exams	Parent conference, deletion of pertinent class	Parent conference, deletion of all classes	Up to long term suspension
Disorderly conduct	Any behavior which disrupts educational activities or demonstrates a disregard of others and their property	Parent conference, behavior contract, up to 4-day suspension	Parent conference, review behavior contract, up to 8-day suspension	Parent conference, up to long term suspension
Disruptions – Classroom	Serious or constant disruptions in the classrooms that effect the educational environment and prohibit others from learning	Parent conference, behavior contract, up to 4-day suspension	Parent conference, review behavior contract, up to 8-day suspension	Parent conference, up to long term suspension
Disruptions – Campus school sponsored events	Serious or constant disruptions at an activity or on campus which detracts from the purpose of the event	Parent conference, behavior contract, up to 4-day suspension	Parent conference, up to long term suspension	
Ditching / Skipping School	Leaving school premises without permission/authorization	Parent Conference, 1-day suspension	Up to 4-day Suspension	Up to long term suspension
Drug Paraphernalia Possession	Possession of any drug paraphernalia on campus	Student and parent conference, Up to 4-day suspension	Student and parent conference, Up to 8-day suspension, police report	Student and parent conference, long term suspension up to expulsion, police report
Failure to Serve Detention and/or Community Service	Failure to attend and/ or perform detention/community service	Student conference, parent conference	Parent conference, up to 4-day suspension	Parent conference, up to 8-day suspension
Forgery	Deliberately signing, writing of a document under the guise of someone else	Parent conference, up to 4-day suspension	Parent conference, up to 8-day suspension	Parent conference, up to long term suspension
Gang- Hate Group Activity	Any gang-related activity dress, flashing gang signs, etc.	Student and parent conference, up to 8-day suspension	Student and parent conference, long term suspension up to expulsion	Expulsion
Insubordination and/or Disrespectful Behavior Towards Any Staff Member	Failure to follow reasonable instructions from a person in authority or to act in a respectful manner to any staff member, adult or peer	Student and parent conference, up to 4-day suspension	Student and parent conference, up to 8-day suspension	Student and parent conference, long term suspension up to expulsion
Leaving School w/o Permission	Leaving school without parental permission	Student and parent conference, up to 2-day suspension	Student and parent conference, up to 4-day suspension	Up to long term suspension

Leaving School w/o Permission (18 & Over)	Leaving school without informing the teacher and front office.	Student and parent conference, up to 2-day suspension	Student and parent conference, up to 4- day suspension	Up to long term suspension
Littering and/or Throwing Food/Trash	Improper disposal of trash or throwing food/trash improperly	2 – Days lunch clean up service	4 – Days lunch clean up service	Student and parent conference, up to 4- day suspension
Loitering	Present in or around school grounds before or after school hours without a legitimate reason or without permission from a school administrator	Student and parent conference	Student and parent conference, up to 2- day suspension	Student and parent conference, up to 4- day suspension
Loud Music from Headset	Any loud music that can be overheard from headset	Student conference	Loss of privileges for up to 2-days	Loss of privileges for up to long term
Profanity Directed at Peers	Use of words and/or gestures which are offensive or disruptive, including obscene jokes, swearing, cursing and gang signs	Student and parent conference, up to 2-day suspension	Student and parent conference, up to 4- day suspension, behavior contract	Student and parent conference, up to long term suspension, review behavior contract
Profanity Directed at Staff Member	Use of words and/or gestures which are offensive or disruptive, including obscene jokes, swearing, cursing and gang signs directed at a staff member	Student and parent conference, up to 8-day suspension, behavior contract	Student and parent conference, up to long term suspension, review behavior contract	Student and parent conference, up to expulsion, possible police report
Sexual Harassment – Verbal	Any inappropriate verbal comment of a sexual nature directed at a student	Student /parent conference, behavior contract, up to 8-day suspension	Student and parent conference, long term suspension up to expulsion, police report	
Sexual Harassment – Physical	Any inappropriate physical contact against another student	Student and parent conference, long term up to expulsion, police report		
Theft	Taking any item without permission which does not belong to you	Student and parent conference, restitution, up to 4-day suspension	Student and parent conference, restitution, up to 8-day suspension. Police report	Student and parent conference, restitution, up to long term suspension/expulsion. Police report
Tobacco – Possession	Possession of any tobacco product. i.e. chewing, cigars, cigarettes, pipes	Confiscation, student/parent conference, up to 4-days suspension	Confiscation, student/parent conference, up to 8- days suspension	Confiscation, student/parent conference, up to long term suspension
Tobacco – In use Outside school building	Smoking or chewing any tobacco products	Confiscation, student/parent conference, up to 4-days suspension	Confiscation, student/parent conference, up to 8- days suspension	Confiscation, student/parent conference, up to long term suspension
Tobacco – In Use Inside School Building	Smoking or chewing any tobacco products	Confiscation, student/parent conference, up to 8-days suspension	Confiscation, student/parent conference, up to long term suspension, police report	Confiscation, student/parent conference, up to expulsion, police report

Truancy - 10 Consecutive Days	Unexcused absences for 10 consecutive days	Student/parent conference, Attendance Contract	Possible withdrawal from school	
Unacceptable Usage of Computer	Logging on as someone else, logging into any other program other than ALS	Parent conference, behavior contract, up to 8 days loss of internet & music	Parent conference, behavior contract, up to 4 days suspension and 30 days loss of internet & music	Parent conference, behavior contract, up to 8 days suspension and long term loss of internet & music
Unacceptable Internet Usage	Deliberately accessing unauthorized websites	Parent conference, behavior contract, up to 8 days loss of internet & music	Parent conference, behavior contract, up to 4 days suspension and 30 days loss of internet & music	Parent conference, behavior contract, up to 8 days suspension and long term loss of internet & music
Unregistered Medication Including OTC	Use, Sharing of, Possession of Prescription & OTC Medications NOT Registered Through the Front Office	Student and parent conference, Up to 4-day suspension	Student and parent conference, Up to 8- day suspension to long term, police report	Student and parent conference, long term suspension up to expulsion, police report
Unsafe Driving Conduct	Any unsafe driving	Parent /student conference, behavior contract, up to 4-day loss of driving privileges	Parent /student conference, behavior contract, up to 8-day loss of driving privileges, up to 4 day suspension, police report	Parent /student conference, behavior contract, up to long term loss of driving privileges, up to 8 day suspension, police report
Vandalism and Inappropriate Use of School Property	Destruction or misuse of school property	Student and parent conference, restitution, up to 8-day suspension	Student and parent conference, restitution, up to 8-day suspension	Student and parent conference, restitution, up to expulsion. Police report
Weapons and/or Explosives	Any instrument (knife, gun, ammunition, other explosives, sharp objects, etc., any object normally used to cause harm to others)	Parent conference, police report, expulsion		
Weapons Unconventional OR Potential	An object not normally used to cause bodily harm, but with potential to do so, including fireworks	Parent conference, police report, expulsion		

NOTES:

The purpose of this disciplinary policy is to help ensure a healthy, comfortable and educationally productive environment for students, staff, and visitors. PACE operates under a "NO Tolerance" policy for drugs, alcohol, weapons, tobacco, and violence. Any behavior that disrupts the learning process and/or threatens the safety of PACE students, faculty, staff or visitors is subject to this discipline policy.

The Principal will make the determination of the severity of the behavior and the appropriate consequence. These decisions are binding.

If one student violates this policy on multiple occasions, these multiple lesser offenses may lead to progressive discipline and may result in long-term suspension or expulsion.

PACE reserves the right to modify this discipline policy or the implementation of its consequences to account for special circumstances. This determination will be made at the discretion of the principal

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