

# **PACE Preparatory Academy**

## Student Parent Handbook

2011-2012

# PACE Preparatory Academy

## 2011 - 2012 Academic Calendar - Camp Verde & Prescott Valley Campuses

		AUGUST 2011						
		S	M	T	W	Th	F	S
15	First Day of School		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			

		FEBRUARY 2012								
		S	M	T	W	Th	F	S		
				1	2	3	4	20	President's Day No School	
		5	6	7	8	9	10	11	28	AIMS Testing Spring Writing
		12	13	14	15	16	17	18	29	AIMS Testing Spring Reading
		19	20	21	22	23	24	25		
		26	27	28	29					

		SEPTEMBER 2011						
		S	M	T	W	Th	F	S
5	Labor Day No School					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	

		MARCH 2012								
		S	M	T	W	Th	F	S		
					1	2	3	8	End of 3rd Quarter	
		4	5	6	7	8	9	10	12 - 16	SPRING BREAK
		11	12	13	14	15	16	17		
		18	19	20	21	22	23	24		
		25	26	27	28	29	30	31		

		OCTOBER 2011						
		S	M	T	W	Th	F	S
13 25 26 27	End of 1st Quarter AIMS Testing Fall Writing AIMS Testing Fall Reading AIMS Testing Fall Mathematics							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					

		APRIL 2012								
		S	M	T	W	Th	F	S		
		1	2	3	4	5	6	7	10	AIMS Testing Spring Mathematics
		8	9	10	11	12	13	14		
		15	16	17	18	19	20	21		
		22	23	24	25	26	27	28		
		29	30							

		NOVEMBER 2011						
		S	M	T	W	Th	F	S
11 24 21 - 25	Veteran's Day Thanksgiving FALL BREAK			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			

		MAY 2012								
		S	M	T	W	Th	F	S		
				1	2	3	4	5	17	End of 4th Quarter
		6	7	8	9	10	11	12	22	Last Day of School
		13	14	15	16	17	18	19	23	Graduation
		20	21	22	23	24	25	26	24	Camp Verde Graduation
		27	28	29	30	31				Prescott Valley

		DECEMBER 2011						
		S	M	T	W	Th	F	S
20 26 - 30	End of 2nd Quarter WINTER BREAK					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 2012							
		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	

		JANUARY 2012						
		S	M	T	W	Th	F	S
2 16 Day	2nd Semester Begins Martin Luther King No School	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				

		JULY 2012						
		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				

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**Mission Statement**

To enable students to become self-motivated, competent lifelong learners equipped with the reading, writing and technology skills to assist in future life skills. Pace Preparatory Academy's intent is to provide a safe, totally innovative, non-traditional approach to educating high school-aged students by providing a completely computer-driven educational environment. Special needs students and nontraditional learners work in a self-paced arena in which they obtain their high school diploma, as well as training for future employment.

## **PRINCIPAL'S WELCOME AND MESSAGE**

Welcome to PACE Preparatory Academy!

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

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

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

Sincerely,

William Sakelarios  
Principal

## **PACE Preparatory Academy Programs**

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

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

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

### **Statement of Non-Discrimination**

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

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

### **Parents Right to Know**

Parents of students in Title I schools are guaranteed annual notification of their "right to know" about teacher qualifications by their school district. That means parents may request and receive from that office information regarding the professional qualifications of the student's classroom teachers, including: (a) whether the teacher is state-certified; (b) whether a teacher is teaching under emergency or other provisional status; and (c) the baccalaureate degree major of the teacher and any other graduate degree major or certification.

As per No Child Left Behind Statute (NCLB), the school provides appropriate services based on each student's Title I status. If you would like more information regarding our Title I program, please contact the principal.

### **Statement of Exceptional Student Services**

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

### **PACE Preparatory Academy GOALS**

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

## SCHOOL ORGANIZATION

**PACE Preparatory Academy's** school year is made up of two 18 week semesters, 148 school days. Progress reports will be sent out at the middle and end of each semester.

The *Class Schedule* includes 5 consecutive hours per day. PACE class days are Monday through Thursday. Make-up, detention and tutoring may be scheduled on Fridays (please check with your teacher). Please check the attached school calendar for special events, holidays, etc.

### FOUR BUILDING RULES at PACE Preparatory Academy

1. No one will be deprived of his/her right to learn.
2. There will be no cutting or obscene remarks made by staff or students.
3. All individuals will respect the property of others and the school district.
4. Self-respect and intellectual achievement are equally important.

### STUDENT BEHAVIOR GUIDELINES

The following guidelines have been adopted by the District Governing Board.

1. Respect the rights and property of others.
2. Respect the right of others to learn.
3. Conduct yourself in a safe and orderly manner.
4. Dress in accordance with the student handbook.

## INFANTS

Parent(s) with infants 0-9 months old may bring the babies to school if absolutely necessary. For the child's safety, we ask parents to find a caregiver when the baby begins to crawl. The school does not have babysitting services, but our staff will help you find agencies that can help. If the infant is a distraction during the session (excessive crying, screaming, giggling, etc) the parent may be asked to take the infant home and reschedule their class.

## PARENT TEACHER CONFERENCES

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

## OPEN HOUSE

Parents are strongly encouraged to attend open houses held during the year. During each open house the faculty will briefly describe the class objectives, instructional materials, major activities of the class, explain the grading procedures, talk about homework expectations, and answer your questions. Parent/Teacher conferences are noted on the school calendar.

## Enrollment of New Students

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

### ENROLLMENT PROCEDURE

Students are required to complete an enrollment packet prior to attendance. Parents are required to attend an enrollment interview with their child. You will be called to schedule an orientation appointment, complete and turn in an enrollment packet.

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

- Enrollment Form
- Medical and Emergency Forms and Immunization Record
- Statement of Understanding and Agreement
- Student Behavior Contract
- Prior School Withdrawal Form
- Disciplinary Action Form
- Student Drivers: Proof of driver's license, registration & insurance

■ A *certified* copy of the student's **Birth Certificate** (A.R.S. §15-828) and record of **immunizations** (A.R.S. §15-872) **must** be submitted to the registrar **before** a student is allowed to attend classes. Copies will be made and the originals returned to the parent or guardian.



## RECOGNITION OF EXCELLENCE IN ACADEMICS AND CITIZENSHIP

Students receive public recognition and awards for their outstanding achievement in many areas. The following is only a partial list:

1. Honor Roll (Students receive certificates for GPA's of 3.0 and above.)
2. Perfect Attendance
3. Accelerated credit achievement.

### PACE Preparatory Academy Curriculum

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

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

#### COURSE AVAILABILITY

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

#### DUAL CREDIT COURSES

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

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

## GRADUATION REQUIREMENTS

### Class of 2012

Course	Credits	Course	Credits
English	4.0	Economics	0.5
Math (Algebra 1, Algebra 2, Geometry)	3.0	Health	1.0
Science	2.0	Character Education/ Community Service	1.0
U.S. / AZ Constitution & History	1.0	Technology	1.0
World History & Geography	1.0	Fine Arts or Voc. Ed.	1.0
Civics	0.5	<b>Electives</b>	4.0
<b>TOTAL CREDITS = 20</b>			

### Class of 2013

Course	Credits	Course	Credits
English	4.0	Economics	0.5
Math (Algebra 1, Algebra 2, Geometry)	4.0	Health	1.0
Science	3.0	Character Education/ Community Service	1.0
U.S. / AZ Constitution & History	1.0	Technology	1.0
World History & Geography	1.0	Fine Arts or Voc. Ed.	1.0
Civics	0.5	Electives	4.0
<b>TOTAL CREDITS = 22</b>			

### Arizona Education and Career Action Plan for Students in Grades 9-12

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

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

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

## ARIZONA COMMUNITY COLLEGE ADMISSION REQUIREMENTS

A student must have a high school diploma, *or* a high school GED, *or* a minimum age of 18.

There are three curriculum programs in most community colleges. One for courses to supplement the high school and adult school courses; a second for special training in technical fields; the third for two years of preparation for transfer to a four-year college or university.

While there are no high school subject requirements for admission to a community college, students planning to enroll in a vocational training program should complete appropriate high school course work in science, mathematics, and other subjects needed for background in their chosen vocation.

**PRIVATE AND OUT-OF-STATE COLLEGES** Students who are interested in private or out-of-state colleges should contact their teacher or principal for assistance in finding the needed information on the college of their choice.

## STUDENT GRADES

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

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

The following guidelines for grading are followed at PACE Preparatory Academy:

1. The grade the student receives reflects an evaluation of the pupil's performance and also determines the extent to which the pupil is progressing from a given point in proportion to his/her own abilities.
2. The teacher will use every means possible to arrive at a fair and impartial judgment of each student and his/her work.
4. The grading system must allow consistent interpretation by the student, parent, teacher, and administration.
5. **PACE Academy Grading Scale:**
  - "A" = 90 - 100% - EXCELLENT
  - "B" = 80 - 89% - ABOVE AVERAGE
  - "C" = 70 - 79% - AVERAGE
  - "D" = 60 - 69% - BELOW AVERAGE – No Credit
  - "F" = 59 - 0% - FAILURE – No Credit

## PROGRESS REPORT INTERVAL

Progress report intervals are mid term intervals. Students must show academic progress with passing grades at each 9 week progress reporting period.

**ATTENTION:** If a student does not finish 3 credits in 18 weeks/one semester and there are no extenuating circumstances, the students will be withdrawn and their name will go on the waiting list if they desire to return.

## TRANSFER OF CREDITS

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

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

PACE Preparatory Academy has a complete testing program. Students at PACE Preparatory Academy are required to take scheduled placement and achievement tests during the school year. Every effort is made to use the results of these tests for the upgrading of the overall instructional programs as well as placement and help for the individual student.

## **TESTING ASSESSMENT**

PACE Preparatory Academy stresses outcome-based testing/assessment. Outcome-based tests focus on the process of problem solving. They are designed to help teachers understand how a student arrived at a specific solution to a problem.

The results of individual and/or achievement tests are private and shall not be discussed with or revealed to persons other than the professional staff involved with the student and his/her parents or legal guardians. Release of information to authorized personnel shall be made in accordance with the Family Educational Rights and Privacy Act (FERPA).

## **TESTING ASSESSMENT INFORMATION**

### **AIMS (Arizona's Instrument to Measure Standards)**

AIMS at the high school level is Arizona's competency test for graduation. AIMS is based on Arizona Academic Standards as developed by the State Department of Education. Arizona Academic Standards are statements of what all Arizona students are expected to know and be able to accomplish in specific content areas by the time they reach specific grade levels.

A.R.S. §15-701.01 states the State Board of Education shall "Develop and adopt competency tests for the graduation of pupils from high school in at least the areas of reading, writing and mathematics (science and social studies to follow) and shall establish passing scores for each test". Students will be expected to demonstrate proficiency on AIMS in order to receive a high school diploma from an Arizona public school. Local school district requirements for graduation remain in place as well.

**ALEKS and STUDY ISLAND Assessment Tests** are criteria referenced assessments given to all students three times during the school year to measure academic progress toward passing the AIMS reading, writing, science and math tests for graduation.

**The Stanford 10 NORM Referenced Test** provides consistent, accurate, and objective information about students' achievement, strengths and weaknesses in various areas of the curriculum and enables the school to provide academic intervention.

**ACT/SAT** are admission requirement tests to enter most four-year colleges and universities. Registration materials are available through the high school. Mail-in registration and test fees are the student's responsibility. Test dates and deadlines will be made available to all junior and senior students.

**The College Entrance Examination Board offers PSAT/NMSQT in October to high school juniors.** It provides students information about acquired verbal and mathematical skills necessary to do well in college courses. It is also the qualifying test to enter the scholarship programs conducted by the National Merit Scholarship Corporation.

## **INDIVIDUAL PSYCHOLOGICAL OR PERSONALITY TESTING**

Informed written consent of the parent/guardian shall precede the initiation of individualized diagnostic evaluations and/or administration of personality or psychological testing. Informed written consent means a conference at which the parent/guardian has been informed of the reasons for testing, type of testing and the right of the parent/guardian to accept or reject the possible placement. In addition, the parent/guardian is apprised of his/her right to examine all relevant records with respect to the classification and placement of the child.

## GUIDANCE AND COUNSELING SERVICES

Guidance services at PACE Preparatory Academy are provided by a certified guidance counselor. Services include communication with students, individually and in groups, and providing them with information for making decisions in areas such as:

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

Counseling services include:

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

## SUPPORT SERVICES/PROGRAMS

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

Parents who wish to refer students to these programs and services, or who wish to obtain more information about them, should contact the Principal at 775-0719.

## RESOURCE PROGRAM - SPECIAL EDUCATION

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

## HOMEBOUND INSTRUCTION (A.R.S. §15.901.B.12)

Definition: “Homebound instruction is a supplementary instructional program to serve students unable to attend school due to mental or physical illness or injury causing prolonged absence from school”. Completion of the proper forms and written verification by a physician are required before homebound instruction will be provided to students who qualify. Parents having questions regarding the supplemental programs should call the school principal.

## ATTENDANCE POLICY

THE ULTIMATE RESPONSIBILITY FOR SCHOOL ATTENDANCE RESTS WITH PARENTS AND STUDENTS with the school assisting them to fulfill that responsibility.

STUDENTS MUST ACCEPT RESPONSIBILITY for regular school attendance by attending and participating in each class regularly and at the assigned time. *All students are expected to be in school, on time, each day. School begins at 8am and ends at 3 pm Monday through Thursday.*

PARENTS MUST ACCEPT RESPONSIBILITY FOR THEIR CHILD'S REGULAR SCHOOL ATTENDANCE by stressing the significance of being in school and on time each day during the school year.

**Parents must notify the school by phone each day student is absent, and by a note upon the student's return.  
Camp Verde Campus 928-567-1805 \*\*\* Prescott Valley Campus 928-775-9675**

Reasonable attempts will be made by the school through phone calls, email or mail to inform parents/guardians of student absenteeism. Regular school attendance is basic to the success students attain knowledge from their high school programs.

Student participation in class discussion, listening to lectures, clarification, and explanations and viewing or listening to audio-visual materials are considered integral parts of the educational program. It is impossible to gain the full significance of any class presentation through make-up work; therefore, students, parents, teachers and administrators must make every effort possible to ensure regular school attendance.

PACE Preparatory Academy maintains records of all student absences. Class attendance is reported every class period to assure parents that the school is concerned about the welfare and location of their sons and daughters, as well as to comply with the Arizona State regulations regarding attendance reporting.

Arizona State law requires students must attend school until 16 years of age or passing of the GED TEST.

## **POLICY CLASSIFICATION OF ABSENCES – DEFINITIONS**

PACE Preparatory Academy's calendar begins in mid August and ends in late May. Since you have chosen to attend our school district, you must abide by these dates. Regular attendance is required pursuant to Arizona's compulsory attendance laws. Each student is expected to be in attendance every day that school is in session, except for personal illness. The education of each student is the joint responsibility of the home and the school. Only through cooperation can the student be assured of receiving all education advantages available. **All students must attend school for 95% of the school year, which means that they may only miss 9 days in the entire school year.**

**EXCUSED ABSENCES** – (a note must accompany all absences from the appropriate professional organization):

1. Medical visit of student
2. Observance of major religious holidays of the family's faith.
3. Death of immediate family member (parent, sibling, grandparents, guardian)
4. Lengthy illness that is **verified** by a medical professional in the form of a written statement addressed to PACE Preparatory Academy Attendance.
5. Court subpoena or other verifiable legal responsibilities

**All absences (excused or unexcused) must be made up immediately within the same week as the absence.**

**UNEXCUSED ABSENCES** - An unexcused absence is any absence from school which includes absence from any scheduled class or activity during the school day. Students must contact the district office and make arrangements to make up all absences.

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

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

**EMANCIPATED STUDENTS** - Students who have become legally emancipated, are 18, or who have left the residence of their guardian must report their situation to the principal immediately upon enrollment or change in status. Students will meet with the principal to receive instruction on their attendance procedures.

A letter advising parent/guardian of the student's attendance will be sent on the **3rd absence**. On the **8th absence**, a student/parent/administrator contact will be made to inform the parent and student of the possibility the **student being dropped from our roster** and/or loss of earned credit.

A student may wish to appeal the decision to deny credit, however, the student must continue to attend class during the appeal process or it will be automatically denied. The student's grades, attitude, behavior in school, and attendance patterns will be reviewed and considered in granting the appeal. Improvement in attendance can lead to re-establishment of credit at the discretion of the

administration and a faculty review committee. The appeal process must be completed within five (5) school days after notification of loss of credit and must set forth detailed written reasons why the student and parent/guardian believe the appeal should be granted and the loss of credit reversed. The appeal must be signed by the student and his/her parent/guardian.

## **ATTENDANCE PROCEDURES FOR STUDENTS & PARENTS**

**ABSENCE NOTIFICATION – Notify attendance office the morning of the absence at:**

**Camp Verde Campus 928-567-1805 - Prescott Valley Campus 928-775-9675**

and by note from parent/guardian prior to absence or the day student returns to school containing the following information: (a) student's name, (b) date returning to school, (c) dates and days missed, (d) reasons for absence.

**CLOSED CAMPUS** – PACE Preparatory Academy has a closed campus policy whereby students are required to remain on campus throughout the school day unless they have **written parental permission** to leave and return during school hours. Students will be allowed to leave the campus during the lunch hour unless we have written notification stating that they cannot leave the campus.

### **SIGN-OUT – SIGN-IN PROCEDURES**

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

1. Parent/guardian or authorized adult listed on emergency form comes in person to sign the student out.
2. Student is ill and teacher obtains permission from parent/guardian or authorized person listed on the enrollment form.
3. Parent/guardian makes a prior request by phone or written permission to district office. Notes must include a phone number for verification. Phone calls will also be verified.
4. A verifiable appointment card for medical treatment, dental treatment, or a court summons is presented.

- **A parent sign out does not necessarily mean that the absence will be excused.**
- **Students who are excused from class must not remain on campus unless they have teacher permission.**
- **Students who miss class for acceptable reasons but fail to check out following proper procedures will be considered unexcused and subject to disciplinary action.**

**SNOW DAYS** - In the event it becomes necessary to cancel school or start late due to weather related issues, all students, parents or guardians will be notified by our automated phone/email notification system "Safe-T Net/AlertNow".

**PACE Preparatory Academy uses a parent notification service; "Safe-T Net/AlertNow".**

Parents, guardians, students and probation officials will be notified by phone and/or email that the student did not attend his or her class. Please notify the school of any changes in phone numbers and/or email addresses in order that we may keep our data accurate.

## **STUDENT HOMEWORK//LATE WORK**

When a student is ill arrangements must be made for keeping up with missed class work. For excused absences of one or two days call the school to find out what assignments are due. If the student is absent for two or more days, the teacher may be telephoned for assignments. Students are expected to complete these assignments and turn them in before requesting additional assignments. It is the **STUDENT'S RESPONSIBILITY** to make arrangements with his/her teacher for make-up tests and any other missed assignments upon returning to class.

**STUDENT USE OF TEXTBOOKS** - Textbooks are for classroom use only

PACE Academy is a web-based learning institution. However, if it becomes necessary for reasons authorized by the teacher for textbooks to be used, books will be signed out to students by serial number. The student to whom a book is issued must pay for books that are lost, defaced, or damaged. It is the student's responsibility to keep track of all school property that they sign for.

When a student withdraws from school the student must check out with the teacher and turn in all textbooks at this time or the student will be charged for the replacement value of the textbook.

**If a textbook is lost or damaged the following is used as a guideline:**

1. Severely damaged (unusable), torn or missing pages = total price of replacement (Approx. \$75.00 - \$85.00)
2. Nuisance conditions (pen, pencil marks - usable) = \$10.00 - \$35.00.
3. Normal wear and tear - NO CHARGE.

## **REPORTS TO PARENTS**

It is the policy of PACE Preparatory Academy to inform parents if a student's class work is unsatisfactory. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.

Students and parents are encouraged to request conferences with the teacher as soon as they see indications of possible failure rather than waiting for a notice of failure or a progress report to arrive. Parents are encouraged to discuss, with appropriate school officials, any problems they or their children are having with school.

**PROGRESS REPORTS** - Report Cards are distributed at the end of each nine-week progress period. It is recommended that teachers hold a conference with individual students doing failing work before the end of the report period. If the student's health appears to be the reason for low quality work the case should be referred to the teacher, principal, counselor, or all three.

Parents are urged to follow up with the student or teacher regarding progress reports or deficiency notices by doing the following:

1. Discuss the deficiency with your student.
2. Call the teacher to discuss any questions or concerns.
3. Make a follow up contact with the teacher in several weeks to determine if the student has shown improvement.

## **ENGLISH AS A SECOND LANGUAGE PROGRAM**

PACE Preparatory Academy will ensure that students who have limited English proficiency are provided instruction to become proficient in English, allowing them to succeed in classes taught in English. This will occur by identifying students who have limited English proficiency with the use of diagnostic assessments, and by providing a curriculum and instructional program to meet their needs. Instruction is provided by instructors and/or instructional assistants, using a variety of materials for developing English proficiency. Students with limited English proficiency may be required to enroll in an ESL language arts course work prior to English I through IV. Pursuant to A.R.S. 15-754, the ESL program will consist of:

Daily instruction in English language development including listening and speaking skills, reading and writing skills, cognitive and academic skills.

A plan to develop an understanding of the history and culture of Arizona and of the United States.

A plan to develop an understanding of the customs and values of the cultures associated with the primary home language of the student.

## **PARENT RIGHTS AND INFORMATION**

### **Section 504**

Section 504 is an act, which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone with a mental or physical impairment, which substantially limits one or more major life activities such as, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

In order to fulfill their obligations under section 504, PACE Preparatory Academy recognizes a responsibility to avoid discrimination in policies and practices regarding their students. No discrimination against students with disabilities will knowingly be permitted in any of the programs and practices of the school system. The district has specific responsibilities under the Act, which includes the responsibility to identify and evaluate the student and if determined, to be eligible under Section 504, provide access to appropriate educational services.

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

## **MISSING STUDENTS**

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

## PROFESSIONAL QUALIFICATIONS OF TEACHERS

As a parent of a student in the PACE Preparatory School, under the No Child Left Behind Act of 2001, you have the right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

1. The State of Arizona has credentialed, licensed or a highly qualified teacher for the grades and subjects he or she teaches.
2. The teacher is teaching under an emergency certification or other provisional status, which has waived State licensing criteria.
3. The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees.
4. Whether any instructional aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

## EQUAL EDUCATION OPPORTUNITIES

### Non-Discrimination Affirmation

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

## HEALTH SERVICES

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

The school reserves the right to seek emergency help (911) any time school personnel feel this action is warranted when the parents are unavailable or if the situation deems it necessary. **The parents or guardians will be responsible for any, and all costs involved with the treatment and/or transport of their child.**

It is very important that the emergency alternate name on the enrollment form be someone who can be easily contacted and who will be able to give instructions or follow-up if parents cannot be contacted. It is equally important to notify the District Office at 775-0719 should there be a change of the emergency contact.

**PRESCRIPTION MEDICATION** Forms are available in office. Any prescribed medication must be in an **original container with an unaltered, original label showing the student's name.** (A.R.S. § 15-344)

### OTHER SERVICES

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

## STUDENT SAFETY PROGRAM

A. Accidents are undesirable, unplanned occurrences which may result in tragic consequences such as bodily harm, loss of school time, property damage, legal action, and even loss of life. It is the policy of the Governing Board to guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors, and any person on the PACE Preparatory Academy campus.

B. The practice of safety is considered a facet of the instructional plan at PACE by virtue of educational programs such as traffic and pedestrian safety, fire prevention, emergency procedures, etc.

C. A fire safety and evacuation plan is posted at all exit doors in the classroom and school. Periodic fire drills will take place throughout the school year. For more information on safety and fire prevention please call the district at 775-0719.

D. The principal of PACE Academy is responsible for the supervision of the safety program. General areas of emphasis include, but are not limited to, in-service training, accident record-keeping, planned inspections, fire prevention, emergency procedures, and traffic safety problems relevant to students, employees, and the community

## **AZ SAFE – Arizona Safety Accountability for Education Terms and Definitions**

The purpose of AZ SAFE is to provide the information educators need to maintain and improve the safety of their schools. AZ SAFE provides a standardized system for accurately tracking, managing and reporting school safety and disciplinary incident data.

### **Definitions**

**Incident:** An event that occurs on school grounds or at a school-sponsored event that disrupts the orderly functioning of a school or classroom. Incidents range from minor problem behaviors to criminal acts and typically result in referral for disciplinary assessment. An incident is described by the violation(s) that occurred, the people involved, and the date, time, and location of occurrence.

**Violation:** A violation is a crime or infringement of a law, policy, right, or expectation. Please see AZ SAFE Definitions of Violations Matrix.

**People:** People who may be involved in an incident include an offender, victims, witnesses, and bystanders. These people may be students attending the school, students attending other schools, school staff, vendors, visitors, or others.

**Offender:** An individual that commits a violation. An offender can be a student or non-student and may or may not have a relationship with the school.

An incident can be further described as bias/hate or gang related, and whether there were physical injuries.

**Bias/Hate Related Incidents:** An incident is considered bias/hate related when one could reasonably conclude that it was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Such characteristics include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation (Hartwick College, Campus Life, Student Life, Office of Campus Safety).

**Gang:** A gang can be described as a group of persons, usually youths, who share a common identity and who often engage in criminal behavior. In contrast to the criminal behavior of other youths, the activities of gangs are characterized by some level of organization and continuity over time. There is no consensus on the exact definition of a gang, however, and scholars have debated whether the definition should expressly include involvement in crime. Some gangs, but not all, have strong leadership, formalized rules, and extensive use of common identifying symbols. Many gangs associate themselves with a particular geographic area or type of crime, and some use graffiti as a form of nonverbal communication (Britannica Online Encyclopedia).

**Gang Related Incident:** An incident is considered gang related when an incident occurs where the participants, suspects or victims, are identified as gang members or affiliates.

**Physical Injury:** Incidents with injury include those in which one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. USED Education Data Exchange Network (EDEN)

**Serious Bodily (physical) Injury:** A bodily (physical) injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. Section 1365(3)(h)).

## **Annual Notification to Parents Regarding Confidentiality of Student Education Records**

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - o School officials with legitimate educational interest
    - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
    - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - o Other schools to which a student is seeking to enroll;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to a student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;
  - o To comply with a judicial order or lawfully issued subpoena;
  - o Appropriate officials in cases of health and safety emergencies; and
  - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

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

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

# INTERNET ACCEPTABLE USE POLICIES AND PROCEDURES

## INTERNET USER CONTRACT

There is a separate "Electronic Information Services User Agreement" included in the enrollment packet that each student is required to sign.

## PERSONAL RESPONSIBILITY

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

## ACCEPTABLE USE POLICY

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

## PRIVILEGES

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

## NETWORK ETIQUETTE

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be Polite! Never send or encourage others to send, abusive or inappropriate messages.
2. Use appropriate language. Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden and will result in expulsion.
3. Privacy! Do not reveal your personal phone number, home address, or those of fellow students or colleagues.
4. Do not use the network in any way that would disrupt use of the network by others.
5. NO INSTANT MESSAGING OR CHAT ROOMS.
6. No Games, Videos or Music to be installed or played on school computers

## SERVICES

PACE Preparatory Academy makes no warranties of any kind, whether expressed or implied. PACE Preparatory Academy will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at the students' own risk. PACE Preparatory Academy specifically denies any responsibility for the accuracy of information obtained through its services.

## SECURITY

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

## VANDALISM

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

**PACE Preparatory Academy adheres to CIPA (Child Internet Protection Act) Guidelines.**

## STUDENT TRANSPORTATION

**PACE Preparatory Academy does not provide student transportation.**

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

**STUDENT PARKING AND TRAFFIC** Only those students who have the proper forms on file may drive to school. Parking permission may be obtained from the PACE PREPARATORY ACADEMY staff during registration or the first week of school.

- Student drivers must present a valid Arizona driver's license, proof of insurance and registration, and a signed statement of authorized parental permission before parking is permitted on the PACE PREPARATORY ACADEMY Campus.
- Vehicles improperly parked in a restricted area (i.e., handicapped spaces, entrances, or designated staff parking), or drivers found speeding in the lots will be reported to the police.
- Any violation of the Arizona Vehicle Code while on campus may terminate the student's right to bring a vehicle on campus.
- Parking is a privilege and may be revoked by the administration.
- Speed limit in the parking lot is limited to *no faster than a slow walk*. Students are not to sit in or loiter around vehicles in the parking lot before, during or after school is dismissed.
- Student vehicles are not to be used in place of lockers. Students will not access vehicles after arriving on campus.
- PACE Preparatory Academy will not be responsible for valuables of any kind left in vehicles.

## STUDENT IDENTIFICATION CARD (ID)

Students are required to have an I.D. card in their possession at all times while on campus or at a school event. They must show the I.D. card in order to attend school events, dances and other school activities. I.D. card photos will be taken twice a year at pre-determined dates. The first I.D. card is given to the student free of charge. Replacement of lost or damaged cards will be the responsibility of the student. Replacement cost is \$5.00.

## “GOOD STANDING”

Students wishing to attend certain school activities must be in „good standing’. This is defined as having ALL fines paid in full and all detentions and make-up classes having been fulfilled. If a student has been removed from a school activity for disciplinary reasons, the student may also jeopardize their good standing and may be restricted from attending future activities.

## DRESS CODE

PACE Preparatory Academy supports a student dress code with which all students must comply. The responsibility of determining student appearance belongs with the student's parent/guardian. However, school authorities have an obligation to the patrons of the school district to ensure that standards of decency, health, safety, and a positive learning environment are maintained which will not disrupt the educational process.

Parents should support the concept that acceptable clothing for school may be different than clothing worn in other environments. **Students will appear at school properly dressed. When in doubt parents and students should select more conservative clothing.** What you wear reflects upon yourself, your family, and your school. Please pay careful attention to the following policy.

Although we recognize that each student's manner of dress is a manifestation of personal style and individual preference, we believe that the educational mission of the district will be enhanced if students dress appropriately to maintain an environment conducive to learning.

Student dress and personal appearance shall not disrupt nor distract from instructional procedures, school sanctioned social functions, or the disciplinary control of the school staff. Parents and students are encouraged to adopt a style of dress and grooming that is appropriate to the age and size of the child without extremes that are disrupting influences in the classroom as determined by the school principal or designee.

Procedures for dress code violations are as follows:

- The student will be discreetly referred to the office as soon as possible.
- The administrator will explain the inappropriateness of the student's attire.
- The parent/guardian may be contacted and given an explanation of the violation.
- The student will be allowed to change clothes if clothing is available.
- The student will not be permitted to return to class until the inappropriateness is remedied.
- Repeated offenses: student will be placed on suspension or expulsion.

**DRESS CODE GUIDELINES--Dress code guidelines include, but are not all-inclusive, of the following and apply to both genders:**

Dress and grooming shall not present a risk to the health, safety or general welfare of students or others in the school.

Dress and grooming shall not interfere with, be disrupting or distracting to, the educational environment or process.

**Dress and grooming** shall not be contrary to curriculum goals and/or educational objectives. This includes advertising, promotion or pictures of alcoholic beverages, tobacco, drugs or illegal substances, sexual or violent behavior, or any other illegal items.

Clothing, jewelry, improper exposure of body parts, or any personal items depicting or promoting lewd, vulgar, obscene, offensive language or symbols, drugs, alcohol, or tobacco are not allowed. Garments with lewd or suggestive words or material, garments that are dehumanizing or offensive to other students, or disruptive to the educational environment may not be worn.

Bandanas and sunglasses shall not be worn inside the building at any time. Hoods on garments are not to be worn up over head.

**No see-through** clothing may be worn. Neatness, and good grooming with regard to the legitimate sensibilities of others in the school and community constitute both the basic goals and norms for the school dress guidelines. Clothing shall cover appropriate areas of the body and shall be sufficient to conceal undergarments at all times. **Spaghetti straps and tank tops are not allowed.**

Shirts, overalls, and blouses must be worn **appropriately fastened.**

**Revealing “tops”** due to length, texture, straps or lack of coverage are not allowed. This includes halter, cropped, or short tops (bare midriff), tops off the shoulders, strapless tops, netting, spandex, and tops that are open on the sides and back.

**Shorts** may be worn to school that do not cause embarrassment due to lack of proper coverage, do not have rips, tears, or holes and comply with improper coverage policy. Length of allowed shorts/skirts not to be shorter than the end of relaxed arm/hand.

Big, baggy coats or oversize clothing, **including trench coats** that could be used to conceal a weapon, may not be worn.

**“Sagging”** is not allowed. Pants must ride above student’s hips. Pants and shorts will be worn pulled up and secured at the waist at all times. **Undergarments may not be visible.**

**Pajama pants and bed slippers** are **not** appropriate wear for school.

**Overalls** of any type must be worn with both straps fastened around the shoulders as designed.

Full camouflage clothing is not permitted.

No **military type belt buckles** with initials or symbols cut into the buckle may be worn to school.

**Footwear** (shoes or sandals) must be worn on school campus and in the classroom at all times and appropriately fastened. Bedroom slippers are not allowed.

**Chains, spikes**, large or numerous safety pins or any type of sharp objects are not allowed.

**Gang related** dress, hairnets, grooming, language, and/or behavior on school property and at school events or **during regular school hours** is contrary to the educational mission and purpose of the District and therefore such dress, grooming, language, and/or behaviors are prohibited.

**Students participating in school sponsored, off campus activities may be subject to more stringent dress codes.**

The responsibility for making determinations concerning dress and grooming rests with the school principal or designee. Students who violate this policy are subject to disciplinary action which may include, but is not limited to, any one or a combination of the following: Informal talk, conference, alternate apparel, parental involvement, and/or short-term suspension.

## CAMPUS POLICY & RULES

**STUDENT VISITORS** - Unauthorized persons will not be permitted on the school grounds or in the school buildings at PACE PREPARATORY ACADEMY. Passes for student visitors will be granted at the discretion of the **principal only** and must be authorized by the principal's signature. **Requests must be made at least one day in advance or visiting privileges will be denied.** Any prospective visitor **must be 14 years of age or older**. Student visitors will not be allowed on testing days or during the final two (2) weeks of each semester. Parents may make individual arrangements with the administration.

Violators of this policy may be subject to appropriate legal action as provided by Arizona State law.

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

**Parents are to pick up students immediately after the school day has ended.** PACE Preparatory Academy and its staff will not be held responsible for students who arrive earlier than the start of their class or remain on campus after their class has ended.

**Parents should make necessary arrangements so their students are not left without transportation or supervision.**

**All telephone calls are to be made to the school and not to cell phones.** All incoming messages for students will be taken by or relayed through the teachers. Messages will be relayed to students through the school staff at the discretion of the teachers. Non-emergency messages may be e-mailed to the teachers.

### STUDENT INVOLVEMENT WITH QUESTIONNAIRES AND CONTESTS

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

### FIRE DRILLS/EMERGENCY WARNINGS

A steady siren indicates an emergency. Students must leave the classroom with their teachers and clear the building. All persons in the school will meet on the East side of the building beyond the entrance to the parking lot. Fire drills will take place to check this procedure.

### TAMPERING WITH FIRE ALARM SYSTEM/EQUIPMENT

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

### ELECTRONIC DEVICES

**Radios, CD's, Pagers and Laser Pointers** of any kind are prohibited in the classroom. Sound suppression devices will be allowed only with authorization from the principal.

**MP3 Players or iPods** may be allowed with teacher's permission. Excessive distraction or attention to electronic devices will be grounds for confiscation.

**CELL PHONES** - Staff will confiscate **cell phones on campus during school time for the following infractions:**

- No cell phones are to be brought onto school property.
- Use of phones on campus any time, including break and before or after school.
- Phones left on during school time. Ringing, buzzing or beeping phones will be confiscated.
- Cell phones / Smart phones cannot be used as a music device

### FOOD/BEVERAGES ON CAMPUS

Students may bring healthy snacks and water in original containers with **unopened** seals (NO SODA or sweet drinks). No food or beverages may be taken into the classrooms or office areas.

## **STUDENT BEHAVIOR AT PACE Preparatory Academy**

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

PACE Preparatory Academy believes that close cooperation between parents and the school is essential and is most effective in preventing behavioral problems.

The quality of the school community, both socially and academically depends on the choices made by the student population. Upon entering a school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn.

The exercise of students' constitutional rights must be conducted in a manner that does not disrupt the learning of others in the educational process.

### **Arizona law authorizes school employees to act "in loco parentis" (in place of parents).**

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

## **STUDENT RESPONSIBILITIES**

Maintaining a school climate free of disruptions enables all participants to learn and grow. Students, teachers, parents and administrators working together create a common willingness to learn.

**Certain student behavior and attitudes foster the desirable, healthy learning environment schools encourage. Among these are the following:**

- Friendliness and acceptance of people of different political, economic, social, religious, and racial backgrounds and abilities.
- Eagerness to participate in both academic and non-academic activities.
- A spirit of cooperation and willingness to share abilities, time and skills, not only to further one's own goals, but also to help others succeed.
- Prompt and regular attendance in class and at school-sponsored activities.
- Willingness to follow school rules and make positive contributions to the academic and social climate.

## **STUDENT RIGHTS**

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

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

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

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

**Students shall have the right to encounter diverse points of view -**

Students shall have opportunities to hear speakers and view presentations representing a wide range of views under guidelines established by the school district.

If it is established that if a student or parent objects as a matter of principle to participation in an activity assigned by school

personnel, an alternative activity will be assigned without penalty or embarrassment.

Parents are welcome to view all curriculum materials and to request a list of specific texts, video-tapes, etc. being used at PACE Preparatory Academy. Please give the administration adequate time to gather the materials requested.

**Privacy - Student Records** - Student records are on file at the district office.

Records may be open to review by parents/guardians and/or students and will be treated in a confidential manner as prescribed by Governing Board Policy, Arizona State Board of Education Regulations, and the Family Educational Rights and Privacy Act (FERPA).

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

**Questioning** - If police authorities desire to question a student on school premises regarding any alleged act of misconduct by the student, school authorities shall make every effort to contact the parent/guardian. The parent/guardian will be permitted to be present. If the parent/guardian cannot be present during questioning a school official will be present.

Student rights will be protected in accordance with AZ State Board of Education Regulations which are incorporated within PACE Preparatory Academy Board Policy. Education is a right guaranteed to the student. The courts have defined the basis on which the denial of that right is justified. The conditions of denial carry with them the guarantee of due process. It is the intent of the Governing Board that every reasonable effort is made on behalf of the student's education and it is the intent of PACE Preparatory Academy that those students and their parents are informed of the regulations regarding disciplinary and appeal procedures affecting students within the school.

Faculty, parents and students shall attempt resolution of problems affecting students and the educational process by informal means. If any student or parent feels that the conditions of the school or decisions made by its staff are not satisfactory, the student or parent shall be afforded the opportunity to confer with the Principal. The student or parent may appeal to the Board of Education if not satisfied with the disposition of the matter.

Certain student behavior disrupts the educational process. School authorities shall promptly, efficiently, and with consistency, deal with such negative behavior.

## HAZING

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

**Hazing:** Any intentional, knowing, or reckless act committed by a student or students against another student which includes an act that contributes to, or causes, a substantial risk of potential physical injury, mental harm, or degradation is against Arizona law and school policies.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

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

**Reporting/Complaint Procedures for Hazing:** Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor in writing, with such details as may have been provided. Failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject that staff member to disciplinary action in accordance with District policy.

Staff members shall preserve the confidentiality of anyone involved in a hazing incident, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and will be reported to a law enforcement agency.

A person who complains of, or reports a hazing incident may do so directly to the school administrator or to a professional staff member. The staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum, the report/ complaint form shall contain identifying information on the complainant and such specificity of names, places and times as to permit an investigation. When a professional staff member receives the information,

the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint. The report/complaint of a hazing incident will be investigated by the school administrator or a supervising administrator following the procedures below:

An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or, when school is not in session, within fifteen (15) days during which the school offices are open for business. Extension of the time line may only be by necessity as determined by the Principal.

The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.

The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Principal.

All violations of this policy will be treated in accordance with the appropriate procedures and penalties provided for in district policies related to the conduct and discipline of students, staff and others.

## **CONTROLLED SUBSTANCE**

**Definition:** Any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

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

## **BEHAVIOR DISRUPTIVE TO THE EDUCATIONAL PROCESS ARS 13-2911**

The following policy does not attempt to set social standards. The definition of unacceptable behavior is based on whether or not the behavior has the potential to disrupt the educational process.

The purpose of the policy is to assist students, parents, teachers, staff, and school administrators in understanding that the school community exists to help all students develop their full potential for learning and the necessary self-discipline to enable them to become productive, responsible members of society.

**Enforcement:** The Administration has the responsibility to take **discretionary** action any time the educational process is threatened or disrupted. Nothing in the following provisions is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation. The provisions of the Student Behavior Policy are in force . . .

- any time students are on school property.
- during regular school hours.
- during transportation of students.
- at times and places where school administrators and staff have jurisdiction including, but not necessarily limited to, school-sponsored events, field trips, and any other school related activities.

Additionally, the principal, any public school official, or designated chaperone is authorized to take administrative action when a student's misconduct away from school or during a school activity has a detrimental effect on the other students, staff or the orderly educational process. Students are reminded that negative behavior affects the reputation of their high school.

### **Search and Seizure:**

Students possess, and are assured of, the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students. School administrators may conduct or authorize searches when they have reason to suspect that the health, safety, or welfare of students may be in danger.

**Any administrator making a search or seizure will follow the guidelines below:**

Items which are used to disrupt or interfere with the educational process may be removed from a student's person.

**Searches - Policy J3400, JIH** - School officials have the right to search and seize property when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exist. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school district administration.

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

**School administrator may search motor vehicles parked on school property** when there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy.

**Physical Restraining:** Any person employed by PACE PREPARATORY ACADEMY may use and apply such amounts of force as are reasonable and necessary for the following purposes:

- Restrain a student from an act of wrong-doing.
- Quell a disturbance threatening physical injury to others.
- Obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
- For the purpose of self-defense.
- For the protection of persons or property.
- For the preservation of order.

**Use of Drug and Crime Prevention Dogs**

Our school is among the most drug free-environments that your teen encounters – and we want to keep it that way. Like many other area school districts, PACE Preparatory Academy will implement unannounced, periodic use of specially trained drug and crime detection dogs during the school year. The drug detection dogs will be used by community Police Department staff to detect the presence of drugs in the school and parking lots. Students will be asked to leave their backpacks and purses in the classroom and move outside during a search. Students will never encounter the detection dogs and their trainers.

Searches will be conducted quietly and quickly. Students whose cars, coats, lunch bags, etc found to contain drugs or the residual odors of drugs will receive consequences in accordance with our school's Student Code of Conduct. The use of the drug and crime detection dogs is another effort to keep our schools safe.

Like you, we want to keep your teen safe and better ensure his/her future. One of the biggest obstacles to a teen reaching full academic, social, and emotional potential is the use of alcohol and other drugs. We will continue our efforts, including the use of drug and crime detection dogs, to keep our schools drug-free. However, YOU, as a parent are the greatest deterrent to your teen's use of alcohol and other drugs.

**Please:**

- Talk with your son/daughter and inform him/her that the use of alcohol and other drugs is illegal; unacceptable to you; and there will be consequences for use.
- Know where your teen is at all times.
- Supervise parties and gatherings in your home.
- Call parents who are hosting parties your teen wants to attend to be sure a parent is supervising and that no alcohol is being served.

Working together, we can keep your teen, our student, safe and better ensure a bright future.

## **TYPICAL REFERRAL PROCEDURES**

**Step 1 - Staff/Student Contact:** Staff member, defined as any PACE Preparatory Academy personnel, will contact the student for conference and verbally correct the student based on the teacher's own discipline guidelines.

**Step 2 - Staff/Parent Contact:** Staff member will contact parents by note, telephone, or in person. A conference with parent and staff member may be necessary.

**Step 3 - Administrator/Student Contact:** Administrator will contact student by telephone, or in person.

**Step 4 - Administrator/Parent Contact:** Administrator will contact parent by note, telephone, or in person.

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

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

### **SUSPENDED STUDENTS**

The following is PACE Preparatory Academy's District Board Policy.

A suspended student . . .

- will not be allowed on school grounds.
- will not be allowed to participate in or attend any school activities (field day, school trips, etc.).
- may receive make-up work only at the discretion of the building administration.

## **CONSEQUENCES OF UNACCEPTABLE BEHAVIOR AND DISRUPTION TO THE EDUCATIONAL PROCESS**

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

**Consequence actions are designed to . . .**

- give the student a just program that includes ample opportunities for modification of his/her behavior in positive way.
- provide students, parents and school personnel clearly stated, advance knowledge of the course of action to be followed in disciplinary matters.
- provide consistency in applying disciplinary actions.
- provide a program that is progressive (moderate to the most severe action).
- ensure discipline with dignity.

## **ALTERNATIVE MEANS OF CORRECTION**

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

- discussing the inappropriateness of the student's behavior with the student.
- discussing the inappropriateness of the student's behavior with the student and/or parent.
- serving In-School-Suspension (ISS) or Detention. (Friday detention)
- other responsibilities or assignments deemed appropriate by the administration.

Unacceptable behavior is defined and the consequences of this behavior are outlined in District policy. The list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel.

On the following pages are listed acts of student misconduct that require corrective or disciplinary action and the progressive disciplinary actions that may be taken. While the need for some leeway in administering these procedures is at times necessary, deviation from them will be the rare exception rather than usual practice.

## STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

- ♦ Students may use the following guidelines to issue a complaint or grievance providing the topic is of a subject that relates directly to the student and is not governed under a direct policy or regulation of PACE Preparatory Academy governing board.
- ♦ **The Governing Board is not authorized to act upon a complaint or grievance for any matter whereby the review method or discipline procedure is governed by state law.**
- ♦ The accusation must be made within thirty (30) calendar days from the time the action took place that was grounds for the student's complaint or grievance.
- ♦ All allegations must be reported on a PACE Preparatory Academy District form. *Forms are available at the school office.*
- ♦ The complaint or grievance must be made only to a school administrator or professional staff member.
- ♦ The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor, or as otherwise required by law.
- ♦ The following are valid reasons for student complaints or grievances and are not all inclusive:
  - Violation of the student's constitutional rights.
  - Denial of an equal opportunity to participate in any program or activity for which the student qualifies per the PACE PREPARATORY ACADEMY handbook.
  - Discriminating treatment based on race, color, religion, gender, age, national origin or disability.
  - Harassment of the student by another person.
  - Concern for the student's personal safety.
- ♦ The Principal shall determine any questions concerning whether the complaint or grievance falls within District policy.
- ♦ A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.
- ♦ Retaliatory or intimidating acts against any student who has made a complaint under this policy and corresponding regulations or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

## DEFINITIONS

**ABSENCES** - Not present at school.

**AGGRAVATED ASSAULT** - Intending or performing assault and battery with a weapon, or any means of force likely to produce bodily injury. This category includes sexual assault and/or offenses.

**AGGRAVATED BATTERY** - Employing hostile contact with any kind of weapon or causing bodily harm.

**ARSON** - Maliciously, willfully, and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school related activity.

**ASSAULT/BULLYING** - Threatening physical harm to another, causing a present fear of imminent danger to a person including threats, gestures, and verbal assaults.

**BATTERY/FIGHTING** - Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm.

**BOMB THREAT** - Falsely and maliciously stating to another person that a bomb or other explosive has been placed in such a position that persons or property are likely to be injured or destroyed.

**BURGLARY** - To enter or remain unlawfully with intent to commit a felony or theft therein.

**CONTROLLED SUBSTANCE** - Any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

**DEFIANCE OF SCHOOL PERSONNEL/AUTHORITIES** - refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

**EXCESSIVE DISPLAY OF AFFECTION** – (PDA) A display of affection that has the potential of disrupting the educational process.

**EXPULSION** - "Expulsion" means the permanent withdrawal of the privilege of attending school unless the governing board reinstates the privilege.

**EXTORTION** - Using intimidation or the threat of violence to obtain money, information or anything else of value from another person.

**FALSE ALARM** - Interfering with the proper functioning of a fire alarm system or sounding a false alarm whether by means of a fire alarm or otherwise.

**GENERAL DISRUPTIVE CONDUCT** - (AR.S. §13-2911) Any other conduct which disrupts the educational process, constitutes a health or safety hazard, or is in violation of specific school rules.

- Failing to provide/surrender school identification to any public school personnel or activity sponsor upon demand.
- Knowingly and deliberately failing to comply with any legal and/or official rule or regulation designed by, or provided by a teacher, principal, faculty member, or other public school official at any time whether the rule is designed for the classroom, the campus in general, or any other location or facility involving a school related activity.
- Being dressed in a manner that is potentially disruptive to the educational process.

**HARASSMENT** - Using any means to persistently annoy, worry, exhaust, or impede another person.

**OBSCENE MATERIALS** - Displaying material and/or objects which are indecent and have the potential to be disruptive.

**POSSESSION** - having any substance capable of producing a change in behavior or altering state of mind or feeling, having a "look-alike" or items sold as a controlled substance.

**PRINCIPAL CONFERENCE** – If negative student behavior requires a conference with the principal, the principal will meet with

the student at the school or make an appointment with the student and a parent/guardian to meet in the principal's office. At that time the student will have an opportunity to discuss why the conference is necessary. Teachers are encouraged to develop contact with parents for discussion of either discipline or academic behavior.

**PROFANITY/VULGARITY** - Language which is crude, offensive, insulting; or irreverent use of coarse words to show contempt or disrespect---swearing.

**REFERRAL FOR LEGAL ACTION** - Any illegal act by a student will be forwarded to the appropriate authorities or law enforcement agency.

**RESTITUTION** - Restitution will be sought for damage to, or the theft of, personal or school property. This includes damage to the school facilities (bathroom, desks, computers, etc.); damage to or loss of school textbooks, materials, and/or supplies for which student and parents are responsible; damage to personal property of school employees or students. Such matters may be referred to the proper law enforcement authorities and/or courts for further action. Unpaid bills for damages will be referred to a collection agency.

**ROBBERY** - Taking of property belonging to another person through means of force or fear.

**SEXUAL HARASSMENT** - All individuals associated with PACE Preparatory Academy District are expected to conduct themselves at all times to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by any individual towards another. Anyone who is subject to sexual harassment or knows of the occurrence of such conduct should inform the principal of the school.

**SLEEPING**- Appearance of sleeping in class (head down or eyes closed or snoring, etc)

**SUSPENSION** - Temporary withdrawal of a student from school and all school related activities for a specified period depending on the seriousness of the infraction.

**TARDINESS** – You are considered tardy if you are not in your seat and working by 5 minutes past the top of the hour.

**TRESPASSING/UNAUTHORIZED PRESENCE** - Entering or being on school grounds or in a school building without authorization.

**TRUANCY/DITCHING** - Truancy is an **unexcused absence** from any class during the school day.

**USE OF TOBACCO** - Smoking and the use of smokeless tobacco in any form is prohibited in school and or on school grounds at all times. ARS 36-798-03 prohibits tobacco products on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles and at off-campus school sponsored events.

**VANDALISM** - Deliberately or maliciously destroying, damaging, and/or defacing of any school property or the property of another individual.

## DISCIPLINE MATRIX

1. The administration reserves the right to circumvent the discipline matrix when deemed necessary.
2. Any continuing offense may be considered incorrigible behavior and treated as a Level 5 offense.
3. Detentions may include: After-School Detention (ASD), Lunch Detention, Classroom Detention, In-School Suspension (ISS), Friday School or Community Service
4. Level 4 and 5 offenses may be referred to the School Board for possible Long-Term Suspension or Expulsion.
5. The nonmedical use, possession or sale of drugs on school property or at school events is prohibited. Students reasonably suspected of being under the influence of alcohol are subject to passive alcohol sensors or screeners. A student suspended for a drug-related offense may be referred to the Principal and/or School Board for further action (ARS 15-843).
6. Students who are habitually truant as defined in ARS 15-803 can be cited according to ARS 15-805.
7. A prohibited item is one that disrupts the educational process of the school or is a safety issue.
8. If proof of a counseling alternative is arranged with administration, suspension may be modified.
9. OSS – Out of School Suspension, LTS – Long-Term Suspension
10. SRT (Social Responsibility Training) or Life Coaching may be used as an intervention.
11. Level one, two, and three referrals are placed in student discipline file. Parent will be contacted by telephone or in person when a student is found to be in violation of a Level Four.

<b>LEVEL ONE</b>	<b>FIRST OFFENSE (Range of Consequences)</b>	<b>REPEATED OFFENSES (Range of Consequences)</b>
Cell Phone/Electronics (Inappropriate use)	Confiscate	Parent Pick-up, Detention, ISS, OSS
Disruptive/Disrespectful Behavior	Classroom Intervention (refer to list)	Office Referral
Cheating / Plagiarism	Classroom Intervention (refer to list)	Office Referral
Profanity/Vulgarity	Classroom Intervention (refer to list)	Office Referral
Dress Code	Classroom Intervention (refer to list)	Office Referral
Tardiness (habitual) 3 or more	Warning	Office Referral
Dress Code Violation	Warning, Change Clothing	ISS (attend an additional session), OSS
Public Display of Affection	Warning	ISS (attend an additional session), OSS
Missed Detention	Detention, ISS, OSS	ISS, OSS
Campus Policy Violation	Friday School, ISS, OSS	Detention, ISS, OSS
Non Moving Parking Lot Violation	Warned	Towed at Owner's Expense
<b>Classroom Interventions –</b> Conference with Student/Warning, Behavior Contract or Plan, Conference (Teacher, Parent, Student), zero on assignment, Temporary Removal from Classroom, Referral to Student Study Team,	Referral to School Counselor, Staffing, Self Designed Action, Conference (Administration, Teacher, Student) Loss of Privileges, Time Out	Oral/Written Communication W/ Parents, Daily/Weekly Report, Detention, ISS

<b>LEVEL TWO</b>	<b>Range of Consequences</b>
Abuse of School Property (Vandalism <\$100.00)	Detention, Clean-up, ISS, OSS (1-10 days), Restitution, Police Referral
Failure to serve detention or in-school detention	Office Referral, ISS, OSS, possible expulsion
Defiance of Authority/Insubordination	Detention, ISS, OSS (1-10 days), Police Referral
Internet Violation	Loss of Privilege, ISS, Police Referral
Lying/Misrepresentation/Forgery	Detention, ISS, OSS (1-10 days), Police Referral
Possession of Prohibited Items	Detention, ISS, OSS 1 -10 days, Police Referral
Truancy	Friday School, ISS, OSS, Possible Loss of Credit, Truancy Citation
Moving Parking Lot Violation	Loss of Privilege, Police Referral
Verbal Abuse	Detention, ISS, OSS 1-10 days, Police Referral
<b>LEVEL THREE</b>	<b>Range of Consequences</b>
Assault	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Bullying, Harassment, Intimidation	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Disorderly Conduct	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Fighting	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Gambling	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Hazing	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Inappropriate, Lewd, or Obscene Act or Material	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Incitement of a fight	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Possession of a Laser Pointer	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Possession of other potentially Dangerous Item	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Possession of Prohibited Items (criminal)	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Possession/Use of Tobacco or Hookah Products	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Sexual Harassment/Assault	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Theft/Possession of Stolen Property	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Use/Possession of Prescription Medication	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Unauthorized Entry	ISS, OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Vandalism ( >\$100.00)	OSS, restitution, Police Referral, LTS, Expulsion, Alt. to Susp.
<b>LEVEL FOUR</b>	<b>Range of Consequences</b>
Any Violation of Local, State or Federal Law	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Drug/Alcohol Violations	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
False Fire Alarm/911 Call	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
False Reporting	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Incorrigible Behavior	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Interference w/ Disciplinary Proceedings	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Physical Harm to Staff or Property	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Possession/Use of a Weapon – as defined in board policy JICI	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Possession/Use/Sale/Distribution of Explosive Device	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Sale, Intent to Sell, or Distribution of Drugs/Imitation Drugs	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension
Threats to Educational Institution	OSS, Police Referral, LTS, Expulsion, Alt. to Suspension

**NOTE:** The listings of offenses are not intended to be all-inclusive!

Make-up work for credit will be allowed for most offenses. However, for certain severe offenses, the administration reserves the right to make judgment decisions in individual situations.

Police may be notified depending on the severity of the offense.

- Sale, intent to sell, or distribution of drugs or imitation drugs
- Threats to educational institution