

PHOENIX SCHOOL OF ACADEMIC EXCELLENCE
THE LEARNING INSTITUTE



2016-2017
STUDENT & PARENT
HANDBOOK
&
CODE OF CONDUCT

TABLE OF CONTENTS



Welcome Letter from the President of The Governing Board.....	vi
School’s Vision & Mission Statement.....	1
School Board, Administration & Staff.....	2
School Calendar.....	3
Bell Schedule.....	4
Graduation Requirements.....	5
Guidance	6
Appointments.....	6
Schedule Request/Dropping & Adding Courses.....	6
Education & Career Action Plans (ECAP).....	6
School Policies	7
Academic Progress & Credit Recovery.....	7
Admissions.....	8
Student Records	9
Immunizations of Students.....	9
Attendance & Tardies.....	9
Closed Campus.....	10
Student Drivers & Campus Parking.....	10
Student ID’s, Backpacks/Purses & Hats.....	10
Electronic Devices.....	10
Food and Drinks.....	11
Backpacks, Purses, Hats & Skateboards.....	11
Search and Seizure.....	11
Parent Liability/Possible Fines and Charges.....	12

School Policies Continued...

Fire Drills/Lock Down Procedures..... 12

Equal Educational Opportunity & Non-Discrimination..... 12

Sexual Harassment..... 12

Child Identification and Referral..... 13

Special Instruction Programs..... 14

Accommodations for disabled students..... 14

Administration of Medications to Students..... 14

English as a Second Language Instruction (ELL)..... 14

Homeless Policy..... 15

Custody..... 15

Visitors..... 15

Field Trips..... 15

Use of Technology Resources in Instruction..... 15

Reporting Child Abuse/Child Protection..... 16

Insult or Abuse of Staff (A.R.S. 15-507)..... 16

Threat to an Educational Institution (A.R.S. 13-2911)..... 16

Student Code of Conduct

Acts Harmful to Public Order on School Property..... 17

School Transportation Safety Program..... 17

Care of School Property by Students..... 17

Disorderly Conduct..... 17

Drug & Alcohol Use by Students..... 18

Endangering Safety, Morals, Health & Welfare of others..... 18

Hazing & Bullying..... 19

Reporting Procedures..... 19

Littering & Gum..... 20

Misconduct in the School's Neighborhood..... 20

Misuse Fire Alarm & Other Safety Equipment..... 20

Secret Societies & Gang Activity..... 21

Skateboards, Bicycles, 2 Wheel Scooters..... 21

Student Code of Conduct Cont...	21
Student Dress Code.....	21
Student Fundraising Activites.....	22
Tobacco Use by Students.....	22
Vandalism.....	22
Vehicle Violations.....	23
Weapons in School.....	23
 Penalties for Student Misconduct	 23
Intro.....	24
Other Actions that may be taken.....	24
D60 (Detention 60 minutes).....	25
Student Suspension.....	26
 District Electronic Information Services.....	 27
 Student Concerns, Complaints and Grievances.....	 28
 Fidentiality of Student Education Records.....	 29
 Protection of Pupil Rights Admendment.....	 31
 Acknowledgement of Receipt form.....	 34
 Designation of Student Directory Information Acknowledgement of Receipt form.....	 35

FORWARD

Hello Students and Parents,

Welcome to The Learning Institute! As the director of The Learning Institute, I am pleased to share our plans for the 2016-2017 school year with you and your family.

In our 18th year of operation, we are committed to academic excellence and believe your child should be offered a safe and quality education. Even though we are an alternative school, we are a AdvanED Accredited school. As an alternative school, our mission is to prepare every student to succeed in their school and community by offering an exciting curriculum and various leadership opportunities to advance their education.

During this upcoming school year, there will be many opportunities for you to be active participants in the school. There are parent committees that you may want to be involved with and community events to attend throughout the year. Parents are a vital part of any school and your input is valuable to us. Board meetings are held quarterly and we invite you to attend, the dates and times will be posted at the school or on our website. You are always welcome and encouraged to stay involved in your child's education.

This handbook defines and outlines the behavioral expectations, responsibilities, and the rights of students and parents who are a part of The Learning Institute. We encourage you and your student both to read this Student Code of Conduct carefully. Then please sign the *Acknowledgment of Receipt form* on the back page, and ensure that your child returns the signed form to the front office within two (2) school days of the date you receive this Handbook. This documented is mandatory.

Finally, as a Title I school we have resources to assist your family, if you have a need, contact us and we will do our best to help. Please, let us know how we can make this a great experience for you and your child. You may reach us at (602) 241-7876.

*Please make a note of our class schedule. Monday through Thursday with Credit Recovery on Friday's. Please review your child's class schedule to verify hours they will be attending class.

Don't forget to check out our website at www.phoenixschoolofacademicexcellence.com

Sincerely,
Julie Palma
Site Administrator/Director



VISION STATEMENT

To continuously improve, motivate, and empower all staff, students, and parents.

MISSION STATEMENT

In pursuit of lifelong learning, The Learning Institute will promote academic, occupational, and personal life skills of all students. This endeavor is based on community collaboration, parental involvement, role modeling, and staff commitment to re-engaging students to recover credits and obtain a high school diploma.



Nate Palma

PSAE School President

Julie Palma

PSAE Principle & School Director

BOARD MEMBERS

Samantha Glen

Joanna Ortagus

Esther Zufelt

ADMINISTRATION

Ariana Barrera, Receptionist

Ramon Hipolito, Academic Advisor

Alex Moreno, Student Services

Jordan Palma, Business Administrator

Melissa Rojas, Registrar

Yesenia Rojas, Attendace

Mark Vite, Special Services

PSAE Instructors

Shelly Baker, Social Studies

Jose Luis Orbe, Special Services/ELL

Joseph Merced, Mathematics

Maria Ramirez, Mentor Program

Emanuel Torres, Science

Teresa Widmer, English Language Arts

2016/2017 SCHOOL CALENDAR

AUGUST 2016

1 First day of instruction
 4-5 Open House
 8 First day of school

JANUARY 2017

1 New Years Day
 2 Students Return to School
 16 MLK Day: **School Closed**

SEPTEMBER 2016

5 Labor Day: **School Closed**

FEBRUARY 2017

6-9 Midterms
 15 Career Day
 20 Presidents Day: **School Closed**
 22 100th Day
 27-28 Parent/Teacher Conferences
 27-28 Spirit Week

OCTOBER 2016

3-6 Midterms
 3-6 Parent/Teacher Conferences
 11 End of 1st Quarter
 17 40th Day
 18 Report Cards Released
 31 Halloween: **School Closed**

MARCH 2017

1-2 Parent/Teacher Conferences
 1-2 Spirit Week
 2 End of 3rd Quarter
 16-17 Spring Break: **School Closed**
 20 Report Cards Released
 6-17 AZMERIT Testing (ELA)

NOVEMBER 2016

11 Veterans Day: **School Closed**
 14-17 AZMERIT Testing (ELA)
 21-25 Thanksgiving Break: **School Closed**
 28-30 AZMERIT Testing (MATH)

APRIL 2017

16-17 AZMERIT Testing (MATH)
 10 AIMS Science Testing
 14 Good Friday: **School Closed**
 16 EASTER Sunday

DECEMBER 2016

1 AZMERIT Testing (MATH)
 5-8 Semester 1 Finals
 15 End of 2nd Qtr/1st Semester
 15 Report Cards Released
 19-30 Winter Break: **School Closed**

MAY 2017

1-4 Semester 2 Finals
 11 High School Graduation
 25 Jr High Promotions
 25 Report Cards Released
 25 Last Day of School
 29 Memorial Day: **School Closed**



BELL SCHEDULE

BELL SCHEDULE FOR GRADES 7,8, 9 and 10

PERIOD	7TH & 8TH	9TH	10TH
1st Period (8:00 AM - 8:57 AM)	Reading 360 MERCED	Reading 360 MERCED	Reading 360 WIDMER
2nd Period (9:00 AM - 9:57 AM)	Physical Science TORRES	Earth & Space TORRES	Geometry MERCED
3rd Period (10:00 AM - 10:57AM)	Social Studies BAKER	Geography BAKER	Biology TORRES
4th Period (11:00 AM - 11:57 AM)	ELA 7&8 WIDMER	ELA 9 WIDMER	Civics BAKER
LUNCH (12:00 PM - 12:30 PM)			
5th Period (12:33 PM - 1:30 PM)	Math 7/8 MERCED	Algebra 1 MERCED	ELA 10 WIDMER
6th Period (1:33 PM - 2:27 PM)	Elective TBD	Elective TBD	Elective TBD
7th Period (2:30 PM - 3:15 PM)	Art History Widmer		
8th Period (3:18 PM - 4:00 PM)	Fitness MERCED		

BELL SCHEDULE FOR GRADES 11 & 12

PERIOD	11TH	12TH
1st Period (8:00 AM - 8:57 AM)	Reading 360 TORRES	Reading 360 BAKER
2nd Period (9:00 AM - 9:57 AM)	US History BAKER	ELA 12 WIDMER
3rd Period (10:00 AM - 10:57AM)	ELA 11 WIDMER	Algebra 2 MERCED
LUNCH (10:15 AM - 10:57 AM)		
4th Period (11:30 AM - 12:30 AM)	Algebra 2 MERCED	Credit Recovery TORRES
5th Period (12:33 PM - 1:30 PM)	Phys/CHEM TORRES	Civ/Econ BAKER
6th Period (1:33 PM - 2:27 PM)	Elective TBD	Elective TBD
7th Period (2:30 PM - 3:15 PM)		
8th Period (3:18 PM - 4:00 PM)		

H.S. GRADUATION REQUIREMENTS FOR THE STATE OF ARIZONA

(ELA) English Language Arts	4.0 credits
Social Studies	3.0 credits
Mathematics	4.0 credits
Science	3.0 credits
Career + Tech Education or Fine/Performing Arts	1.0 credits
Electives	7.0 credits
TOTAL CREDITS: 22.0 (minimum)	

STATE ASSESSMENTS

***American Civics Act Test:**

Students in cohorts 2017 and beyond must pass this state mandatory exam with a 60% (60 out of 100 questions correct) in order to graduate.

AzMERIT Assessments

Students must take this End of Course (EOC) state assessment when completing a full credit (1.0) in any of the following courses:

- MATHEMATICS: Algebra 1, Algebra 2, and Geometry
- English Language Arts: ELA 9, ELA 10, ELA 11

This serves as their final exam and may prevent the student from earning their credit if they fail to show proficiency in course taken.

****Failure to take the exam will result in course incompleteness.**

GUIDANCE

PSAE: The Learning Institute's Guidance Department is available to provide a variety of student services. The school's Academic Advisor will assist students in obtaining a realistic understanding of personal strengths and needs in order to make proper choices concerning their education.

Appointments

Students wishing to meet with the academic adviser must first sign up for an appointment. Students may make appointments in person outside of class time, by e-mail or through the PSAE Advisement Google Classroom Page. Under no circumstances are students to leave class to make appointments. Faculty and staff will refer situations requiring immediate attention.

Schedule Requests/Dropping and Adding Electives

- Schedule changes/requests will occur only with the approval of Julie Palma.
- Students may not change electives and it will only be done for extreme situations.
- Class fees are non-refundable if the class is dropped.
- A student may not add a class after the 6 week point in a semester.

ECAPS (Education and Career Action Plan)

An ECAP reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals.

We as educators believe that integrating an Education and Career Action Plan (ECAP) process into all facets of the school experience enables students to be lifelong learners and problem-solvers, developing and applying 21st century skills to their life experiences, as students, as workers, as consumers, and as responsible citizens. With the ability to identify skills and interests and to apply that knowledge to create their own ECAP, our students will have developed needed skills to advance in a more fluid, seamless transition, meeting 21st Century technologies and workplace postsecondary requirements.

Source: <http://www.azed.gov/ecap/>

Students will meet with the Academic Advisor once a semester to review their ECAP in order to make any necessary changes or updates. Students will have access to their ECAP via their personal Google Drive account.

SCHOOL POLICIES

ACADEMIC PROGRESS

Teacher tests, daily work, attendance, and individual applications are considered in the total evaluation of a student's work and progress; however, the student must pass the end-of-course examination and other work required by the teacher in order to receive credit. A minimum grade of "C" is necessary to receive .50 credits for a course and to be considered passing, however students are strongly encouraged to maintain grades of B's or better to obtain the appropriate GPA for graduation and college/university acceptance.

PSAE: The Learning Institute accepts responsibility for providing a quality education for students. In order to carry out this responsibility, PSAE must require reasonable academic progress from students in return for the opportunities afforded them in a tax supported institution. To continue enrollment of students who have demonstrated that they do not possess the necessary ability, industry, or maturity to obtain a reasonable benefit from instruction is inconsistent with this responsibility. Consequently, PSAE: The Learning Institute may withdraw a student if it has been shown that the school program is unable to contribute to the educational development of the student. Students should earn .50 credit in each class for each semester. Failing to do so will result in academic probation and possible referral to an alternate academic program.

Additional Credit Opportunities

Students needing additional credits will be required to attend Fast Track Friday, PSAE: The Learning Institute's credit recovery program. Through in class instruction and online programs (Google Classroom, PLATO, Accelerated Math & Reading), students may will work toward recovering 2 courses (1 credit total) per quarter. This process requires students to meet with their Academic Advisor to discuss which classes should be considered. Completion of coursework and a 87.5% attendance rate is needed to earn course credit.

Progress Reports/Report Cards and Parent Teacher Conferences

Progress Reports may be emailed or parents may be requested to schedule a parent/student/teacher conference to pick them up. Progress reports are available at the midpoint of each grading period. These dates are posted on the school calendar.

Parents may request a conference with teachers at any time throughout the school year. Contact the front office for more information.

Academic Assessment

Each student's educational skills are assessed with the appropriate tests. The results of the tests as well as the first two weeks of school will assist in developing an individual graduation plan for each student.

Graduating Procedures

When seniors have completed all coursework required to earn their high school diploma they must set up an appointment with the registrar to officially check out from the school. No senior will be considered graduated unless this process is complete. If a senior does not go through graduate check out, it may result in not being able to participate in graduate ceremonies and/or receiving his/her official diploma.

Make Up Work/Hours and School Attendance Hours

It is the student's responsibility to make sure that work is completed, and any days missed may affect their graduation timeline. An excused absence does not excuse the student from the work assigned in his/her classes.

The law requires that students in grades 7-8 attend school 32.5 hours per week and students in grades 9-12, 20 hours per week. Students must attend school for 5 hours per day and make up any hours missed to be given credits.

ADMISSIONS

PSAE: The Learning Institute is designed for students in 7th to 12th grade (up to 21 years of age). In order to be admitted to PSAE: The Learning Institute, students must withdraw from their previous school, turn in a PSAE/TLI Enrollment form, and complete a pre-enrollment interview.

Credits may be transferred for courses completed at acceptable accredited schools. Work must be verified through an official transcript.

Potential students will be scheduled to meet with the School Principal to review school records including credits, attendance, discipline, and test scores. All records must be available before a meeting can be scheduled. Students are required at initial registration to report school expulsions and arrests resulting in juvenile justice actions.

Students are required to attend a mandatory New Student Orientation. Orientation will cover Student and School policies and a class schedule will be designed with individual goals, choices, and needs in mind. Students will also take an entrance assessment test for Mathematics and English Language Arts.

Student Records

Required student records will be prepared, maintained and destroyed in accordance with State and Federal laws. The School will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) in the establishment, maintenance, correction and disposition of student records, as well as the confidentiality provisions contained in those laws. Parents and students should review the “Annual Notification to Parents” letter contained in Section IV of this Handbook and sign and return the Acknowledgement of Receipt form included in the Handbook.

Immunizations of Students

Subject to the exemptions provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, and haemophilus influenza b (Hib) is required for attendance of any student in any school. A student’s immunization record must be submitted prior to attendance, unless the student has been conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student who fails to comply with the immunization schedule must be suspended from school, except that a homeless student shall not be suspended from attendance until the 5th calendar day after enrollment. Please contact the Julie Palma for further information regarding immunizations of students or exemptions for immunizations.

Waiting List

The Arizona Department of Education mandates a lottery if there is a need for a waiting list for PSAE/TLI. Priority will be given to returning students and siblings. The lottery will determine who will be provided the next available space at the school. Each spring a lottery will be held if needed for the following school year.

STUDENT ATTENDANCE, COMPULSORY ATTENDANCE, TRUANCY/ABSENCES AND EXCUSES

The School will enforce the laws regarding attendance with consideration for the variables that affect children and families. It is unlawful for any child between the ages of 6 and 16 to fail to attend school during school hours, unless the child is properly excused from attending.

When a student is absent from school, the parent must call the school on or before the day of the absence in order to advise the school as to the reason for the absence. All absences not verified by parental or administrative authorization will remain unexcused. If a parent does not

have access to a phone, a note will be accepted for verification purposes. For absences greater than 1 day in length, the school should be notified for each day of the absence. If students miss more than 10 days per semester, the school has the right to not give any credits for that semester and may be withdrawn from school.

CLOSED CAMPUS

PSAE: The Learning Institute is a closed campus for all students, from the beginning of the school day until dismissal. Students are expected to be on campus and may not leave. This includes going to the parking lot without the permission of the school administrator. Student may be subject to disciplinary action when this policy is broken. Parents wishing to have a student excused for part of the day must obtain permission from a school administrator or parent before the student may leave.

STUDENT DRIVERS & CAMPUS PARKING

Student drivers will be required to register their cars with the front office prior to parking in the school's parking lot. They are to understand and follow parking lot speed limits and be considerate to our business neighbors by keeping their car stereos at a low volume.

Students will not have access to their vehicles during normal school hours and will have to wait until the end of school or have admin approval to enter their vehicles.

***Driver's License, Registration and Proof of Insurance are needed to register your car.**

***Covered Parking is for PSAE Staff and invited guests only.**

STUDENT IDENTIFICATION CARDS

For the safety of all persons, students in grades 7-12 are required to carry an identification card issued by the School and to provide the card to any school employee or law enforcement officer upon request.

There is a \$10.00 fee to purchase a school ID and an \$8.00 replacement fee for any ID that is lost or stolen.

An official school ID must be obtained by student and must be worn around student's neck.

ELECTRONIC DEVICES

Electronic devices include, but are not limited to: Headphones, cell/smart phones, tablets, MP3 players, laptops, and hand held gaming devices. Using these items is not permitted in the classrooms unless instructor permits use for student's coursework (ex. headphones to listen to online curriculum).

The School is not responsible for loss of or damage to a student's electronic devices. Electronic devices that interfere with learning will be confiscated and returned to the student or parents at the school's discretion. Cell phones are not to be used or visible to the staff during the school day. Students will be required to turn off cell phones during regular school hours and classroom instruction.

Telephone Messages

Office personnel will not typically disrupt class to deliver messages to students. Only in cases of extreme emergency will a message be delivered during instructional time.

FOOD AND DRINK

No food or drinks are allowed in any of the school buildings. Beverages, microwavable meals and snacks are sold in the school's snack bar (The Hive), located in the student break room. Water fountains are provided for students throughout campus.

BACKPACKS, PURSES, HATS & SKATEBOARDS

All backpacks, purses (sizes larger than 15 x 10 x 6 inches), hats & skateboards must be turned in at the following location: Academic Advisement office in building 100.

Students will turn in their required possessions prior to entering their first class. All possessions will be labeled and documented in order to keep track of who and what was turned in. This information will be used to distribute locked up possessions at the end of the school day.

Students will be written up if they refuse to turn in the required possessions to the school lock up.

Students will not have access to their possessions during regular school hours. Students **MUST** take everything they need for the school day prior to turning in their backpacks and purses.

To retrieve one's possessions, students will wait in line at the end of school and allow the Staff or Aid to retrieve and document that items have been returned to the correct owner.

***Those individuals who are serving D60 will not have access to their possessions until D60 is completed.**

***Only staff and Aids are allowed in lock up areas!**

SEARCH AND SEIZURE

School administrators have the right to search and seize property; including school property temporarily assigned to students, when there is

reasonable suspicion that stolen property, or some material or matter detrimental to health, safety and welfare of the student or others exists.

Lawful searches may include the search of a student's personal property such as backpacks, purses or pockets. Searches will be reasonable in scope and not excessively intrusive on the student in light of the age, sex of the student, nature of the infraction, property or item involved and the type of conduct alleged. Strip searches are prohibited.

PARENT LIABILITY / POSSIBLE FINES AND CHARGES

Parents of minors who damage school property are liable for all damages. Students will be held responsible and accountable for loss or damage to school property, including library books, electronics, headphones and textbooks.

FIRE DRILLS/LOCK DOWN PROCEDURES

Fire drills are held monthly. Locks down drills are also practiced.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION

Our Governing Board is committed to a policy of nondiscrimination (including non-harassment) in relation to race, color, religion, sex, age, national origin and disability.

The right of a student to participate fully in classroom instruction will not be abridged or impaired because of race, color, religion, sex, age, national origin or disability, or any other reason not related to the student's individual capabilities.

If a student or parent believes that a student has been unlawfully excluded from participation or denied the benefits of, or otherwise subjected to discrimination in any School program or activity (or any program or activity receiving the School's financial assistance), the student or parent may file a complaint with the School so the matter can be properly investigated and resolved. A copy of the School's Student Concerns, Complaints and Grievances procedure is included in Section III of this Handbook. Further information regarding Federal non-discrimination statutes (such as Title VI, Title VII, Title IX, Section 504 and the Americans with Disabilities Act) and the School's grievance/complaint procedures can be obtained from the Director.

SEXUAL HARASSMENT

All individuals associated with the School, including, but not necessarily limited to, the Governing Board, the administration, the staff and students

are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Anyone who is subject to sexual harassment or who knows of the occurrence of such conduct should inform the Director, who has been designated the School's Compliance Officer.

CHILD IDENTIFICATION AND REFERRAL

The school will ensure that all children within its responsibility who have suspected disabilities are identified, located and evaluated. This process is important to the provision of educational opportunities for all students. The process of identification, evaluation, development of program, placement and the provision of services (often referred to as a "free, appropriate public education") is guided by a variety of laws and regulations.

Identification procedures will be completed within 45 calendar days after: (a) Enrollment for each new student enrolling or (b) Notification to the School by the parent of concerns regarding their child's developmental or educational process. Local school districts will be identified for referring parents of children from birth through 2.9 years who require screening, evaluation or early intervention services.

If the identification procedures indicate a possible disability, a referral for evaluation will occur only after appropriate consultation among the administrator, the parent, and the teacher or through a child study team discussion. Parents and/or students may request a referral for evaluation and are encouraged to follow a similar pattern of discussion and agreement.

The referral of a student for evaluation for possible placement in special education and related services shall be made by the administrator after notifying parents of their rights and after documenting the informed consent of the parent or guardian. When the parent does not refer the child, the parent must be provided notice of referral for evaluation within 7 days. Such parental consent will be obtained within 15 calendar days after the disposition of the referral and the determination to evaluation. Absent the consent of the parent or guardian, mediation or due process procedures may be used to address the issue of referral for evaluation.

The written notice of referral will include a copy of the procedural safeguards available to the parents of a child with a disability. Translation of the notice will be made by an interpreter when necessary to ensure understanding. The person or persons making the initial referral shall be notified within 30 calendar days regarding the status of progress of the referral. To refer a child for screening or evaluation, or for additional information regarding special programs, contact the Director.

SPECIAL INSTRUCTIONAL PROGRAMS

Upon request, the School will provide parents with its written procedures relating to: (a) Initial full and individual evaluation of students suspected of having a disability; (b) Re-evaluation of students previously identified as being eligible for special education; (c) Development, implementation, review and revision of Individualized Education Programs (IEPs); (d) The delivery of special education services in the least restrictive environment; (e) Procedural safeguards; (f) Confidentiality of records and information; (g) Preschool program; and (h) Access to special education services to students enrolled in private schools. A complete copy of the School's Policies and Administrative Regulations relating to the Individuals with Disabilities in Education Act (IDEA) is available at the school office.

ACCOMMODATIONS FOR DISABLED STUDENTS

Students may be eligible for services under the provisions of Section 504 even if they do not require services pursuant to the IDEA. A student who may need special services or programs under Section 504 is one who: (a) Has a physical or mental impairment that substantially limits one or more major life activity, including learning; (b) Has a record of such impairment; or (c) Is regarded as having such impairment. The School is responsible for identifying and evaluating students who may be qualify for the protections of Section 504 and for providing such students with a free, appropriate public education. To refer a child for screening or evaluation, or for additional information regarding special instructional programs contact the Director.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

When a student needs to take medicine during normal school hours, the School will generally permit the administration of the medicine to the student if the following requirements are met: (a) The parent provides the school with a written order from the student's physician stating the name of the medicine, the dosage, and the time it is to be given; (b) Parent written permission to administer the medicine or to allow the student to self-administer the medicine; and (c) The medicine comes to the school office in the prescription container, or if it is over-the-counter medicine, in the original container with all warnings and directions intact. Appropriate forms are available in the school office. Tylenol will only be available to students for extreme situations

ENGLISH AS A SECOND LANGUAGE/BILINGUAL INSTRUCTION (ELL)

The School provides for appropriate identification, assessment and instructional programs to

instructional programs to meet the needs of students whose primary language is other than English. Please contact the assigned ELL instructor for more information.

HOMELESS POLICY

Melissa Rojas is the staff member designated as the Liaison for Homeless Students at PSAE: The Learning Institute. She carries out all duties as required by the Arizona Department of Education, including the coordination of any activities and programs in the best interest of homeless students used for the diagnostic purposes to detect areas of strengths and deficiencies.

Admission of Homeless Students

The School is responsible for ensuring that homeless children and youth have access to the same free, appropriate public education it provides to other children and youths. To that end, homeless children and youth will be: (a) Identified; (b) Provided a choice of schools as required by Federal law; (c) Immediately enrolled in the school selected (even if the student is unable to produce records normally required for enrollment); and (d) Promptly provided with necessary services as required by Federal law. Please contact the School's Liaison for Homeless Students for more information.

CUSTODY

In cases where custody/visitation rights affect the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. The school is not liable if not informed in writing of parent/custodial custody change.

VISITORS

All visitors to the school must report to the school office upon arrival. Those who wish to visit a classroom during the school day should contact the teacher and Julie Palma in advance to arrange a day and time.

FIELD TRIPS

Throughout the school year, students may participate in field trips. Parent permission slips **MUST** be signed and returned to school personnel prior to the trip. All school rules for student conduct will be enforced on field trips. Students must have 90% attendance to go on field trips.

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

The School provides electronic information services (EIS), such as the

Internet to all PSAE students. The use of the services by students must be in support of education, research and the educational goals of the School. To assure that the EIS is used in an appropriate manner, the School will require Parents and students to review the User Agreement contained in this Handbook and sign and return the Acknowledgement of Receipt form included in the Handbook.

REPORTING CHILD ABUSE/CHILD PROTECTION

Any school employee or any other person having responsibility for the care of a minor child who reasonably believes that a child is a victim of abuse (i.e. physical abuse, sexual abuse or neglect) will immediately report or cause a report to be made to a law enforcement officer or Arizona Department of Child Safety (DCS). A written report will be submitted within 72 hours of the time the duty to report arises. Child abuse reports will be made for student-to-student abuse as well as adult-to-child abuse.

INSULT OR ABUSE OF STAFF (A.R.S. 15-507)

A person who knowingly insults or abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a Class 3 misdemeanor.

THREAT TO AN EDUCATIONAL INSTITUTION (A.R.S. § 13-2911)

“Threat to an education institution” means to interfere with or disrupt an educational institution by engaging in any one or more of the following: Threatening to cause physical injury to an employee of an educational institution or any person attending an educational institution; Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution; Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property of others; or Refusing to obey lawful order to leave the property of an educational institution.

The School will report such threats to the police. In accordance with A.R.S. 15-841, a student who is determined to have threatened an educational institution will be expelled from school for at least 1 year, except that the School may modify this expulsion requirement for a student on a case-by-case basis and may reassign a student subject to expulsion to an alternative education program if the student participates in mediation, community service, restitution or other programs in which the student takes responsibility for the results of the threat.

STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to establish standards of conduct for students that will provide the best possible educational climate for students, staff and the local community.

ACTS HARMFUL TO PUBLIC ORDER ON SCHOOL PROPERTY

A student may be subject to disciplinary action when the student engages in conduct that violates Board Policies, Administrative Regulations or rules for the maintenance of public order on school property.

SCHOOL TRANSPORTATION SAFETY PROGRAM

Arizona law requires that, with respect to the authority of drivers, "Passengers shall comply with all instructions given to them by the school staff. A passenger or non-passenger who has boarded the school vehicle and refuses to comply with the driver's instructions may be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or non-passenger". (A.A.C. R17-9104). Drivers are required to report student discipline issues to school administrators.

The School's transportation safety program applies to any transportation vehicle used by the school to transport students.

Students have the privilege of riding school vehicles as assigned. Conduct that violates the Student Code of Conduct at bus stops, on School vehicles, in the process of boarding or exiting such vehicle, or otherwise related to the vehicle may result in disciplinary action being taken.

CARE OF SCHOOL PROPERTY BY STUDENTS

Each student is expected to take pride in the physical appearance of the school. No student shall damage or deface any property belonging to the School. In addition to taking disciplinary action against the student who damages or defaces school property, the School may seek a court order requiring the student's parent(s) or the adult student to make restitution to the School. The tables, computers and printers are not to be damaged in any way.

DISORDERLY CONDUCT

A student may be subject to disciplinary action when the student engages in disorderly conduct by intentionally or recklessly causing public inconvenience, annoyance or alarm. Examples of disorderly conduct include, but are not necessarily limited to:

- Making unreasonable noise.
- Fighting or engaging in violent behavior: Includes any violence between 2 or more persons. Horseplay and roughhousing may lead to fighting and is considered unacceptable behavior.

- Using abusive, obscene language or gestures or profanity.
- Obstructing vehicular or pedestrian traffic.
- Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Possessing, using or distributing water guns, water balloons or similar items.

DRUG ALCOHOL USE BY STUDENTS

The non-medical use, possession, or sale of drugs on school property or at school events by students is prohibited. "Non-medical" is defined as "a purpose other than the prevention, treatment or cure of an illness or disabling condition" consistent with accepted practices of the medical profession. The term "drugs" includes, but is not limited to: (a) All dangerous controlled substances prohibited by law; (b) All alcoholic beverages; (c) Any prescription or over the counter drug, except those for which permission to use in school was granted by the School; (d) Hallucinogenic substances; and (e) Inhalants.

ENDANGERING SAFETY, MORALS, HEALTH OR WELFARE OF OTHERS

A student may be subject to disciplinary action when the student engages in any act that endangers the safety morals, health or welfare of others. Examples of such conduct include, but are not limited to:

- Selling, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
- Selling, using, or possessing weapons, fireworks, matches, lighters or other dangerous instruments or contraband.
- Using profane, vulgar, or abusive language
- Gambling.
- Hazing or Bullying.
- Verbal or physical harassment.
- Engaging in lewd behavior.
- Extortion- Obtaining money, information or any other item or thing from others by coercion or intimidation.
- Threat/Intimidation- Threatening or frightening another person by physical force or verbal abuse.
- Stalking- Intentionally following a person in a time, place, manner that implies a threat to the safety of the person being followed.

HAZING/BULLYING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to school within twelve (12) calendar months. A person as specified above will be considered a “student” until graduation, transfer, promotion or withdrawal from the School.

The definition of “hazing” set forth in A.R.S. 15-2301 is also the School’s definition of hazing. “Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both the following apply:

- The act is committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution; and
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- It is no defense to a violation of this Policy if the victim consented or acquiesced to hazing.

Violations of this Policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this Policy.

REPORTING PROCEDURE

Students and others should report hazing to Julie Palma, but may report hazing to another professional staff member (e.g. teacher). If the report is not made directly to Julie Palma, the individual receiving the report will submit a report of the incident directly to Julie Palma. The individual is expected to preserve the confidentiality of those involved, disclosing the incident only to those with a need to know or as required by law. Any instance of reported or observed hazing that includes possible child abuse or violations of statutes known to the staff member will be treated in accordance with statutory requirements and be reported to a law enforcement agency.

The individual receiving the report of hazing should obtain sufficient detail from the person making the report to complete the form designated

for such purpose. At a minimum, the written report should contain identifying information on the Complainant and such specificity of names, place and times as to permit an investigation to be carried out. The report should be transmitted to the school administrator or supervising administrator no later than the next school day following the day the report is made, if the report was not made directly to Julie Palma.

The report will be investigated by the designated school or School level administrator. The following procedure will be followed:

- The investigation will be conducted within 10 school days when school is in session or within 15 business days when the school offices are open for business but school is not in session. Julie Palma may grant an extension for good cause.
- The investigator will meet with the person who reported the incident or the alleged victim at or before the end of the time period and will discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information will be observed in the process of making such a report.
- The investigator will prepare a written report of the findings and provide Julie Palma with a copy of the report.

Appropriate remedial and/or disciplinary action will be taken.

LITTERING AND GUM

If students are seen littering on school property you will be assigned community service. There is no gum chewing allowed. Students placing gum on equipment and outlets will be given consequences.

MISCONDUCT IN THE SCHOOL'S NEIGHBORHOOD

A student may be disciplined for violating the Student Code of Conduct, damaging property or causing other harm in the neighborhood of the school during the regular school day, on the way to or from school, or while waiting for School provided transportation.

MISUSE FIRE ALARM AND OTHER SAFETY EQUIPMENT

A student may be disciplined when the student sets off a false fire alarm or misuses the fire alarm system, fire extinguishers or other fire protection and safety equipment.

Pocket Knives Students are prohibited from possessing pocket knives of any blade length on school property or at school sponsored activities. Pocket knives with a blade length over 2 ½ inches constitute a weapon and fall under the "Weapons in School" policy below.

SECRET SOCIETIES/ GANG ACTIVITY

For purposes of School Policy, a gang is a group of 3 or more people who interact together to the exclusion of others; claim a territory or area; have a name; have rivals/ enemies; and exhibit anti-social behavior – often associated with crime or a threat to the community. Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

SKATEBOARDS, BICYCLES, ROLLERBLADES, 2 WHEEL SCOOTERS, ETC

Students shall not use skateboards, roller blades, 2 wheel scooters “Hover Board”, or bicycles on school campuses or on school property. Students must use the bike rack and bring their own lock. The school is not responsible for lost, damaged or stolen personal property of students and their families.

STUDENT DRESS CODE

The School encourages students to take pride in their attire as it relates to the school setting. Students are expected to adhere to the following dress standards:

- Clothing that immodestly exposes the chest, abdomen, midriff, genital area or buttocks are not permitted. (I.e. Shirts and tops may not expose the bare midriff while standing or sitting, nor be deeply/narrowly cut in the front, back, or under the arms. Shirts and tops must not be halter-tops or have spaghetti straps. Clothing may not be made of see-through fabric. Clothing must cover the entire buttocks and a modest area of the legs. Clothing that exposes underwear will not be tolerated.
- Clothing items may not create an atmosphere of threat, intimidation or undue pressure.
- Footwear must be worn at all times. Safety requirements for specific classes such as industrial technology, life management, physical education and chemistry must be followed.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others. (e.g. chains, spiked collars, spiked wristbands, body pierced jewelry and other similar accessories may fall into this category)
- Clothing may not display or suggests obscene language or symbols.
- Backpacks or oversized purses will not be allowed.
- Pajamas or slippers are not allowed.
- No attire hanging from pockets which may include shirts, scarves, bandanas and chains.

- Clothing may not display or advertise alcohol, drugs, tobacco or any illegal or controlled substance or item.
- The only acceptable headwear allowed that may be worn at school are hats and visors in their original unaltered condition. Bandannas, hairnets, knit stocking caps and so forth, are not to be worn at school. Students shall remove their headwear when in a building or when requested to do so by a member of the administration, faculty or staff.
- Gang clothing/paraphernalia is prohibited on school property, in school vehicles and at school activities. Gang paraphernalia is defined as any apparel, altered apparel; jewelry, accessory, notebook, or any manner of grooming which, by nature of its color, arrangement, trademark or any other attribute denotes membership in a gang. (Note: clothing that is popular with gangs/negative student groups are prohibited because such clothing items have been identified by law enforcement agencies as carrying the potential to cause intimidation and violence. Clothing with gang names, Slang Street names of students, eight ball markings that suggest drug use or feelings of discrimination, or satanic markings are examples of this type of banned clothing. Men's ribbed, white tank top under shirts, trench coats, hairnets, and "do-rags" are prohibited for the same reason).

The Governing Board or Director may revise student dress standards as is necessary to minimize disruption and increase student safety. The school administrator will make the final decision regarding the appropriateness of a student's appearance while the student is at school. Parents may be asked to bring a change of clothing or students may be asked to wear proper school attire.

STUDENT FUNDRAISING ACTIVITIES

Fundraising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific activities approved by Julie Palma. A student may be disciplined for engaging in unauthorized student fundraising activities.

TOBACCO USE BY STUDENTS

Students are prohibited from possessing or using tobacco products in the following locations: (a) School or school grounds; (b) School or school buildings; (c) School or school parking lots; (e) School vehicles; and (f) At off-campus school sponsored events.

VANDALISM

A student may be subject to disciplinary action when the student destroys or defaces school property through vandalism (including graffiti) or arson, or when the student creates a hazard to the safety of other people on school property.

VEHICLE VIOLATIONS

Vehicle violations include hazardous driving, unauthorized parking or any other use of a vehicle on School owned parking lots that violates school rules and/or driving laws and/or endangers the property or personal safety of students or others. Loud music is not tolerated in the parking lot.

WEAPONS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any School activity. For purposes of this Policy, "Weapon" means any of the following:

- A firearm – Includes: (a) A loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive; (b) The frame or receiver of a firearm; (c) A firearm muffler or silencer; (d) An explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than 4 oz., missile having an explosive charge of more than ¼ oz., mine or similar device.
- A knife, other than a folding pocket knife with a blade length of not more than 2 1/2 inches that cannot be locked in an open position.
- A destructive device – Includes: (a) A device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow; and (b) Any collection of parts that could be readily assembled to form a destructive device.
- A dangerous instrument – Anything other than a firearm, knife or destructive device that is carried or possessed by the student
- A deadly weapon – Any weapon designed for lethal use, including a firearm.

PENALTIES FOR STUDENT MISCONDUCT

The range of penalties that may be imposed for a student's violation of Federal or State laws, School Policies, Administrative Regulations or rules relating to student conduct include, but are not limited to the following:

- Verbal warning
- Written warning
- Written notification to parents
- Conference with parents
- Detention
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Exclusion from a particular class
- In-school suspension (I.S.S)
- Involuntary transfer*
- Community service

- Writing/reading assignments
- Suspension
- Alternative to Suspension Program*
- Expulsion
- Alternative to Expulsion Program*
- Detention for 60 minutes (D60)

Depending upon the nature of the violation, student discipline may be progressive (i.e. generally, a student's first violation should merit a lighter penalty than subsequent violations). However, progressive discipline may not be appropriate in all situations. The Administration will take into account relevant factors in determining the appropriate penalty. The above penalties may be imposed alone or in combination.

Involuntary Transfer/Alternative to Suspension or Expulsion Programs: A student may be reassigned to an alternative educational program if the student refuses to comply with rules, refuses to pursue the required course of study or refuses to submit to the authority of teachers, administrators or the Governing Board. (A.R.S. § 15841.F). A student may also be reassigned to an alternative education program as an alternative to suspension or expulsion in certain situations where a student has threatened an educational institution (A.R.S. § 15-841.E).

Students will be afforded appropriate due process when discipline is imposed. The School prohibits the use of corporal punishment. Students are not permitted on any School property or functions during any period of suspension or expulsion.

OTHER ACTIONS THAT MAY BE TAKEN AS A RESULT OF STUDENT MISCONDUCT

In addition to the above disciplinary consequences, the School may take other actions in response to a student's violation of Federal or State laws, School Policies, Administration Regulations or rules. Any questions or requests for clarification regarding the actions described below should be directed to Nate Palma.

Other actions that may be taken in response to a student's misconduct include, but are not limited to, the following:

- Apology
- Confiscation of Contraband
- Counseling
- Formal Conference
- Informal Conference
- Intervention
- Legal Action

- Loss of Credit or Reduction of Grade
- Medical Assistance
- Referral for Assessment
- Restitution Student Dress
- Remedial Action
- Student Isolation
- Police Intervention

D60 (Detention 60 minutes)

Description:

D60 is our detention program for students who are struggling with following classroom and school policies. Along with behavioral issues, students who come late to school will also make up the time they missed by participating in this program. During D60, students will be required to work on school work such as homework, note taking or test reviews.

Individuals who refuse to attend D60 will face additional disciplinary actions; such as being put on a behavioral contract, in school suspension or out of school suspension.

If the student is unable to attend D60 due to emergency, the student's parent/guardian **MUST** call the school and speak to the D60 coordinator. Students must then attend D60 the next day he/she comes to school.

Procedures:

- At 1:15 PM, D60 Facilitator will collect all individuals participating in D60 and walk them to the assigned detention room.
- Attendance will then be taken.
- Laptops will be distributed and documented.
- Individuals will remain in D60 until assigned time has been completed.
- D60 Facilitator will collect school laptop and dismiss each student once their time is served.

Note: D60 Students will not have access to their backpacks, purses, hats and skateboards from the school lockups until D60 is served!

Rules of D60

- Students will refrain from talking.
- No electronic devices are to be used or visible (except for school laptops).
- Students must remain on task (Offline work, PLATO, Accelerated Math/English, and Google Classroom ONLY).
- If you have a question, raise your hand quietly and wait for D60 facilitator to attend to you.
- Your FULL time must be completed.

If a student is not cooperative while in D60 they will be given ONE warning to correct their behavior. If student continues to not follow D60 rules, additional discipline will be given, such as In School Suspension (ISS), Community Service, or Out of School Suspension (OSS).

STUDENT SUSPENSION, EXPULSION PROCEDURES (A.R.S. 15-840, 15-843)

Under Arizona law (A.R.S. 15-840), “suspension” means the temporary withdrawal of the privilege of attending a school for a specified period of time; “expulsion” means the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending school.

The School will meet the requirements of Section 504 of the Rehabilitation Act, the IDEA and State laws relating to students with disabilities. Parents may obtain a copy of these procedures by contacting the Director.

Short Term Suspension (Up To 10 Days)

A student: for up to 10 school days at a time. The School may immediately remove a student from the school upon contact with the parents and a possible appropriate hearing following as soon as practicable. In all cases, except summary suspension where a clear and present danger is evident, the student will remain in school until applicable due process procedures are instituted. The School will not release a student prior to the end of the school day unless the parent was notified. Students are not entitled to appeal a short-term suspension.

Step 1: Notice Opportunity to Respond

- The Administrator will provide the student with oral or written notice of the alleged misconduct.
- The Administrator will provide the student with the opportunity to respond to the allegation.
- If the student denies the alleged misconduct, the Administrator will provide the student with the evidence that exists to support the allegation.
- The Administrator will make reasonable efforts to verify facts and statements prior to making a final judgment regarding whether the student engaged in the alleged misconduct and what disciplinary action (if any) is appropriate.

Step 2: Administrative Decision Regarding Discipline

The Administrator may: (a) Suspend the student for up to 10 days; (b) Choose another disciplinary alternative; (c) Exonerate the student; or (d) Suspend the student for up to 10 days pending a recommendation that the student be long- term suspended or expelled.)

Step 3: Parent Notification If Discipline Is Imposed

- The Administration will notify the parent before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to deliver to the parent.
- The Administration will notify the parent within a reasonable time to explain the terms (including the possibility that a long term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to discuss the matter.

Notification for Student-Users of the District Electronic Information Services (EIS) and Parents/Guardians

Technology resources, including the Internet can be a tremendous learning tool, bringing resources into the classroom never before possible. However, the Internet and the PSAE District Electronic Information Services (EIS) are only of value in the learning environment when they are used appropriately. Please read the following information:

Note to Student Users

1. Internet use by students is subject to compliance with school district policies which are available for review on request.
2. The PSAE District Electronic Information Services (EIS) is offered on an "as is" basis and the district will not be held liable relative to:
 - The security of information stored on school district diskettes, hard drives or servers
 - The security nor accuracy of information retrieved through school district computers, networks or online resources;
 - Personal property used to access school district computers, networks, or on-line resources;
 - Unauthorized financial obligation resulting from the use of the school district EIS.
3. Users should not expect privacy in the contents of personal files on the school district system.
4. TLI employ technical means and filtering software to limit student Internet access; however, these limits do not provide a foolproof means of enforcing the provisions of this acceptable use policy nor will they necessarily filter out all objectionable web content.
5. Goods and services can be purchased over the Internet and could result in unwanted financial obligations. Any financial obligation incurred through the Internet is the sole responsibility of the student-user and/or the student's parents.
6. Violation of the school district's policies regarding acceptable use of the EIS may result in access privileges being revoked and school disciplinary action may be taken.

7. All provisions of the school district's policies regarding acceptable use of the EIS are subordinate to local, state and federal laws.

Notes to Parents/Guardians

1. TLI teachers are expected to incorporate the Internet into student learning activities when appropriate. Parents may request alternative activities not requiring Internet access.
2. The EIS User Agreement must be signed by the student/parent/guardian and a supervising teacher prior to the student using the district's EIS.
3. The PSAE Board policies regarding acceptable use the EIS and the Internet are available for parental review upon request.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Students may present a complaint or grievance regarding the following alleged acts of misconduct by others:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment or concern for safety

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other School policies and regulations; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to set.

The guidelines to be followed are:

- The student should submit the complaint/grievance within 30 calendar days of the time the student knew or should have known the facts supporting the complaint/grievance.
- The student should submit the complaint/grievance to the Site Manager, but may submit it to another professional staff member (e.g., Assistant Director, counselor, school psychologist, and teacher).
- The person receiving the complaint will gather information for the complaint form and give it to Nate Palma.
- Complaints/grievances should be reported on forms developed for this purpose. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to those with a need to know or as required by law.

Any questions concerning whether the complaint/grievance falls within this Policy shall be referred to Nate Palma. Students may file a complaint/grievance on their own behalf or a parent may file a complaint/grievance on behalf of his/her child.

A complaint/grievance may be withdrawn at any time.

The School prohibits retaliation of any kind against any student or parent who submits a complaint/grievance pursuant this Policy, or against any student or parent who testifies assists or participates in any manner in an investigation relating to a complaint or grievance. Such retaliatory conduct provides a basis for the filing of a separate complaint.

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records. The Individuals with Disabilities Education Act (IDEA) also contains requirements relating to the confidentiality of student educational records. For purposes of these laws, “education records” means those records that are: (1) Directly related to a student; and (2) Maintained by an educational agency or institution or by a party acting for the agency or institution.

Education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student’s and parent’s’ names, address and telephone number; the student’s date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records may include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

Information contained in education records is gathered from a number of sources, including the student’s parents and school personnel. Typically with parental permission, information may also be gathered from additional sources including doctors and other health care providers. This Inform-

-ation is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with Federal and State 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 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.

FERPA affords parents and students over 18 years of age ("eligible students") the following rights with respect to the student's education records:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. Parents or eligible students should submit to Julie Palma (or appropriate school official) a written request that identifies the records they wish to inspect. Julie Palma will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
4. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to Nate Palma, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
5. If Nate Palma decides not to amend the record as requested by the parent or eligible student, the parent or eligible student will be so notified and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without parental consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Board;

a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee or assisting another school official in performing his/her tasks.

Upon request, a school may disclose education records, without parental consent, to officials of another school in which a student seeks or intends to enroll.

Consistent with FERPA, if the School reports a crime committed by a student with a Disability, it will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue
Washington D.C. 20202-5920

A school may designate information in education records as “directory information” and may disclose it without parent consent, unless the parent notifies the school that it does not authorize the release of directory information without consent. “Directory information” includes the following:

The student’s name, the student’s address, the student’s telephone number, the student’s parent’s name(s); school of attendance; major field of study; achievements (diplomas, awards or honors); school or school last attended before enrollment in the School; student’s date/place of birth; class designation (grade placement); weight/height/athletic number for athletic teams; extracurricular participation; student’s photograph; student’s e-mail address; and parent’s e-mail address.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

PSAE: The Learning Institute policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. TLI will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. TLI will make this notification to parents at the beginning of the school year if the School has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a

a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint.

Acknowledgement of Receipt



2016-2017 STUDENT/PARENT HANDBOOK & CODE OF CONDUCT FOR PSAE: THE LEARNING INSTITUTE

Student Name _____

Last Name, First Name (Please Print)

Grade: _____ Date: _____

Acknowledgement of Receipt of School Student/Parent Handbook and Code of Conduct

Student & Parent: I have received the 2014-2015 School Student/Parent Handbook & Student Code of Conduct. I acknowledge that I have been given the opportunity to read and review it with my child/ my parent/guardian. I agree to abide by all provisions that apply to me. I understand that I may call Julie Palma if I have any questions pertaining to the information in the Handbook or Student Code of Conduct.

Electronic Information System (EIS) User Agreement

Student Agreement: I have read and understand the PSAE District Notification for Student-Users and Parents/Guardians and agree to abide by it. I further understand that any violation of the policy is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Parent/Guardian Agreement: As a parent of this student, I have read the PSAE District Notification for Student Users and Parents/Guardians document. I understand that Internet access is designed and intended for educational purposes. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. I hereby give permission for my child to use the PSAE District EIS and certify that the information contained on this form is correct. materials acquired on the Internet. I hereby give permission for my child to use the PSAE District EIS and certify that the information contained on this form is correct.

Supervising Teacher Agreement: I have read the PSAE District Notification for Student-Users and Parents/Guardians document and agree to promote these guidelines with the student. Because the student may choose to violate acceptable uses, I cannot be held responsible for the student use of the Internet. As the supervising teacher, I do agree to instruct the student on acceptable use of the Internet, computer hardware, and proper network etiquette.

Hazing Policy

Student & Parent: I have read the information relating to “Hazing” located in Section II of the Handbook and acknowledge that I have been given the opportunity to read and review it with my child/ my parent/guardian.

Equal Educational Opportunity/Non-Discrimination/Harassment Policy

I have read the information relating to equal educational opportunities and non-discrimination/non harassment located in Section I of the Handbook and acknowledges that I have been given the opportunity to read and review it with my child/my parent/guardian.

Attendance

I understand that attendance is crucial to the education of any student, and as a parent I support the importance of my child attending school. I know that a student may not earn any credits if they miss more than 10 days per semester.

Parent/Guardian Signature

Date

Student Signature

Date

This form is to be returned by the student to the teacher designated by Julie Palma within two (2) school days of the date the School Handbook & Code of Conduct is received by the student and parent.

Designation of Student Directory Information Section IV of the School Handbook provides parents/legal guardians and eligible students with information regarding the School’s release of student directory information. During the school year, the School may compile non-confidential student directory information that may be used for the school yearbook, athletic/activity rosters, school or School programs, newsletters, or that may be requested by colleges, universities, scholarship committees, the military, or other similar entities.

According to State and Federal laws, student directory information (as designated by the School) may be released to third parties without permission of parents/guardians or eligible students. However, if a parent/guardian or eligible student does not wish to have such information released, the School will honor that request.

If you do not wish to have directory information released, you must so notify the School by signing the form below and returning it to Nate Palma within 14 calendar days of the date you receive the Handbook. If this notification is not received, the School may release directory information without further notice to you.

