

2015 - 2016

Parent/Student Handbook

asuprep.asu.edu



Phoenix

735 E. Fillmore St.
Phoenix, AZ 85006
P: 602-496-3100
F: 602-257-4852

Attendance Line:
602-496-3101

Polytechnic Elementary and STEM Academy

6950 E. Williams Field Rd.
Mesa, AZ 85212
P: 480-727-5700
F: 480-727-5701

Attendance Line:
480-727-5709

Polytechnic High School

7350 E. Innovation Way South
Mesa, AZ 85212
P: 480-727-5769
F: 480-727-3737

Attendance Line:
480-727-5770

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ASU Preparatory Academy 2015-2016 Calendar

- 1-28** Not in Session
- 13** New Teacher Report
- 14-28** Teacher PD
- 22-24** ILP Conferences
- 29** First Day for Students

JULY 2015						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

JANUARY 2016						
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24	25	26	27	28	29	30
31						

- 1** Winter Break
- 4** Teacher PD
- 5** School Resumes
- 18** M.L. King Day

AUGUST 2015						
S	M	T	W	Th	F	S
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30	31					

FEBRUARY 2016						
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28	29					

- 15** Presidents' Day

- 7** Labor Day
- 30** Teacher ILP Prep

SEPTEMBER 2015						
S	M	T	W	Th	F	S
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27	28	29	30			

MARCH 2016						
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20	21	22	23	24	25	26
27	28	29	30	31		

- 7-11** Spring Break
- 14** School Resumes

- 1 - 2** ILP Conferences
- 5 - 9** Fall Break
- 12** Teacher PD
- 13** School Resumes

OCTOBER 2015						
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APRIL 2016						
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- 20** Teacher ILP Prep
- 21-22** ILP Conferences

- 11** Veterans Day
- 26-27** Thanksgiving Holiday

NOVEMBER 2015						
S	M	T	W	Th	F	S
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29	30					

MAY 2016						
S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

- 26** Last Day for Students
- 27 - 31** Not in Session

- 16** Teacher ILP Prep
- 17-18** ILP Conferences
- 25** Christmas Day
- 21-31** Winter Break

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2016						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 - 30** Not in Session

Welcome

Dear Families,

All of us at ASU Preparatory Academies would like to extend a warm welcome to you and to thank you for making ASU Preparatory Academy your school of choice.

Please take time to read through our entire handbook as a family. We revise and improve the handbook annually, based in part on your feedback, so re-reading is important for returning families as well. Reading each section of the handbook will help you and your family understand the ASU Prep practices that ensure all our students are able to learn in a supportive academic environment.

When you finish reading the handbook, please complete and detach the mandatory signature pages located the end of the handbook. Please return these pages to the school office by the end of the first week of school.

You can stay up to date with ASU Prep through our weekly newsletters and by visiting our website at asuprep.asu.edu. Our learning community is most successful when all the partners are involved. Thank you for your continued involvement and for helping make ASU Prep a great place to learn and grow!

Sincerely,

Deborah Gonzalez
Chief Academic Officer

Mission and Purpose

The mission of ASU Preparatory Academy is to provide a personalized, university embedded, academic program that empowers students to complete college, excel in a global society and contribute to their communities.

This mission is accomplished with the participation of students, staff, family, community and university partnerships and through ASU Preparatory Academy's four pillars: Academics, Partnership, Leadership and Innovation.

This handbook provides guidelines and expectations for students, staff and families that will support a learning environment to best accomplish the mission of ASU Preparatory Academy.

Organization

ASU Preparatory Academy is organized to maximize the involvement of all stakeholders including students, parents, support staff, teachers, administrators, board members and the community.

We are committed to a shared process of decision-making by consensus.

Governance

ASU Preparatory Academy is a nonprofit 501(c)(3) organization and has formed a corporation in the State of Arizona. The governing body is the ASU Preparatory Academy Board of Directors.

Student Code of Conduct

Purpose

The first priority for all decisions and actions taken at ASU Preparatory Academy is to provide a safe and orderly learning environment. This can happen if all involved are committed to performing their best and respecting the rights of others. The Student Code of Conduct provides the foundation for such an environment.

Rationale

The rationale for the Student Code of Conduct is based upon the belief that each person wishes to be treated with kindness, respect, dignity and fairness. Thus, one simple but profound rule applies – “treat others the way you wish to be treated.” No one has the right to interfere with the learning of others.

When addressing any violation of the student Code of Conduct, it is important that both the parents and the school be involved. When an incident is reported, school staff members will conduct an investigation to gather the facts and information from those involved. Reasonable effort will be made to contact and involve the parents prior to a consequence being assigned.

Dr. Crow, President of ASU reminds us of an important lesson provided by Dr. Martin Luther King, Jr. who wrote in the Morehouse College campus newspaper in 1947: “We must remember that intelligence is not enough. Intelligence plus character – that is the goal of true education.”

This sentiment, which Dr. King so eloquently articulated as a young man based upon his personal experience in college, is reflected today in the ASU Student Code of Conduct: “The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals.

ASU Prep honors these principles and as a member of the ASU community, our student code of conduct is designed to educate students and to support their character development as part of the learning process. Accordingly, the ASU Prep Student Code of Conduct sets forth the standards of conduct expected of students who choose to attend our schools. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the our school community, and to maintain order and stability on our campuses.

Phoenix Operations

Instructional Day Hours

Elementary School	8:30 a.m. – 3:30 p.m.
Middle School	8:30 a.m. – 3:30 p.m.
High School	8:30 a.m. – 4 p.m.

Extended Day Hours: Will vary for each activity

PAC Program*: 3:30 – 6 p.m.

Sign up must be completed online with the PAC program.

**Fees may be involved.*

Parent Drop-off and Pick-up Procedures

Students in K-2 will be dropped off on the west side of campus. Enter the west side of the school through the parking lot on Polk Street and exit on Fillmore (one way traffic). Please turn east on Fillmore to help alleviate traffic back-up.

Students in 3-12 will be dropped off and picked up on our 9th street entrance located on the east side of the school. The gate between the softball and football fields will be open. Visitors and buses will be the only traffic allowed to enter the school on Fillmore. School staff will be present to monitor student drop-off and pick-up 15 minutes before and after the school day.

Students picked up after these times must be enrolled in Phoenix Afterschool Center (PAC) program. *There is no supervision for students not enrolled in an extended day activity before or after school.*

PAC Program

The PAC program is supervised by City of Phoenix recreation staff. Participants will have structured age-appropriate activities along with supervised free play. Program components consist of sports, games, educational enrichment, art and cultural activities, and civic and community involvement. This is a drop-in recreation experience for grades kindergarten through eighth and will operate Monday through Friday from school release to 6 p.m. To sign up for the PAC program visit: phoenix.gov/PAC.

Student Parking

A limited number of student parking spaces have been designated on the north end of the parking lot on the Fillmore side.

A limited number of parking permits will be issued to students on a semester-by-semester basis. To be eligible for a student parking permit, the student must present: 1) a valid Arizona driver's license; 2) proof of Arizona registration for the vehicle; and proof of insurance. In addition, the student must be a good academic and behavior standing at the school. Failure to maintain good academic standing or failure to follow ASU Prep's student policies may result in the parking permit being revoked.

Visitor Parking

Parents and other visitors parking on the ASU Prep campus for longer than 60 minutes must first obtain a visitor's parking decal in the front office.

Polytechnic Operations

After School Programs (optional)

Instructional Day Hours

Elementary School	8:15 a.m. – 3:15 p.m.
Middle School	8 a.m. – 3:25 p.m.
High School	7:45 a.m. – 3 p.m.

Extended Day Hours: Will vary for each activity

U-Time* (HS Only)	3 p.m. – 4:30 p.m.
Athletics (Practices/Games)*	Varies see coach for details or athletic director.

*fees may be involved

School Office Hours

Elementary	7:45 a.m. – 3:45 p.m.
Middle School	7:30 a.m. – 4 p.m.
High School	7:15 a.m. – 3:30 p.m.

Visitor Parking Procedures

ASU Prep Academy welcomes all visitors to their campuses and ASU has welcomed us to their campus; therefore it is very important we follow all traffic laws as posted and obtain/display proper parking permits. Please obtain your temporary visitor pass from the front office and return it upon your departure.

In the interest and safety of our students, staff and families please review Drop-off/Pick-up procedures and the ASU Polytechnic Campus parking rules.

The complete ASU Parking and Transit Rules and Regulations can be found at cfo.asu.edu/pts-rules.

Everyone who parks or expects to park a vehicle on any ASU campus (including ASU service vehicles) either regularly or occasionally, must register each vehicle with Parking and Transit Services (PTS) by purchasing and displaying a valid ASU parking permit while the vehicle is on campus. Only one valid permit may be displayed at a time on a vehicle. Registration must occur before a vehicle is parked in any ASU permit lot, structure or zone. Permits for any of the four ASU campuses should be purchased through cfo.asu.edu/pts-permits. Customers paying by Sun Dollars or cash may purchase a permit in person at their campus Permit Sales office.

Parking definition as stated on ASU PTS website: "Parking: A vehicle that has ceased to move, whether attended or unattended."

ASU Park Mobile App

ASU Prep families can also take advantage of the ASU Park Mobile feature around campus. To learn more, go to cfo.asu.edu/node/16676.

Club Poly

The Club Poly Program is offered before and after school for students in grades pre-school through sixth grade. Students not enrolled in ASU Preparatory Academy are not eligible to attend Club or Camp Poly.

Phone: 480-727-5700

Before School Hours: 6:15 a.m. – 8 a.m.

After School Hours: 3:15 p.m. – 6 p.m.

Cost:

Before school care**

\$18.00/week for 1-3 days*

\$30.00/week for 4-5 days*

After school care**

\$42.00/week for 1-3 days*

\$70.00/week for 4-5 days*

Before and After school care**

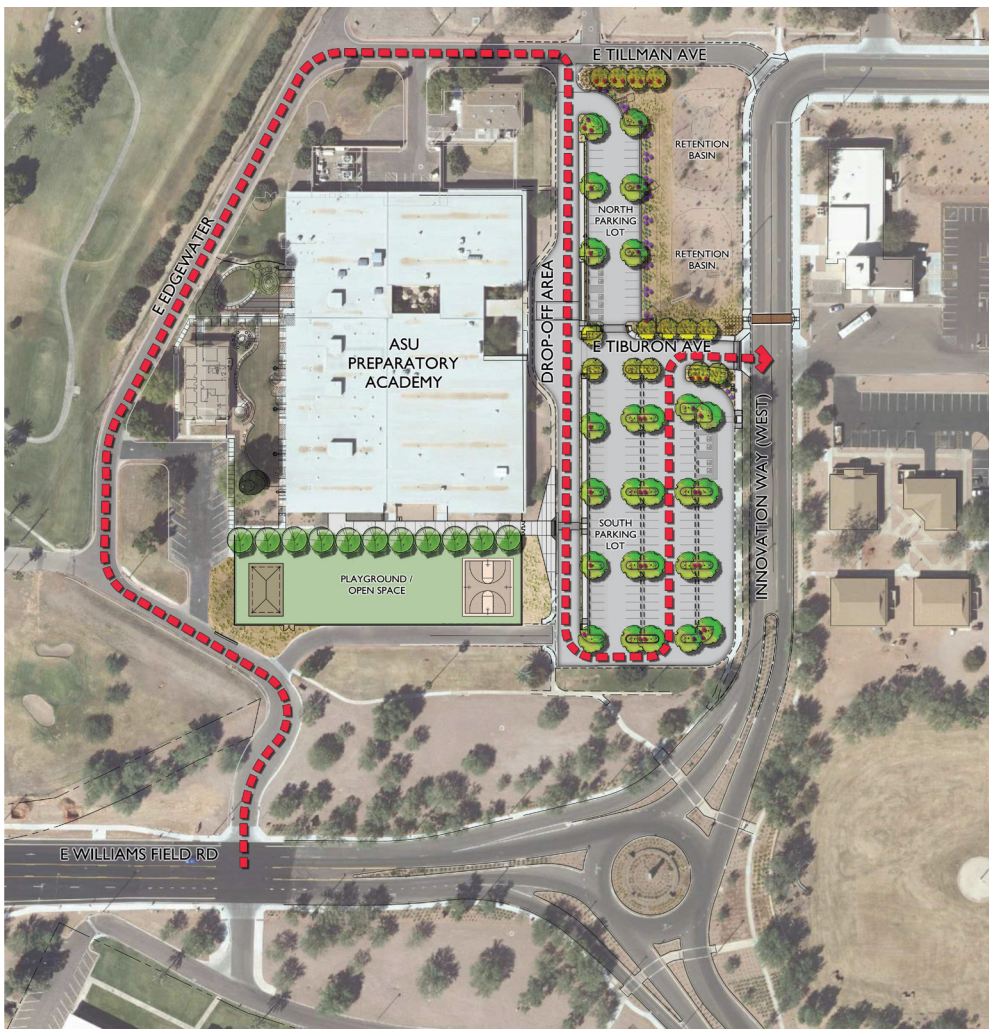
\$60.00/week for 1-3 days*

\$100.00/week for 5-4 days*

*Please note sliding fee scale for those who qualify for free/reduced lunch.

** 10 percent discount for each additional child enrolled from the same family

Creativity Hall (Elementary and STEM Academy) School Drop-off and Pick-up Map

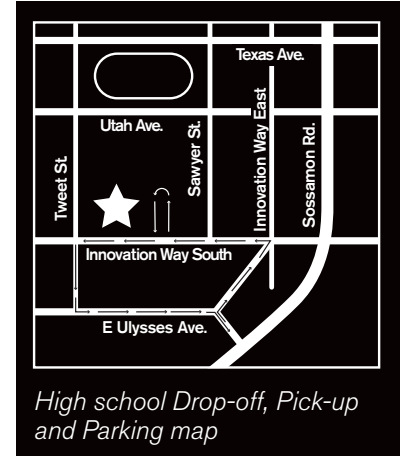


Polytechnic High School Drop-Off and Pick-Up Procedures

Enter the campus from Sossaman Road on to Ulysses Avenue. Take the first right and proceed to Unity Avenue. Turn left and continue to the Drop-off/Pick-up round about. Traffic will return to Unity Avenue and head east to Tweet Street, turn left and proceed back to Ulysses Avenue and head east to return to Sossaman Road to exit the campus or turn right if you are heading to the middle school for Drop-off/Pick-up.

High School Student Parking Procedures

- Student Parking Permit applications are available in the front office.
 - Fee \$75/per semester cash, check. (Non-refundable)
 - Fee will not be pro-rated
 - Parking Permit is non-transferable between students
- Student parking on school days (7 a.m. to 7 p.m.) is only allowed by school approved student parking permits.
- Student permits are only valid in the lot assigned to ASU Preparatory Academy Polytechnic HS by ASU Parking and Transit Services (PTS).
- Student permits are valid only for the vehicle on file. Any person using a student permit for a vehicle not registered with the school and ASU PTS will be subject to citation.
- Students driving to school may only park their registered vehicle in the designated student parking space assigned to that student (assigned parking space is listed on the Parking Permit).
- Students must park in assigned space in designated lot. [Between white lines]. Parking spaces will be assigned by grade class (Senior, Junior, Sophomore, Freshman)
 - Students may only park in their assigned parking space.
 - If a vehicle is parked in 'your' assigned parking space, notify the Front Office and you will be advised where to park until the situation is resolved (Open Spaces).
 - Do not park in another assigned parking space
- Students must register their vehicle(s) with the ASU Prep Poly High School Front Office by:
 - Providing proof of valid Arizona Driver's license
 - Proof of current Auto Insurance.
 - Car model, year, etc.
- Students must have a current school year, parking permit on the vehicle they are driving. Students must register any new vehicles if there has been a change in vehicle with the ASU Preparatory Academy Polytechnic Front Office.
- Parking Permit must be visible at all times. Permit Placement: Windshield, driver's side, upper corner.
- Students should not leave personal or school property in vehicles. ASU Preparatory Academy Polytechnic and/or Arizona State University are not responsible for lost or stolen items left in vehicle.
- Students must obey all traffic laws and school rules to include but not limited to:
 - Speed limit (25 miles per hour, mph)
 - Control and/or use of vehicle
 - Directions of school employees
 - No passengers in the back of an open truck bed
 - Parking in assigned spaces only
- Student vehicles may be searched if reasonable suspicion warrants.
- Students must cooperate with authorities if access to vehicle is requested.
- Students will lock (secure) vehicle at all times. All students park at their own risk. ASU Preparatory Academy and/or Arizona State University are not responsible for any theft, vandalism, or damage to any vehicle.
- Parking Violations will be reported to ASU Parking and Transit. Repeat violators may lose their parking permit (no refund), have their car towed/booted, and/or be subject to school discipline. Student's vehicle may be ticketed and/or stickered if not properly registered/parked.
- Students will pay for all citations through ASU Parking and Transit Services (PTS) - cfo.asu.edu/pts-customer-service
- Permits will not be issued to students unless all of their fees and fines due at the time of submitting an application for a parking permit have been paid in full.
- All accidents and vandalism should be reported immediately to the ASU Police Department 480-965-3456.
- All parking rules and regulations are enforced by ASU PTS.



For a complete listing of all ASU PTS Rules and Regulations please refer to cfo.asu.edu/pts-rules

Attendance

All students are expected to be in attendance every day school is in session. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. We do, however, realize that health and family take preference, but we ask families to plan activities on days and times other than when school is in session.

Our attendance policy is governed by ARS 15-803 – School attendance; exemptions; definitions:

1. It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless excused pursuant to section ARS 15-803.
2. A child who is habitually truant or who has excessive absences, may be adjudicated an incorrigible child. Absences may be considered excessive when the number of absent days exceeds 10% (18 days) of the number of required attendance days prescribed in section ARS 15-803, subsection B, paragraph 1.
3. As used in this section:
 - a. "Habitually truant" means a child who is truant for at least five (5) school days unexcused within a school year.
 - b. "Truant" means an unexcused absence for at least one (1) class period during the day.
 - c. "Truant child" means a child who is between six (6) and sixteen (16) years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Absences

When a student needs to be absent, we ask that parents call the attendance line before 8:15 a.m. each day the student is absent. State law mandates that the school record a reason for all student absences. This greatly reduces the need to call you at work or home to confirm the absence. The absence will be unexcused if no reason is given. When calling, please leave the child's name (with spelling), date of absence, grade level, reason for absence and a telephone number where you can be reached in case we have questions. Federal law requires that we make every attempt to contact parents on the day the student is absent.

C.U.T.S. (Court Unified Truancy Suppression)

Students who are truant for five (5) or more days unexcused will be cited by the attendance clerk or counselor. As part of this citation process, both the parent(s) and the student will be required to attend a hearing with a probation officer from the Juvenile Court Center. The student and the parent may be assessed one or more of the consequences listed below:

1. Assessment fee of \$50;
2. Mandatory education session for students;
3. Mandatory education session for parents; and
4. Community service hours for students.

Late Arrival and Early Departure

Any time a student arrives after the official school start time, the student is required to sign-in at the front desk. Upon the fifth tardy day, the student will be credited with one absence day. Upon the third day tardy and thereafter, the student will be credited with one absence day. Ten or more days absent in a semester may result in the student not being promoted to the next grade level and/or losing credit. Parents picking up students early from school are required to report to the front desk and sign their student out. However, unless absolutely necessary, signing students out is discouraged during the school day as being in school is a priority. If at all possible, parents should refrain from scheduling appointments during the school day.

Dress Code

For **kindergarten through grade eight**, the school uniform is a maroon polo top and khaki bottoms. For **grades nine through twelve**, the uniform is a maroon or white collared shirt and khaki, charcoal gray or black uniform bottoms.

Fridays are ASU Fridays. Students may choose to wear a gold collared shirt in place of the regular uniform shirt. Bottoms remain the same.

Tops

Kindergarten-8th Grade	High School
Maroon polo Gold polo may be worn on Fridays.	Color: Maroon or White Style: Button-up or Polo Gold polo or button-up shirt may be worn on Fridays.

- ASU or ASU Prep logos on shirts are permissible.
- Shirts and blouses should not be sheer, see-through or have plunging necklines.
- Shirts and blouses should be size appropriate.

Bottoms

Kindergarten-8th Grade	High School
Color: Khaki Style: pants, shorts, skorts or skirts	Color: Khaki, Charcoal Gray or Black Style: pants (chinos), shorts, skorts or skirts

- Materials should be school appropriate: no denim, spandex, leggings, stretch pants or gym clothes.
- Bottoms must be size appropriate.
- Hemlines for girls' shorts and skirts must extend beyond the outstretched fingers as the arm is relaxed against the side of the body.

Outerwear (Jackets, Sweaters, etc.)

Kindergarten-8th Grade	High School
Jackets, sweatshirts or sweaters may be worn over a uniform shirt with the collar showing.	Jackets, sweatshirts or sweaters may be worn over a uniform shirt with the collar showing.
Outerwear may be of solid color or of a non-logo pattern.	Outerwear may be of solid color or of a non-logo pattern.
No logos except ASU may be worn.	No logos except ASU or other college-bound may be worn.

Shoes

Kindergarten-8th Grade	High School
Closed-toe shoes required every day	Shoes should have a closed-back or strap-back
Athletic shoes should be worn on days when students have physical education.	Closed-toe shoes are required in all Science courses. Athletic shoes are required in Health and Wellness

Jewelry/Piercings/Gauging

- Will be kept to a minimum (e.g., hoop earrings should not exceed the size of a quarter coin)
- Piercings of any exposed parts of the body other than the ears will not be allowed
- Gauging will not be allowed to exceed 6G (4.0mm)

Tattoos and Body Art

- Will not be allowed. However if permanent, will be covered

Backpacks

- Will be free of logos, symbols or pictures representing something illegal, violent, illicit or suggestive

Interpretation of Dress Code

Any interpretation of the dress code will be determined solely by the administration at ASU Preparatory Academy including the definitions of "interference with the educational process" and "items that present a safety hazard." Violations of the dress code will have assigned consequences outlined in the Student Code of Conduct and at the discretion of the administration.

Mascot: Sun Devil

School Colors: Maroon and Gold

Family Involvement

Family Commitment

Involvement in your child's education will make him/her a more successful student. Involvement: know their friends, get involved in their activities, know their teacher, understand what they're doing in school, help them with homework, ask to see their homework and arrange family activities to honor students for their work. Please consider the safety of your child before and after school:

- Make arrangements to have your child picked up if he/she are not riding the bus or attending an extended day program
- Make arrangements to have your child picked up within 30 minutes of the end of a school-sponsored activity such as extended day, music practice, sporting events, dances, etc.

Family Involvement Program

One of the pillars for ASU Preparatory Academy includes Family. Family partnerships help make critical contributions to student success. The purpose of our Family Involvement Program is to help families be active contributors to their child's educational success; particularly assuring their child is prepared for success in college.

This program will apply to all registered families of ASU Preparatory Academy. The School and Family Liaison will track credits earned. Guiding points:

- Each family will be required to fulfill a minimum of 30 credits of service (15 credits per semester)
- Any family member can help contribute to the accrual of points through their service
- One credit is worth approximately one hour of service
- Credits are assessed to activities based on the level of involvement and the direct relationship to student support
- Statements of current credit status will be distributed twice a year in December and May
- ASU Prep sends a weekly email newsletter. If you would like to receive one for your school, please sign up in our front office.

Fundraising

Participating in any and all fundraising activities and the payment of extra-curricular activity fees are not required to have your child enrolled at ASU Preparatory Academy.

Parent Conduct on Campus

ASU Preparatory Academies take securing the educational facility and learning environment seriously. This includes adherence to ARS 13-2911 (interference with or disruption of an educational institution). Any parent who willfully disrupts or interferes with ASU Preparatory Academies will no longer be permitted on the campus of ASU Preparatory Academy.

Menu Options

The menu below does not include an all-inclusive list of family options. If you have additional ways to offer your services, please see our School and Family Liaison.

All Families	Families Helping Families	Families Helping Students	Families Helping Staff	Families Helping School-wide
<p>Participate in the Individualized Learning Plan (ILP) Conferences</p> <p>Attend Summative Presentations</p>	<p>Lead/Participate in Parent Workshops</p> <p>Volunteer for Food or Supply Drive</p> <p>Coordinate Parent Involvement Program</p> <p>Participate in a Parent Club</p> <p>Provide Translation Services</p>	<p>Ensure Perfect Attendance</p> <p>Graduate from American Dream Academy</p> <p>Extend Teaching and Learning Initiatives at Home</p> <p>Sponsor/Co- sponsor a Student Club</p> <p>Support Your Child's Participation in After School Activities</p> <p>Attend an ASU Outreach Event</p> <p>Act as an Extended Day Staff Member</p> <p>Act as a Welcome Day Participant</p> <p>Support Your Child in Completing Homework and Class Projects</p>	<p>Provide Translation Services</p> <p>Provide Office Help</p> <p>Cover Morning/ Afternoon Drop-Off Duty</p> <p>Cover Lunch Duty</p> <p>Serve as an In-Class Aide</p> <p>Coordinate a Field Trip</p> <p>Chaperone a Field Trip</p>	<p>Complete School Surveys</p> <p>Participate in Focus Groups</p> <p>Coordinate/Staff a Fundraising Event</p> <p>Volunteer in the Bookstore</p> <p>Volunteer in the Media Center</p> <p>Act as a Site Tour Guide</p> <p>Volunteer at a Sporting Event</p> <p>Participate in a School Committee</p> <p>Volunteer at a School Concert, Play, or other event</p> <p>Donate Approved Items or Supplies for Specific Events</p> <p>Contribute to the school's Tax Credit Donation Campaign</p>

Academics

Academic Integrity

Academic integrity is an integral part of "Being Smart" at ASU Prep. This means that work submitted as one's own work truly is one's own. Submitting work that is not one's own is academic dishonesty. Academic dishonesty includes cheating and plagiarism.

Consequences for Academic Dishonesty

1st Offense:

Fail assignment/test in that class

-Entered as a "0" not a 50%

Powerschool log entry by academic teacher

Meeting: student, parent, Capstone teacher, academic teacher, administration representative

Alternate learning assignment with a set due date

-Will count toward academic grade, but will not replace plagiarized assignment

2nd Offense:

In School Suspension

Fail assignment/test in that class

-"0" not 50%

Log entry and Meeting

Alternate learning assignment that will not count toward academic grade, to be completed during ISS

3rd Offense:

Fail quarter in the class where plagiarism occurred

Log entry and Meeting

4th Offense:

Fail class in which plagiarism occurred

Log entry and Meeting

5th Offense:

Expulsion

Assessments and Testing

Academic progress at ASU Preparatory Academy will be monitored and assessed using state standardized tests in a benchmarking assessment. These tests measure proficiency in reading, writing, science, and mathematics. Students in grades four through 12 will be monitored through curriculum-based assessments provided by the Cambridge curriculum. Teachers create content specific quizzes and tests and students also self assess their progress.

Assessments will be explained in detail at ILP conferences.

PowerSchool®

PowerSchool® is the system ASU Preparatory Academy uses to manage student information. Parents have access to the attendance, grading and contact information. Parent login information will be provided at the start of each school year.

Individualized Learning Plans (ILPs)

An Individualized Learning Plan (ILP) will be developed for each student in consultation with parents and families. Progress toward the ILP goals will be monitored each quarter. This plan will include a criterion list of learning outcomes the student is expected to achieve by the end of the quarter. This list will serve as both a visual indicator of progress and an agenda for personal conferences with the student's teachers and parents. The final level of achievement on each learning outcome will be a part of the student's 10 week report card.

A student/parent/teacher conference will be conducted four times each year. The conference will include a review of the student's progress and goals for the upcoming term.

Participation in the ILP conference is required for the parent and student.

Summative

Each quarter students will work together to create a project/product which showcases the learning achieved during the quarter. At the end of the quarter, students and families gather together in the evening for a display of the work accomplished. These events, called summatives, are times for celebration of work completed and goals mastered.

Promotion and Graduation Requirements

ASU Preparatory Academy will recognize each high school graduation class with the following honors: summa cum laude honors, with a GPA of 3.8 or higher; magna cum laude, with a GPA of 3.6 to 3.79; cum laude with a GPA of 3.4 to 3.59. Each graduating class will choose a representative from the respective groups of honored students to speak at graduation. Valedictorians and salutatorians are recognized.

Grade	Description	Grade Points	Percent
A+	Mastery with Distinction	5	97 - 100
A	Mastery of Standards	4	90 - 96
B	Meets Standards	3	80 - 89
C	Achieves Some Standards	2	70 - 79
D	In Progress/Approaches the Standards	1	60 - 69
F	Falls Far Below	0	0 - 59

Course Syllabi

Teachers will submit a copy of the syllabus to the principal to review for assurance of congruence with school grading policies. Each teacher will prepare and distribute to all students in his/her classes an administrator-approved planned course syllabus which will contain all of the components listed in the sample format. Students in grades nine through 12 will receive a syllabus for each class. In addition to helping the student better understand the scope and sequence of each class, it will help prepare the student for working with syllabi at the university level.

Sample Format

ASU Preparatory Academy

Course Syllabus

Teacher _____ Course Title _____

No. of Credits _____ Grade Level(s) _____

1. Course Description: A brief summary of the course expectations and content. Cambridge courses must align with the Cambridge curriculum.
 2. Materials Required: A list of the books and materials required for the course.
 3. Grading System: Information on how student performance will be counted towards his/her grade. Information given here should include: the grading scale, the relative value of test grades, homework, class participation, etc.
 4. Make-up Policy: Information on adherence to deadlines; and how a student may make up work missed as a result of absence.
 5. Attendance: The school policy regarding school absences shall be incorporated into this section.
 6. Parent/Guardian and a line for both parents/guardians and student signature.
-

Homework

Homework is an important part of the students experience as it helps reinforce content that is covered in the classroom. Due to the important nature of homework, ensuring that your child completes his/her homework and providing an appropriate place for him/her to complete homework is an integral part of the Family Engagement Program. In addition to reading 20 to 30 minutes each night, every student should expect to complete approximately 10 minutes of homework per grade level. For example, a second grader would have approximately 20 minutes of homework and a fifth grader would have approximately 50 minutes of nightly homework. In addition, high school students may have homework on weekends and over school breaks.

Progress Reports/Report Cards

Report cards will be sent home with students at the end of the quarter. The report card will also be reviewed at the ILP conference.

ECAP

Students in grades nine through 12 will be given an eight-year academic planning guide which will be reviewed annually with their academic counselor and quarterly with the student's Capstone teacher.

Delivery of Instruction and Curriculum

Student curriculum is derived from the Arizona State College and Career Readiness Standards as delivered by the Cambridge Curriculum. ASU Preparatory Academy strives to provide a rigorous education program for all students that prepares them to complete a four-year college education. Because of this approach, a personalized education plan is expected through problem based learning, critical thinking, hands-on learning, integrated instruction, cooperative learning, problem solving and leadership opportunities.

Textbooks and Materials

Students will be provided printed and/or electronic textbooks free of charge. However, students will be asked to donate a limited number of basic supplies, such as pencils, pens, notebooks and crayons, as determined by the homeroom teacher. Extended day options for high school students may include an additional materials fee.

Special Education

ASU Preparatory Academy provides Special Education in accordance with all federal and state regulations and guidelines. While it is our belief that most Special Education needs can be met by the inclusion of the student in the regular classroom, students will be provided small group or one-on-one instruction as indicated in the student's Individual Education Plan (IEP).

Special Education Identification/Evaluation

Students entering our school with an IEP will be given immediate services in accordance with that IEP. A review of the existing IEP will be conducted within 10 school days, and the IEP may be modified at that time. In compliance with the Individual with Disabilities Education Act (IDEA), all ASU Preparatory Academy offices will conduct appropriate activities for children birth through 21 years of age.

The Child Study Team (CST) will review students who have been identified by the teacher as possibly needing services. When the student's teacher and/or parents suspect a disability, the pre-referral process for a special education evaluation will be initiated. If the pre-referral process leads to the need for evaluation, the parent will be informed in writing before an evaluation takes place.

After a student has been evaluated, a multidisciplinary team meeting will be conducted to determine the student's eligibility for special education services. Based upon results of this team, an IEP meeting may be scheduled and an IEP will be developed by the team, which includes the parents and student when appropriate. Students identified with learning, emotional or physical disabilities are an important part of our school. Our primary goal of service is to fully include students with special needs in the regular classroom to the greatest extent possible. The IEP team will determine when needs exist that require a more restrictive environment. A student with special needs will be assigned to a specific special education teacher who will manage his/her IEP.

Special Education Teachers

ASU Preparatory Academy employs teachers certified by the Arizona Department of Education in Special Education. These teachers may or may not provide direct instruction to the student, unless it is specified in the student's IEP. However, the special education teacher is responsible for managing the progress of the student in consultation with the student's teacher.

Teacher Credentials

Teacher credentials are available in the school office.

Birthdays, Holidays and Other Celebrations

Special days in the lives of our students and staff are important to them, your family and to the learning community. The manner in which we recognize and celebrate these special days should honor and respect both those who willingly participate or choose not to participate. We also support family visiting the school during lunchtime to celebrate. However, we ask that NO food or drinks be part of the celebration. We have many students with food allergies and do not want to be in a position of excluding them from the celebration. In place of a food items we encourage the parents of the student celebrating the birthday to donate a book to be placed in either the classroom library or Media Center in the student's name. We ask that balloons, flowers and surprises are shared at home because they interrupt the educational process.

ASU Preparatory Academy honors diversity in all aspects of our lives. This includes the religious holidays celebrated by the wide span of religions represented in our learning community. Religious and cultural holidays are important to both the individual student and our learning community. We will not celebrate any one religious holiday school-wide. Students are encouraged to share about the holidays they celebrate and tell their peers about the origin of the holiday and why the day is important to them. This can take place during the classroom meeting.

Emergency Drills

Emergency drills are held monthly to teach students the safest, quickest, route to exit from school buildings. A fire evacuation plan is posted in each room. Students and Staff should study the plan and become familiar with it. It is important for students to follow teacher's instructions quickly and quietly whenever such an emergency situation exists. When the first alarm sounds, students will immediately leave the room in an orderly fashion as outlined by the teacher. Since safety in an evacuation is of utmost concern, no one will be allowed to run. Students are not permitted to talk during a fire drill and are to remain at least 150 feet away from the building. No one is to return to the building until instructed by administration.

Discipline and Bullying Rules at ASU Prep Academy

School-wide Rules against Bullying

1. We will not bully other students.
2. We will help students who are bullied.
3. We will include students who are left out.
4. We will tell an adult at school and an adult at home when we know someone is being bullied.
5. We will respect others, all school property and ourselves (The Golden Rule).

Every student has the right to an education in a safe environment conducive to learning:

- Classroom Discipline Plan – Each classroom will have posted rules and expectations for behavior, consequences, violations and rewards. Teachers will send home their classroom discipline plan for parents to read, sign and return.
- Discipline Office Referrals – Students who are referred for office discipline will always be asked to explain what happened so that the student may present any information regarding the incident.
- Disciplinary Action Chart – This chart reflects the minimum and maximum action for first offense and repeated offenses. Please note that there are a variety of actions that may be taken between the minimum and maximum that are not reflected in the chart. Some examples of other actions include: loss of privileges, detention, community service, parent(s) contact/phone call home, etc. Based on the violation, suspension can be in school or out of school.

Due Process

Students have rights and the responsibility to respect the rights and property of others. If a student fails to fulfill responsibilities regarding conduct, disciplinary action will follow. Each student is entitled to due process. This means that the student must be informed of the allegations and have an opportunity to respond.

Staff Conduct with Students

Employees are expected to exercise general supervision over the conduct of students, not only while in the classroom, but also before and after school and during recess. Teachers and other staff members will give students the dignity and respect they deserve and avoid embarrassing any student.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students; interference with those rights will not be tolerated.

All personnel employed by the school are expected to relate to students of the school in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical and professional standards and shall be deemed unacceptable and contrary to the expectations of school governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the student and the staff, the education profession and process.

Violations of the above shall be considered serious and may result in severe disciplinary action and criminal prosecution.

Display of Affection

In order to keep the focus on education and to be a good representation of our school, there should be no display of affection on school property or at school events. Local administration will be responsible for further defining and for enforcing this guideline.

Inappropriate and Forbidden Items

Students are not allowed to have the following items at school (this includes before, during or after school or at school-sponsored activities):

- Aerosol cans
- Air guns/pop guns/toy guns
- Alcohol
- Balloons
- Bandanas
- Chains of any kind including wallet attachments
- Cigarettes
- Drugs
- Energy drinks
- Eggs
- Glass containers
- Firecrackers/fireworks
- Gum
- Personal alarms
- Pornography
- Pepper spray/mace
- Shaving cream
- "Silly string"
- "Slam" books
- Petitions
- Snap caps
- Smoke/stink bombs
- Inappropriate stickers
- Sunflower seeds
- Tie wraps
- Toys
- Water balloons/water guns
- Weapons

Inappropriate use of the following items are not allowed: correction fluid, glue, paint, paper clips, rubber bands, scissors, staples, markers, pens, pencils. Items that interfere with the educational process or present a safety hazard as determined by the ASU Preparatory Academy administration will be confiscated.

Students will be assigned an appropriate consequence for possession of these items in accordance with the discipline procedures.

Electronic Devices and Cell Phones

Electronic devices such as cell phones, iPods, mp3 players, electronic games, etc. may be carried to school and used before or after school. All electronic devices should be turned off and stored in the student's backpack during school hours. Electronic devices may not be used during school hours without specific permission of the teacher. Any electronic device which is not turned off or is not stored in the student's backpack during school hours, may be confiscated and turned into the office. The electronic device will only be released to the parent and/or guardian of the student. The school is not responsible for loss or theft of electronic devices that students choose to bring to campus.

Tobacco, Alcohol, Drugs

The possession or use of tobacco, alcohol, or nonprescription drugs is not permitted at any time in the school buildings or within the area surrounding the school. None of the above items are to be brought to the building or to be in the possession of the person. This rule applies to all school sponsored activities, regular school days, before and after school. Violations of this rule will result in the suspension and/or a police investigation.

Vandalism

Students who deliberately and wrongfully damage or deface school property will be required to pay for the damage and are subject to disciplinary action, which could include a police referral. Parents/guardians of these students will bear the ultimate responsibility for these payments.

Search and Seizure

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search and obtain.

Personal Property

Student cubbies, desks, school textbooks, computers and library books are the property of ASU Preparatory Academy and remain, at all times, under the control of the school. However, students are expected to assume full responsibility for the security and safekeeping of their desks, books and other property and equipment. Inspections of cubbies, desks and computers may be conducted by school authorities at any time without a search warrant or student consent.

Personal items that are not considered necessary for the student's educational experience should be left at home, as the school cannot assume responsibility for these items. ASU Preparatory Academy is not responsible for the safe keeping of your personal items nor does the district assume responsibility for your lost or stolen property. Any personal item (i.e. cell phone, iPod, mp3, camera, Game Boy, CD player, toys or dangerous items...) which causes a disturbance or interferes with learning, should not be brought on campus and may be taken from you and may or may not be returned. When there is reasonable suspicion to believe that personal property has been missing or stolen or may be detrimental to the health, safety and welfare of others, a search may be conducted of a student's personal property including backpacks, cell phones and clothing pockets.

The use of school property after hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited.

***Note: Adapted from PESD Handbook.*

Disciplinary Action

Definition of Disciplinary Action Chart

This chart reflects the minimum and maximum action for first and repeated offenses. Please note that there are a variety of actions that may be taken between the minimum and maximum range that are not reflected in the chart. Some examples of other actions include; loss of privileges, detention, community service, parent(s) contact/phone call home, etc.

The school administrator determines the action for any violation. The range of actions provide the administrators with the flexibility to administer disciplinary actions that are appropriate for the developmental level and/or age of the child and the severity of the violation. It is possible to accrue multiple violations in a given incident. Multiple violations may result in a more severe consequence and disciplinary action.

Suspension can be either in school or out of school based on the violation.

Violation	Range	Action To Be Taken		Offense Level 1,2,3, or 4
		First Occurrence	Repeat Occurrence	
Aggressive Act- Minor	Minimum	Conference	Detention	2
	Maximum	Detention	Short Term Suspension	
Alcohol Violation*	Minimum	Conference	Short Term Suspension	3 or 4
	Maximum	Long Term Suspension	Expulsion	
Arson of a Structure or Property*	Minimum	Short Term Suspension	Short Term Suspension	4
	Maximum	Expulsion	Expulsion	
Arson of an Occupied Structure**	Minimum	Short Term Suspension	Short Term Suspension	4
	Maximum	Expulsion	Expulsion	
Assault*	Minimum	Short Term Suspension	Short Term Suspension	4
	Maximum	Expulsion	Expulsion	
Assault- Aggravated**	Minimum	Short Term Suspension	Short Term Suspension	4
	Maximum	Expulsion	Expulsion	
Bullying*	Minimum	Short Term Suspension	Long Term Suspension	3 or 4
	Maximum	Expulsion	Expulsion	
Burglary/Breaking and Entering (2nd and 3rd Degree)*	Minimum	Short Term Suspension	Short Term Suspension	3 or 4
	Maximum	Expulsion	Expulsion	
Burglary (First Degree)**	Minimum	Short Term Suspension	Short Term Suspension	4
	Maximum	Expulsion	Expulsion	
Cheating	Minimum	Conference	Detention	3
	Maximum	Short Term Suspension	Short Term Suspension	
Combustible	Minimum	Conference	Detention	2
	Maximum	Short Term Suspension	Short Term Suspension	
Contraband	Minimum	Parent Conference	Detention	2
	Maximum	Short Term Suspension	Long Term Suspension	
Defiance, Disrespect Towards Authority, and Non-Compliance	Minimum	Conference	Detention	2
	Maximum	Short Term Suspension	Long Term Suspension	
Disorderly Conduct	Minimum	Conference	Detention	2
	Maximum	Short Term Suspension	Long Term Suspension	
Disruption	Minimum	Conference	Detention	1 or 2
	Maximum	Short Term Suspension	Long Term Suspension	
Dress Code Violation	Minimum	Parent Conference	Detention	1 or 2
	Maximum	Detention	Short Term Suspension	
Drug Possession/Use (Indicate Prescription or Illicit)	Minimum	Parent Conference	Detention	3 or 4
	Maximum	Expulsion	Expulsion	
Drug Providing/Sale (Indicate Prescription or Illicit)	Minimum	Short Term Suspension	Short Term Suspension	4
	Maximum	Long Term Suspension	Expulsion	
Drug Paraphernalia	Minimum	Parent Conference	Long Term Suspension	4
	Maximum	Expulsion	Expulsion	
Drug- Substance Represented as Illicit	Minimum	Parent Conference	Short Term Suspension	3 or 4
	Maximum	Short Term Suspension	Expulsion	
Electronic Devices (Improper Use)	Minimum	Conference	Detention	2
	Maximum	Detention	Short Term Suspension	
Endangerment*	Minimum	Parent Conference	Long Term Suspension	4
	Maximum	Short Term Suspension	Expulsion	
Extortion*	Minimum	Parent Conference	Long Term Suspension	4
	Maximum	Expulsion	Expulsion	

*Reported to ADE

**Mandated to report to local law enforcement, also ADE

Violation	Range	Action To Be Taken		Offense Level
		First Occurrence	Repeat Occurrence	
Fighting*	Minimum	Parent Conference	Detention	4
	Maximum	Short Term Suspension	Expulsion	
Fire Alarm Misuse**	Minimum	Parent Conference	Short Term Suspension	3 or 4
	Maximum	Short Term Suspension	Expulsion	
Forgery	Minimum	Parent Conference	Detention	3
	Maximum	Short Term Suspension	Short Term Suspension	
Gambling	Minimum	Conference	Detention	3
	Maximum	Short Term Suspension	Short Term Suspension	
Gang/Negative Group Affiliation	Minimum	Parent Conference	Detention	3
	Maximum	Short Term Suspension	Expulsion	
Graffiti or Tagging	Minimum	Parent Conference	Detention	3
	Maximum	Short Term Suspension	Long Term Suspension	
Harassment, Nonsexual*	Minimum	Parent Conference	Detention	3 or 4
	Maximum	Short Term Suspension	Expulsion	
Harassment, Sexual*	Minimum	Parent Conference	Detention	3 or 4
	Maximum	Short Term Suspension	Expulsion	
Harassment, Sexual with Contact*	Minimum	Parent Conference	Detention	3 or 4
	Maximum	Short Term Suspension	Expulsion	
Hate/Bias Related Incidents	Minimum	Parent Conference	Detention	3 or 4
	Maximum	Long Term Suspension	Expulsion	
Hazing	Minimum	Parent Conference	Detention	2
	Maximum	Short Term Suspension	Expulsion	
Indecent Exposure or Public Sexual Indecency	Minimum	Parent Conference	Short Term Suspension	3 or 4
	Maximum	Long Term Suspension	Expulsion	
Language, Inappropriate	Minimum	Conference	Detention	1 or 2
	Maximum	Detention	Long Term Suspension	
Leaving School Grounds without Permission	Minimum	Parent Conference	Detention	2
	Maximum	Short Term Suspension	Short Term Suspension	
Lying	Minimum	Conference	Parent Conference	2
	Maximum	Detention	Short Term Suspension	
Plagiarism	Minimum	Conference	Detention	3
	Maximum	Short Term Suspension	Short Term Suspension	
Pornography	Minimum	Parent Conference	Detention	3
	Maximum	Short Term Suspension	Long Term Suspension	
Profanity/ Verbal Abuse	Minimum	Conference	Parent Conference	2
	Maximum	Short Term Suspension	Long Term Suspension	
Public Display of Affection	Minimum	Conference	Detention	1 or 2
	Maximum	Detention	Short Term Suspension	
Recklessness	Minimum	Conference	Detention	1 or 2
	Maximum	Short Term Suspension	Long Term Suspension	
Robbery*	Minimum	Parent Conference	Short Term suspension	3 or 4
	Maximum	Long Term Suspension	Expulsion	
Robbery, Armed**	Minimum	Parent Conference	Short Term Suspension	4
	Maximum	Expulsion	Expulsion	

*Reported to ADE

**Mandated to report to local law enforcement, also ADE

Violation	Range	Action To Be Taken		Offense Level 1,2,3, or 4
		First Occurrence	Repeat Occurrence	
Rough housing/ Play Fighting	Minimum	Conference	Parent Conference	1
	Maximum	Detention	Short Term Suspension	
Sexual Abuse/ Sexual Conduct with Minor/ Child Molestation**	Minimum	Parent Conference	Short Term Suspension	4
	Maximum	Long Term Suspension	Expulsion	
Tardy	Minimum	Conference	Parent Conference	1
	Maximum	Detention	Loss of Credit	
Technology - Improper use of Computer	Minimum	Conference	Parent Conference	2 or 3
	Maximum	Short Term Suspension	Long Term Suspension	
Technology- Network Infraction	Minimum	Conference	Parent Conference	2 or 3
	Maximum	Short Term Suspension	Long Term Suspension	
Technology - Improper use of Telecommunication Device	Minimum	Conference	Parent Conference	2 or 3
	Maximum	Short Term Suspension	Long Term Suspension	
Theft	Minimum	Restitution	Restitution	2 or 4
	Maximum	Short Term Suspension	Expulsion	
Threat, Bomb**	Minimum	Short Term Suspension	Long Term Suspension	4
	Maximum	Expulsion	Expulsion	
Threat, Chemical or Biological**	Minimum	Short Term Suspension	Long Term Suspension	4
	Maximum	Expulsion	Expulsion	
Threat or Intimidation	Minimum	Parent Conference	Detention	3
	Maximum	Short Term Suspension	Expulsion	
Tobacco Violation*	Minimum	Conference	Parent Conference	3
	Maximum	Short Term Suspension	Long Term Suspension	
Trespassing	Minimum	Conference	Detention	3
	Maximum	Short Term Suspension	Long Term Suspension	
Truancy	Minimum	Parent Conference	Detention	2
	Maximum	Detention	Loss of Credit	
Unexcused Absence	Minimum	Parent Notification	Parent Notification	2
	Maximum	Parent Conference	Citation	
Vandalism of Personal Property*	Minimum	Parent Conference	Detention	3
	Maximum	Short Term Suspension	Long Term Suspension	
Vandalism of School Property*	Minimum	Parent Conference	Detention	3 or 4
	Maximum	Short Term Suspension	Expulsion	
Verbal Provocation	Minimum	Conference	Detention	2
	Maximum	Short Term Suspension	Long Term Suspension	
Weapons- Dangerous Items* See Violation Definition	Minimum	Short Term Suspension	Short Term Suspension	4
	Maximum	Expulsion	Expulsion	
Weapons- Firearms** See Violation Definition	Minimum	Short Term Suspension	Long Term Suspension	4
	Maximum	Expulsion	Expulsion	
Weapons - Firearms - Simulated	Minimum	Parent Conference	Detention	3
	Maximum	Short Term Suspension	Long Term Suspension	
Weapons- Other**	Minimum	Detention	Short Term Suspension	4
	Maximum	Short Term Suspension	Expulsion	

*Reported to ADE

**Mandated to report to local law enforcement, also ADE

Code of Conduct Offenses and Consequences

Level I

The classroom teacher will handle most levels of offenses in the classroom with support from the administration, as needed

Offenses:

- Disrespectful behavior including but not limited to:
 - Acting out
 - Altercations short of physical contact
 - Minor disruptions of the learning process
 - Unauthorized selling or trading
 - Bike safety
 - Tardiness

Consequences:

- Immediate natural consequences
- Verbal apology
- Problem solving
- Written action plan
- Letter of apology
- Detention

Repeated and/or serious violations will result in referral for major offenses.

Level II

Most level two offenses will be handled in the office by the principal/designee.

Offenses:

- Acts of dishonesty including: lying, cheating, forgery or plagiarism
- Computer use violations
- Hazing/initiation
- Possession/use of forbidden items
- Disrespect/defiance of authority
- Petitions
- Invasion of privacy/property of others
- Truancy/ditching/leaving campus without permission
- Gambling
- Use of obscene, profane or abusive language or gestures
- Physical altercations including physical contact (kindergarten through fourth grade)

Repeated and/or serious violations will result in referral for major offenses.

Consequences:

- Problem solving
- Compensation and verbal apology
- Community reconciliation time
- Time-out
- Letter of apology
- Detention
- Short term suspension (one to 10 days)

Level III

Level three offenses will be handled in office by the principal/designee.

Offenses:

- Emotional/physical/sexual harassment, intimidation and bullying, including cyber-bullying.
- Verbal or written display of ethnic/racial slurs
- Obstructing the problem solving process
- Physical altercations including physical contact
- Destruction/defacement of property
- Use/display of gang-related, drug, satanic, or sexual symbols/gestures/words
- Presenting a physical/emotional threat to self or others (verbal or written) including indirect aggression
- Possession/use/being under the influence of alcohol/tobacco products
- Possession/distribution of pornographic material or conducting pornographic searches on the Internet
- Non-approved possession/use/distribution or prescription or over the counter drugs
- Possession/use of look-a-like drugs/alcohol/tobacco products/paraphernalia
- Possession/use of look-a-like weapon
- Spontaneous physical assault *
- Extortion
- Sexual misconduct
- Theft
- Bus misconduct

Repeated and/or serious violations will result in referral for major offenses.

Consequences:

The first violation of any of the offenses listed in Level III may result in suspension. Demonstration of participation in and completion of counseling for the student or student and parent may be required prior to re-admittance to school.

The second violation of Level III offenses may result in an automatic recommendation by the principal to the school board for expulsion from ASU Preparatory Academies. The school board will conduct a formal hearing to determine if the student will be expelled.

- Letter of apology

Level IV

Level IV offenses will be handled in office by the principal and/or school director.

Offenses:

- Endangerment through the use of fire alarm/calling 911/bomb threat*
- Sexual assault*
- Pre-meditated physical assault*
- Aggravated assault/assault on a staff member*
- Arson/reckless burning*
- Possession/Use/Distribution/Purchase of explosive devices (including firecrackers and fireworks)*
- Possession/Use/Distribution/Purchase/being under the influence of illegal drugs*
- Possession/Use/Distribution/Purchase of a deadly weapon or dangerous instrument*
- Threatening to cause physical injury to an employee of ASU Preparatory Academies and/or ASU or to a person attending ASU Preparatory Academies
- Threatening to cause damage to ASU Preparatory Academies and/or ASU, the property of ASU Preparatory Academies and/or ASU, the property of an ASU Preparatory Academies and/or ASU employee or the property of any person attending ASU Preparatory Academies and/or ASU*

Repeated and/or serious violations will result in referral for major offenses.

Consequences:

- The first violation of the offenses in Level IV will result in automatic recommendation by the principal to the School Board for expulsion from ASU Preparatory Academies. A formal hearing will be conducted by the School Board to determine if the student will be expelled.
- Letter of apology

All of the offenses marked with an asterisk (*) violate ARS 13-3620 and Charter policy and will be reported to the proper authorities.

Excessive Suspensions in Levels I, II, III

Repeated offenses will result in increased severity of action taken.

Excessive suspension: upon earning the fifth suspension, students in grades five through 12 will be recommended to the ASU Preparatory Academy School Board for expulsion.

Records and Medication Policies

Health Services

It is the mission of the health office staff to keep students healthy and in school. Health Services is responsible for overseeing and tracking immunizations and routine vision and hearing screening within Arizona State regulations. Parents will be contacted if there is anything missing from their child's health record. It is very important that the school nurse has up-to-date parents/guardians phone numbers of every child. No child who is sick will be allowed to walk home, even with parental permission. Children are allowed to be picked up only by adults whose names are listed on the emergency card identification.

Regular strength acetaminophen (Tylenol) will only be given to students who have written permission from a parent indicated by initialing on the emergency information card. Acetaminophen will be given as needed within the guidelines and directions listed on the label.

Medications and non-prescription medications, including acetaminophen, will not be dispensed to students during the first and last hour of the school day.

Medications needed by students should be given on a schedule that permits as many doses as possible to be given at home with supervision of a parent/guardian.

If medication must be taken during school hours, the parent/guardian must complete an "Authorization to Administer Medication to Students" form, available from Health Services. A medication consent form must be on file. Medications may not be sent to school with students. All medications, whether prescription or over-the-counter, including refills, MUST be brought to the health office by the parent or designated adult.

Prescription medication must be in the original prescription container labeled by the pharmacist. Label must include: name of the student, name of the medication, dosage, frequency, and time to be given (if specified). Prescriptions must be in English. Doctor's orders are needed for changes to dosage, frequency or time of medication noted on the pharmacy label.

Over-the-counter medication must be in the original container with all warnings and directions intact. Directions and warnings must be in English. Health Services will not give medication beyond the recommended dosage or frequency listed on the medication container without a doctor's order, even if requested by the parent. Doctor's orders are needed to give over-the-counter medications on a daily or scheduled basis.

Doctor's orders must be in writing on physician letterhead. Doctor's orders must include: name of student, name of the medication, dosage, frequency and time to be given (if specified). Doctor's orders may be faxed to Health Services. Please note on FAX... "Attention: Health Services" and specific student's full name and date of birth.

Medications must be current. By law, Health Services will not give medications past the expiration date on the label.

Medication no longer being given to students at school cannot be stored at school and must be picked up by the parent and returned home.

At the end of each school year, all medications must be removed from Health Services. Medication will not be stored at school over the summer break. A parent/adult must pick up the medications to be taken home. Medications cannot be sent home with students. All medication not picked up by the end of the last day of school will be destroyed and discarded by Health Services.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA affords parents and students over eighteen (18) years of age (eligible students) certain rights. They are:

- The right to inspect and review the student's education records within forty-five (45) dates of the day the school administrator receives a written request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents/guardians should write to the school administrator, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.
- 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 consent. One exception that permits disclosure without consent is disclosure to the school officials with legitimate educational interests to review educational records in order to fulfill professional responsibility.

Extra-Curricular Activities

Polytechnic Athletics

ASU Preparatory Academy will participate in the Canyon Athletic Association (CAA). More information about the Canyon Athletic Association is available at azcaa.com.

Sports Offerings

High School (grades 9-12)

Boys Soccer
Girls Volleyball
Cross Country
Boys Basketball
Girls Basketball
Cheer
Wrestling
Golf
Track and Field
Co-ed Soccer
Baseball
Softball

Junior High (grades 5-8)

Flag Football
Girls Volleyball
Cross Country
Boys Basketball
Girls Basketball
Cheer
Wrestling
Golf
Track and Field
Co-ed Soccer
Baseball
Softball

No Pass/No Play

State Board of Education Rule R7-208 as mandated by the Arizona State Legislature requires that each school district must have in place a “No Pass/No Play” policy. Athletics, speech, theatre, music, spiritline, and ROTC are all defined as extracurricular activities that fall under the “No Pass/No Play” policy.

All requirements for Polytechnic Athletics may be found at asuprepathletics.com.

Phoenix Athletics

ASU Preparatory Academy is a member of the Arizona Interscholastic Association (AIA) for all high school sports and is a member of the Valley Athletic Conference for all junior high sports. We will offer the following sports for the 2014-2015 school year:

High School:

Tackle Football
Girls Volleyball
Cheerleading
Cross Country
Badminton
Boys Basketball
Girls Basketball
Soccer
Track and Field
Softball
Baseball

Junior High:

Flag Football
Girls Volleyball
Cheerleading
Cross Country
Boys Basketball
Girls Basketball
Soccer
Track and Field
Softball
Baseball

The following steps are mandatory and must be completed before a student is eligible to tryout, practice and compete in any sport:

1. Undergo a physical exam and complete and submit the approved Physical Examination Form which can be obtained in the ASU Prep front office.
2. Complete the online Concussion Course offered by the AIA and submit the Certificate of Completion to the athletic director.
3. A signed parent/legal guardian consent form must be submitted to the athletic director.
4. A copy of the student's birth certificate must be on file with the school's registrar.

In addition to the above requirements, all students must maintain good academic and behavior under the ASU Preparatory Academy eligibility rules in order to tryout, practice or compete.

Social Activities

ASU Preparatory Academy will support developmentally appropriate social activities. Student Council will be involved in planning, with approval by administration.

Student Government

Students will be an integral part of planning, service events and the decision-making process of ASU Preparatory Academy. One of the ways students can become involved in the process is through student government. The process and timing of electing officials will be determined and announced by the local school administration. There will be a separate Student Council for Kindergarten through eighth grade and grades nine through twelve.

Extra-Curricular Supply Fees and Arizona Schools Tax Credit

Extra-curricular supply fees are paid each year to provide field trips and special activities. Several payment plans are available that can be used toward the fees. The Arizona Schools tax credit charitable donation can be applied toward these fees. Financial support is available to those who qualify. The fees must be paid to participate in the activities. Students not paying for extra-curricular activities will be provided a related alternative learning experience if the activity takes place during the instructional day.

Form Agreements

Receipt for Student Attendance and Discipline Procedures

Student attendance and their actions at school impact their learning. It is important for the entire family to understand the attendance policy and the discipline procedures at ASU Preparatory Academy.

See page 13 for the description of the attendance policy and the discipline procedure.

If a student's behavior requires immediate removal from the classroom or school, the student may be picked up, taken home or taken to the parent's/guardian's place of employment.

Student Safety Agreement

As a student at Arizona State University Preparatory Academy, I agree to follow the safety rules listed below while on my way to school, at school, and from school.

I agree to:

- Cross streets only in properly marked crosswalks
- Be alert and not distracted by electronic devices and cell phones
- Behave appropriately on the bus and at bus pick-up and drop-off
- Use the office phone to call my parents/guardians if I am not going directly home
- Be respectful of my community
- Follow the above expectations and I understand that my extended day or activity privileges will be revoked for a violation of this safety agreement.

Directory Information Non-Release Request

Directory information includes the following:

1. Student's name
2. Class designation (grade level)
3. Student's extracurricular participation
4. Student's achievements, honors, and awards
5. Student's height and weight
6. Student's enrollment status
7. Student's photograph
8. Student's prior school

Parents who do **NOT** want information released about their children must deny directory information on the ASU Preparatory signature form.

District News and Media Opt Out

Your student may be interviewed, recorded, videotaped, or photographed by the media or school staff for a story in the newspaper, Internet, radio, or television. These media requests must be approved by school administration which will assure the best interests of your child and that their safety and rights are upheld. We will be cautious with our practices regarding this issue.

Parents who want their child(ren) **EXCLUDED** from these activities, must opt out on the ASU Preparatory signature form.

Student Surveys, Research Studies and Evaluation

Due to the partnerships and affiliations ASU Preparatory Academy has, there will be times when students will be asked to complete surveys and have the data analyzed and evaluated. The privacy and confidentiality of our students is important; therefore, every opportunity to provide anonymity for each student will be taken.

Whenever appropriate, all stakeholders will be provided with additional pertinent information regarding the participation in the research.

Use of Technology Resources in Instruction and Community Involvement Electronic Information Services User

Internet and computer use at ASU Preparatory Academy is provided for students, parents and other users to conduct research and communicate for academic purposes only as determined by the school. Independent access to network services is provided to users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility.

All administrators and teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet and computers; files stored on District servers are not private.

ASU Preparatory Academy has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The school is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information.

Each user must:

- Use the computer technology to support personal education objectives consistent with the goals and mission of the school.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive, or illegal materials.
- Abide by all copyright and trademark laws and regulations.
- Agree not to release personally identifiable data.
- Agree not to use the computer to disrupt the use of technology for another user.
- Understand that the inappropriate use of technology may result in cancellation of permission to use the technology and possible disciplinary action may occur.
- Report any misuse of technology to administration.
- Be polite and use appropriate language.
- Respect privacy and not share passwords.

Student Technology Acceptable Use Policy

ASU Preparatory Academies provide technology resources in its learning environment to support student success. It is common for students to have responsibility for appropriately using technology items such as laptop computers and tablets during the school day. Student use of school technology is subject to the following conditions:

1. Students may only access their tablet/computer or network by using the assigned network account/password.
2. Students are responsible for their behavior and communication on the computer/tablet/network. Students may not use the network or school property to engage in transmission, receiving or possession of obscene materials or pornography of any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Students may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer/iPad/network.
4. Students may not use the network or school property to engage in illegal activities such as software pirating, peer to peer file sharing (ex: FrostWire, Bit Torrents, etc.) and/or intellectual property violations (ex: music, videos, books, television shows, movies, etc. which are under copyright). Only public domain software may be installed on school property with the consent of the school Director and IT Director.
5. All communications accessible on the Internet should be assumed to be private property (ex: copy written or trademarked). All copyright issues regarding software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.
6. Students may not use the network or school property to engage in "hacking". Malicious use of the network or school property to develop programs or infiltrate a computer or computer system and /or damage the software components of a computing system is prohibited. Students may not use the network or school property to disrupt its use by others.
7. Students may not bypass or attempt to bypass the ASU Preparatory Academy's technology protection measures. Students must immediately notify the teacher, the principal, or the director of technology if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
8. Transmission of any material in violation of any state, federal law, or school policy is prohibited.
9. Any use of the network or school property for commercial purposes is prohibited.
10. Use of the network or school property to engage in cyber bullying is prohibited. Cyber bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
11. Privacy in communications over the Internet and the school network is not guaranteed. In order to verify compliance with this rule, the school reserves the right to inspect any directories, files, and/or messages residing on or sent using the school network or property.
12. Students and parents will indemnify and hold the ASU Preparatory Academy harmless from any financial losses or legal ramification sustained due to misuse of the network or school property by the students.
13. Use of non-educational games, videos, movies, or games/videos/movies not assigned by a teacher while on the network or using school property is prohibited.
14. When using the network or school computers students must follow the directions of school teachers/staff and adhere to school policies.

Notes

Student Technology Acceptable Use Agreement

This page must be signed and returned before a student is issued any school-owned technology equipment.

Use of school technology is a privilege. The student is responsible for what occurs on his/her school assigned technology. Use of the Internet is a privilege as well. Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of these privileges. Should the student damage any property owned or in the care of ASU Preparatory Academy, including but not limited to tablets, computers, etc. parents/guardians may incur financial responsibility to cover damages and loss of equipment.

In alignment with the Children's Internet Protection Act (CIPA), ASU Preparatory Academy filters all Internet-enabled computers. Network administrators have implemented measures to protect against (e.g., block/filter) Internet access to inappropriate content. The technology department monitors online activity of students in an effort to restrict access to this content. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which ASU Preparatory Academy has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parent/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or appropriate use of the Internet.

ASU Preparatory Academy has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using school computers/tablets/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

As the parent/guardian of this student, I have read the Internet Acceptable Use Policy and Safety Agreement, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that ASU Preparatory Academy has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for ASU Preparatory Academy to restrict access to all objectionable and/or controversial materials that may be found on the Internet.

Student Discipline

The discipline procedure in the ASU Preparatory Academy Handbook addresses serious and major offenses such as theft, vandalism of school or personal property, improper use of electronic devices, and any other violation of the school discipline policy that can apply to school technology. Depending on the seriousness of the offense students may lose technology privileges as well as being held for detention, suspension or even (in extreme cases) expulsion.

I have read and fully understand the above Technology Acceptable Use Policy and Safety Agreement and do hereby agree to the terms and conditions of use.

Student Name (Print)

Student Signature

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Parent Email Address

Parent Telephone Number



ASU Preparatory Academy Signature Page

Thank you for taking the time to read the ASU Preparatory Academy Family Handbook. Please sign and **return this page to the front office by Friday of the first week of classes.**

I, _____ an ASU Preparatory Academy student, and my parent/guardian _____, understand and accept the policies, procedures, rights and responsibilities outlined in the ASU Preparatory Academy Family Handbook.

- As a parent/guardian, I agree to uphold the drop off and pick expectations as outlined on page 14 which includes picking my child up within 30 minutes following the end of the school day or school-sponsored activities.
- I have read the Student Code of Conduct on pages 26 - 28 and agree to abide by the Code of Conduct and fully understand the consequences of our behavior. We acknowledge having read and understood the policies and assure that the student(s) named above will abide by the rules and regulations contained herein.
- I have read and understand the student attendance and discipline procedures for the ASU Preparatory Academy as outlined on page 32. I understand that there are teacher-level discipline and administration-level discipline actions as described in this handbook.
- I have read the Use of Technology Resources in Instruction and Community Involvement Electronic Information User Services as outlined on page 33 and agree to abide by the terms. I understand that any violations may result in disciplinary action and the revocation of my use, and when applicable, law enforcement involvement.
- I have read the Student Surveys, Research Studies and Evaluation on page 33. I give my child(ren) permission to participate in student surveys, research studies and other related activities that have been approved by administration.
- I read the Directory information statement and I do **NOT** want my child's name or photo used in these publications as outlined on page 32.
- I would like my child(ren) to be excluded from any District News and Media activities as outlined on page 32.

Tear out here

Parent/Guardian Signature

Student Signature

Address

Telephone Number

Address

Telephone Number

Date

Date

School and Family Responsibilities

At ASU Preparatory Academy, it is our responsibility to:

- Provide a safe, clean environment
- Provide excellent education
- Honor and value families, what you bring to the school, and your opinions
- Honor cultural diversity
- Ensure a positive, productive learning environment
- Interface with students in a dignified and respectful manner

As ASU Preparatory Academy Parents and Families, it is your responsibility to:

- Send students to school well-rested, well-fed and prepared for the school day
- Assure that students arrive at school on time
- Communicate student and family needs with the school
- Notify the school of absences
- Work with your student to make an appropriate place for studying
- Communicate as a part of the FAST Team (Family, Administration, Student, Teacher)
- Complete the Family Engagement Program

As a student at ASU Preparatory Academy it is your responsibility to:

- Do your best
- Take responsibility for your education in a grade-appropriate way
- Know and be willing to follow school guidelines
- Report unsafe situations and seek adult help
- Communicate respectfully with teachers and fellow students. Represent your school well, demonstrating good character
- Be responsible for your own actions and the consequences of those actions
- Show consideration and respect to fellow students, parents, community members, school staff members and school property
- Display physical and verbal self-control by using problem solving methods for addressing concerns.

Student Name (Print)

Student Signature

Parent/Guardian Name (Print)

Parent/Guardian Signature

Teacher Name (Print)

Teacher Signature

Notes
