Apache Trail High School

Student Handbook

945 W. Apache Trail, Apache Junction, AZ 85120
(P) 480-288-0337 (F) 480-288-0340
www.apachetrailhs.com
Amanda Correia Dava, School Leader

Leona GROUP
LEONASCHOOLS.COM

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School Information

Address: 945 Apache Trail. Apache Junction, AZ 85120
Phone: 623-979-0031
Website: www.apachetrailhs.com

Dear Students, Parents and Guardians:

The administration, faculty, and staff extend a sincere, “Welcome to school year 2024-25 at Apache Trail High School”. We hope you are looking forward to a year filled with achievement, personal accomplishments, fun, and excitement.

This handbook contains vital information that will assist both parents and students throughout the school year. Students, it is your responsibility to abide by its procedures and policies, so please keep your handbook as a ready reference.

Apache Trail High School offers you many opportunities to set goals. If you strive to reach and maintain these goals, anything is possible. We join in wishing you a terrific year!



Mrs. Amanda Correia Dava
School Leader
amanda.correia@leonaschools.com
Phone: (480) 288 - 0337



Mrs. Drucila Saenz
Office Manager
drucila.saenz@leonaschools.com
Phone: (480) 288 - 0337



Mr. Anthony Stamps
Dean of Discipline
anthony.stamps@leonaschools.com
Phone: (480) 288 - 0337



Address: 945 Apache Trail, Apache Junction, AZ 85120

Website : https://www.apachetrailhs.com

Connect by Phone: 480-288-0337

Apache Trail High School 2025-2026 School Calendar

July

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		

August

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						

September

S	M	T	W	TH	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	TH	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

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						

December

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			

January

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

February

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	TH	F	S
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29	30	31				

April

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

May

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

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				

First Day - Block 1	July	30
No School: Teachers Day		
Flex Friday's		
Labor Day	September	1
Half Days - Block 1	October	1-2
Last Day - Block 1	October	2
Fall Break	October	6-10
First Day - Block 2	October	14
Veteran's Day	November	11
Thanksgiving Break	November	26-28
Half Days - Block 2	December	17-18
Last Day - Block 2	December	18
Winter Break	Dec./Jan,	22-2
First Day - Block 3	January	6
MLK Jr. Day	January	19
Presidents Day	February	16
Half-Days - Block 3	March	11-12
Last Day - Block 3	March	12
Spring Break	March	16-20
First Day - Block 4	March	23
Half-Days - Block 4	May	20-21
Last Day Block 4	May	21
Graduation	May	22

Key
Holiday
School Breaks
Flex Day
Block Begins
Block Ends
No School: Teacher Days

Monday-Thursday Schedule	
1st Period	8:00 am to 9:47 am
2nd Period	9:49 am to 11:36 am
Lunch (3rd)	11:38 am to 12:02 pm
4th Period	12:04 pm to 1:51 pm
5th Period	1:53 pm to 3:40 pm

Half Day Schedule	
1st Period	8:00 am to 9:11 am
2nd Period	9:13 am to 10:24 am
Lunch (3rd)	Not Served
4th Period	10:28 am to 11:39 am
5th Period	11:41 am to 12:52 pm

Flex Friday Schedule	
1st Period	8:00 am to 9:05 am
2nd Period	9:06 am to 10:11 am
Lunch (3rd)	Not Served
4th Period	10:12 am to 11:17 am
5th Period	11:19 to 12:30 pm

Administration
Mrs. Dava School Leader/Principal
Mrs. Saenz/Office Manager
Mr. Stamps Transportation/NSLP/Dean of Discipline
Mr. Wright School Resource Officer

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Bell Schedule

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Open Enrollment

This Leona Group managed school has an open-enrollment policy in accordance with A.R.S. § 15-184. A copy of the full open-enrollment policy is available for your review upon request from the school office.
This Leona Group managed school does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, age, religion, gender, income level, disability, English proficiency or athletic ability.

Failure to disclose accurate, complete, and truthful information on the enrollment application may result in revocation or removal from enrollment.

Pursuant to A.R.S 15-184(F), This Leona Group managed school may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

This Leona Group managed school will consider all of the facts and circumstances surrounding any disciplinary action taken by a student's previous school, and this Leona Group managed school may honor the previous school's disciplinary consequence, including long-term suspension, upon enrollment.

Arizona Student Enrollment

Thank you for your interest in attending a Leona Group managed school. As a manager of public charter schools, we are pleased to offer you a free and quality educational choice in a safe, caring, and respectful environment. Leona Group schools offer a rigorous education taught by highly qualified teachers. We look forward to meeting your family and we are available to answer any other questions you may have.

Families experiencing housing instability may not be required to provide the documentation outlined below at the time of enrollment. Please inform the school if this applies to you.

The following documentation is required for enrollment:

- Proof of Residency (ARS 15-802(b))

- A person can prove his or her physical residence by completing an Affidavit of Arizona Residency (available at school offices) and submitting an original or legible copy of one of the following documents that indicate the person's name and residence address:
- Valid Arizona driver's license, Arizona identification card, or motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Real estate deed, mortgage documents, or property tax bill
- Residential lease or rental agreement
- Water, electric, gas, cable, or phone bill
- Bank or credit card statement
- State income tax return, W-2 wage statement or payroll Documentation from a state, tribal or federal government agency
- Temporary on-base billeting facility (for military families)
- Certificate of tribal enrollment or other identification, issued by a recognized American Indian tribe, that contains an Arizona address
- Consular identification card issued by a foreign government as a valid form of identification if the foreign government uses biometric verification techniques in issuing the consular identification card
- Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
- The residency documentation received by the school will be maintained in accordance with the Arizona Department of Education guidelines and must be verified annually.

The following documentation is requested at the time of enrollment, but will not prevent a student from enrolling:

Proof of Age and Identity (A.R.S. §15-828)
Any person enrolling a student should provide the school with one of the following:
A copy of the child's government-issued birth certificate; or
Other reliable proof of identity and age, such as a student's baptismal certificate, hospital-issued birth certificate, application for a Social Security number, passport, or original school registration records from another public or private school; or
A letter from an authorized representative of an agency having custody of the student.

The following documentation is required for attendance:

Immunizations (ARS 15-872)
All students entering Arizona public schools are required by law to be immunized. If the student has a medical condition or personal belief that conflicts with this law, a waiver may be signed and presented prior to the student's first day of school. Immunization records (or exemption documentation) are required to attend school, but are not a requirement for enrollment.

Educational Rights of Children and Youth Experiencing Homelessness

The **McKinney-Vento Homeless Assistance Act** ensures that children and youth experiencing homelessness have access to educational services and the opportunity to meet the same challenging academic standards as all other students. The Act requires state and local education agencies to remove barriers to the identification, enrollment, attendance, and academic success of children and youth experiencing homelessness. To remove educational barriers for children and youth experiencing homelessness, the McKinney-Vento Homeless Assistance Act mandates the following:

- **Immediate Enrollment**: Children cannot be denied enrollment due to lack of documentation or immunization records.
- **School Selection and Maintained Enrollment**: Eligible students can select from the following options:
    - **School of Origin**: The school the student attended when permanently housed or the school in which the student was last enrolled.
    - **School of Residency**: The school in the attendance area in which the student currently resides.
- McKinney-Vento eligible students have the right to remain enrolled in their selected school for the duration of their homelessness and until the end of the academic year in which they are permanently housed.
- **Transportation Services**: Eligible students attending their **School of Origin** have the right to transportation to and from the school of origin.
- **Participation in Programs**: McKinney-Vento eligible students are guaranteed the right to services comparable to those offered to other students in the school.
- **Unaccompanied Youth Experiencing Homelessness**: McKinney-Vento eligible students are guaranteed the right to immediate enrollment without proof of guardianship.
- **Access to Extracurricular Activities**: Barriers to accessing academic and extracurricular activities are removed for homeless students who meet relevant eligibility criteria.

Potentially Qualifying Living Situations

Children and youth may qualify for services under the McKinney-Vento Homeless Assistance Act if they are living in situations such as:

- Sharing housing with other people due to loss of housing, economic hardship, or a similar reason.
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Living in emergency or transitional shelters.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Having a primary nighttime residence that is not designed for or ordinarily used as regular sleeping accommodations for humans.

Parents and Guardians

If you believe that your or your child(ren)'s living situation may qualify for the educational rights and services under the McKinney-Vento Homeless Assistance Act, please contact your school district's McKinney-Vento Homeless Liaison for assistance.

Youth

If you believe that your living situation may qualify you for the educational rights and services under the McKinney-Vento Homeless Assistance Act, even if you are not in the physical custody of a parent or court-appointed guardian, please reach out to your school district's McKinney-Vento Homeless Liaison.

Who to Contact

Our **McKinney-Vento Homeless Liaison** determines if students qualify for services. The McKinney-Vento Homeless Liaison can assist with:

- Determining which school is best for your child.
- Enrolling your child and facilitating communication with the school.
- Accessing school supplies, supplemental services, and free school meals.
- Setting up transportation to and from the school of origin.
- Connecting you with community support resources.

Dispute Resolution

If you disagree with school officials regarding enrollment, transportation, or the fair treatment of a homeless child or youth, you may file a dispute. To do so, contact the **McKinney-Vento Homeless Liaison** within **seven (7) business days** of receiving the written eligibility determination notification.

For assistance, please contact [480-288-0337].

For more information, refer to http://www.azed.gov/homeless or contact:

Heather Williams *Homeless Liaison* *Leona Group Schools* *Apache Trail High School* *945 W Apache Trail* *Apache Junction, AZ* *85120* *(602) 953-2933*	*Rita Rodriguez* *Homeless Education Coordinator* *Arizona Department of Education* *1535 W. Jefferson Street* *Phoenix, AZ 85007* *(602) 542-4963* *Rita.Rodriguez@azed.gov*

Equal Education Opportunity

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. This Leona Group managed school provides a nondiscriminatory learning and work environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the school leader.

In the event a student experiences discrimination, the student should report the incident to the school leader within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Amanda Dava
945 W Apache Trail
Apache Junction, AZ 85120
480-288-0337
amanda.dava@leonaschools.com

Procedures for Filing Complaints

Any person who believes he/she has been the subject of, or is a witness to, discrimination or harassment shall immediately notify any teacher, office personnel, or the school leader. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witness discrimination or harassment, shall immediately inform the school leader of the report or complaint and complete a Statement of Facts form.

Procedures for Investigation of the Report/Complaint

The school leader will investigate the incident personally, or designate another school employee to conduct the investigation, at the school leader's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The school leader shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the school leader.

Investigative Findings

In all cases, regardless of whether a violation of school policy is found or a complainant no longer wishes to pursue a complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the

alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

Attendance Policy

As stated in the Parent, Student & School Compact, attendance and academic success are highly correlated; therefore ATHS adheres to a strict attendance and tardy policy. We believe that this will not only improve student achievement, but also better prepare our students for their future endeavors.

To excuse a student's absence a parent or guardian must call and notify front office personnel. An excused absence does not exempt the student from the work that is done in class on the day of absence. Students who are absent are required to attend Flex Friday the same week of their absence. Due to minimum teaching hour requirements students who miss 10 or more class periods during the block can no longer earn credit for the course. Students who arrive late are required to sign in at the front office to obtain a tardy pass before reporting to their scheduled class. If a student is tardy for more than 30 minutes for any reason, then the time must be made-up during Flex Friday. Students must be signed out by a parent or guardian if leaving early. Students who leave campus are not permitted to come back on campus during the same school day unless they have a doctor's note.

Excused absences are identified by the Department of Education as an absence due to illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions. (A.R.S. § 15-901(A)(1))

Students that accrue 10 consecutive unexcused absences will be withdrawn from school. (A.R.S.§15-901(A)(2)).

Cell Phone Policy

The use of cell phones during instructional hours is prohibited. Students will be expected to turn in their cell phones to their teachers at the beginning of every class period. If there is an urgent need to communicate with your child during school hours, please contact the school office and we will get a message to your child. Students who are found using their cell phone during class time will need to turn their cell phone to the front office for the remainder of the school day.

AI Policy

Prohibited Uses:

- Submitting any work entirely generated by AI without substantial personal input or refinement.
- Relying on AI for tasks intended to measure individual analytical or problem-solving skills including, but not limited to completing quizzes, tests, or other assessments meant to measure your knowledge.
- Misrepresenting AI-generated work as your sole intellectual contribution.

Transparency Requirement:

Students must disclose AI use in a footnote, assignment appendix, or brief statement, detailing:

1. The specific tools used (e.g., ChatGPT, Gemini, DALL-E, grammarly, etc.).
2. The type of assistance provided by the tool (e.g., generating initial ideas, editing drafts for grammar, spelling, sentence structure, clarity, coherence, etc).
3. How you reviewed and personalized the AI-generated content.

Transportation Conduct Policy

The bus driver is in full control of the bus, and all students are required to follow their instructions. The rules for bus passengers are clearly posted at the front of each bus. Please note that missing the bus will not be considered an excused tardy.

Any student whose behavior jeopardizes the safety of others may be prohibited from using the bus service. Inappropriate behavior, including vandalism or damage to the bus, will result in disciplinary action by the school administration.

Riding the bus is a privilege. Abuse of this privilege may result in loss of bus access.

Backpack Policy

- Clear (transparent) or mesh backpacks ***only*** **are permitted** on campus, any other type of backpack will be held until a guardian picks it up.
- Binders, zipper pouches, and tabs are required.
- Backpacks (clear/transparent or mesh) are optional.

Supervision of Students

Monday-Thursday 7:30am-3:30pm. Flex Friday 7:30am-12:30pm.
Students are allowed to be on campus outside of their scheduled classes. This extracurricular time may be spent in clubs, field trips, activities, and or tutoring.

Parent Involvement

This Leona Group managed school, Apache Trail High School, welcomes and encourages parent involvement. We recognize and value a variety of ways that parents can be meaningful partners in the education of their children. There are many opportunities for you to be involved in your student's education. Meaningful parental involvement is achieved when parents participate in supporting student learning at home, are involved in school-related decision making, and support school-related activities. This Leona Group managed school,Apache Trail High School continuously works to achieve this goal in order to meet Federal and State requirements. Apache Trail High School has developed a Parent Involvement Policy in collaboration with parents. This policy is available for your review upon request at the school office and on the school website.

Opportunities for meaningful parent involvement are provided at Apache Trail High School through:

- Annual Title I Advisory meetings
- Opportunities to volunteer to serve on school councils/committees
- Communication vehicles such as school newsletter, school website, written description of programs, and information from annual Title I meetings
- Feedback through surveys
- Annual recommitment by parents, students, and teachers to the Parent-Student-School Compact

If you would like additional information on how you can participate in any of the committees, please contact the School Leader, front office staff, or your child's teacher.

As part of the Title I Parent Involvement Policy, this Leona Group managed school, Apache Trail High School has developed a compact outlining how parents, school staff, and students will share responsibility for improving student achievement. School compacts will be reviewed and revised annually, as necessary.

School-Parent Compact

The following Parent/School Compact, developed through the combined efforts of the parents, students, and staff of The Leona Group, outlines the goals, expectations, and shared responsibilities for the success of all our students.

School Environment

The School Will:

- The School will provide a safe, secure environment a closed campus with adequate security (local law enforcement).
- The School will employ a staff that is well trained and certified in maintaining a safe, educational environment.

The Parents Will:

- The parents will contact the school with any concerns over attendance, behavior or academic completion.
- The Parents will contact their individual student, during regular class hours, through the school office only.

The Student Will:

- Students will accept the responsibility of maintaining a safe, secure learning environment by accepting this code of conduct.
- Students will not use, sell, or participate in any illegal use of drugs, tobacco, or alcohol.
- Students will avoid and refrain from all gang related activities, including: hand signs, clothing, jewelry, graffiti, or any other actions or behavior.
- Students will not gamble in any way shape or form - playing cards, dice, or any other related gambling material.
- Students will not carry weapons or any look-alikes or replicas of weapons.
- Students will not use phones, iPods, cameras, handheld game devices, or any similar electronics in any class unless the teacher has given permission to use for academic purposes (i.e. research, calculator function).
- Students will not fight or participate in any confrontational behavior at any time with anybody.

- Students will attend classes on time and be permitted to leave campus with parent/guardian permission only.

Behavior and Participation

The School Will:

- The School will maintain a safe climate, with a positive atmosphere suitable for learning for all students.
- The School will provide students with a foundation for continuous learning.

The Parents Will:

- The Parents will reinforce mutual respect for all teachers, staff and other students.
- The Parents will reinforce appropriate dress for a learning environment (including clothing and jewelry).
- The Parents will monitor their student's attendance ensuring full attendance - 100%.
- The Parents will reinforce positive student behavior and participation involving any and all activities, possessions and actions.
- The Parents will support students in their learning and completion of all classes, all assignments and all class activities.
- The Parents will assist their students in seeking and receiving any additional help in order to achieve.
- The Parents will have access to all curricular materials and their student's class work in order to monitor his or her progress.
- The Parents will keep abreast of child's grades and keep an open line of communication.

The Students Will:

- Students will show respect to all teachers, all staff and all students at all times: No racism, foul language, obscene gestures, harassment, poor attitude or inappropriate behavior (see school environment above).
- Students will use appropriate language at all times: No obscenities, threats, harassment, or any other verbal abuses.
- Students will show positive behavior at all times: Attendance, participation, respect, positive attitude, gestures and posture.
- Students will dress appropriately for a learning environment at all times, reflecting professional maturity and modesty.

Academics and Curriculum

The School Will:

- The School will provide a challenging curriculum that is aligned to the Arizona Academic Standards.
- The School will promote student achievement and success addressing all learning styles and accommodations.
- The School will employ highly trained professionals (teachers, administrators, and staff) who promote the highest quality in education.

The Student Will:

- Students will put in 100% effort in all class activities and all assignments at all times in order to meet the requirements for graduation.
- Students will ask for help on any assignments they do not understand in order to achieve to their best ability.
- Students will attend any extra help or additional classes suggested by their teacher in order to achieve to their best ability.

- Students will complete all classes and all assignments appropriately to the best of their ability.

Goals and Achievement

The School Will:

- Provide every opportunity for students to achieve academic success.

The Parents Will:

- The Parents will provide every opportunity for their student to achieve academic success.

The Students Will:

- Students will take responsibility: to learn and achieve in every class and every course of study, to monitor their own grades and credits, and positively work toward graduation.

Parent's Right to Know

You have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether your child's teacher has met state qualification and certification/licensing criteria for the grade levels and subject area in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which state qualification or certification/licensing criteria has been waived.
- The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of study/discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on your child's achievement level in each of the state tests.

If you would like to receive this information, please contact the school office at 480-288-0337 to schedule an appointment with the school leader.

Parent Classroom Visits, Tours, or Observations

Parents of Enrolled Students. In accordance with Arizona law, parents of students enrolled at the school may request to visit, tour, or observe their child's classroom (a "campus visit"), subject to the following parameters:

- All campus visit requests must be received by the school at least 24 hours in advance of the proposed visit, provided that the school, in its sole discretion, may waive the 24-hour advance notice requirement on a case-by-case basis.
- Campus visit requests will be promptly reviewed by the School Leader, with input from the classroom teacher.
- Campus visit requests will be approved unless they threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

During any approved campus visit, parents will be subject to all policies applicable to campus visitors generally, including safety requirements for providing identification, signing in and out of the campus, and if applicable, being accompanied by school staff.

Parents of Potential Students. In accordance with Arizona law, parents who wish to enroll their child in the school may request a campus visit, subject to the same parameters set forth above for parents of enrolled students. In addition, parents of potential students will be required to be accompanied at all times during any campus visit by a current staff member.

Scheduling. Approved campus visits will be scheduled at a mutually convenient time for the school and the parents, and may be limited to a specific time frame, at the school's discretion.

Health and Safety Parameters. For purposes of this policy, the following requests threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff, and are therefore not allowed:

- Requests for campus visits during state testing, other testing periods, or at other times that would clearly interfere with educational instruction or disrupt the educational environment.
- Requests for campus visits by parents who have demonstrated failure to abide by Parent Behavioral Expectations (set forth below), or who have otherwise failed to abide by campus visitation policies of the school.
- Requests that, for other reasons, threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

Parent Behavioral Expectations. During any campus visit, parents are expected and required to comply with all campus visitor procedures and to comport themselves at all times with appropriate decorum and in a manner that is respectful and conducive to an environment in which the educational objectives of the school can be effectively administered. Consistent with this expectation, any parental behavior that constitutes harassment, bullying, or verbal or physical abuse of staff or students, or that otherwise disrupts the educational environment is expressly prohibited.

In addition, parents may not interfere with instruction or distract from the instructional environment, nor may parents help their child with their schoolwork during a campus visit, unless specifically allowed by the classroom teacher.

Parents who disregard these behavioral expectations while on school grounds will be ejected from campus; may be prohibited from future campus visits or subject to other limitations on future campus visits; and may be subject to other consequences under applicable law or policy.

School Volunteers

Parent/Guardian Volunteers

All volunteers are required to have a valid AZ Fingerprint Clearance Card prior to volunteering in or programs. For more information on becoming a volunteer, contact the school leader.

Community Volunteers
Community Volunteers are required to have a valid AZ Fingerprint Clearance Card prior to volunteering in our programs. For more information on becoming a community volunteer, contact the school leader.

Conduct of Visitors/General Public on School Property

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors. All visitors must be escorted by a staff member at all times.
- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without prior approval by the school leader or the school leader's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the school leader or school leader’s authorized representative.
- Any member of the general public considered by the school leader, or a person authorized by the school leader, to be in violation of these rules shall be instructed to leave school property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the School.
- No person shall possess or engage in the use of medical marijuana on school property or at school-sponsored events.

No person shall engage in conduct that may cause interference with, or disruption of, an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the school by either:
    - Threatening to cause physical injury to any employee or student of the school or any person on the property of the school.

        - Threatening to cause damage to the school, the property of the school, or the property of any student or employee of the school.
- Intentionally or knowingly entering or remaining on the property of the school for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the school leader or another person designated to maintain order at the school.

The above identified acts need not be directed at a specific individual, the school, or specific property of the school to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the school by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the school board
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the school or at school-sponsored functions
- Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on school property or at school-sponsored functions
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of school officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a school rule and/or policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the school board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

Student Records and Confidentiality

(Annual Notification of Confidentiality Rights Regarding Education Records of Students with Disabilities and Their Parents)

This Leona Group managed school has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents'/guardians' and students' rights to privacy. These policies and procedures are in compliance with federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. These rights are as follows:

Right to Inspect and Review

Parents have the right to inspect and review a student's education records within 45 days from the day the school receives a request for access. Requests should be submitted in writing to the school leader and identify the records to be inspected. The school leader will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Right to Amend Education Records

Parents may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the school leader, clearly identifying the part of the record the parent(s) want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested, the parent(s) will be notified of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent(s) when notified of the right to a 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 regarding the contested information.

Right to Consent to Disclosure

Parent(s) or eligible students have the right to require their consent to disclosures of personally identifiable information contained in the student's education records by the prior written consent of the parent(s) or eligible student(s), except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Right to File a Complaint

A parent or eligible student has the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington D.C., if they believe that the district has violated the provision of FERPA. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the school leader. If a reasonable solution is not made at the school level the complainant has the right to file a complaint with the U.S. Department of Education.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202

Directory Information Opt-In/Out Notice

Before the School may release any directory information about your student, it must inform you of what is considered directory information and obtain your written consent through an opt-in process. The School is committed to protecting your child's personal information while supporting access to educational and extracurricular opportunities.

The School defines *directory information* as personally identifying details that may be shared, upon request, with school-related entities and news organizations. This includes:

- Student's first and last name
- Student's address
- Student's grade level
- Student's date of birth
- Student's participation in officially recognized activities and sports within the School (upon request)

Military Recruiters (High School Only):
In compliance with federal law, if directory information is released to educational or occupational organizations, it must also be made available to official military recruiters-unless you specifically decline consent.

To confirm your preferences, please complete the Opt In/Out Form by initialing all applicable statements and return it to the school's front office **within two (2) weeks of receiving this notice, or by October 31st - whichever comes first.**

If the School does not receive your completed form within the prescribed time, it will assume:

- You **do not give permission** to release your student's directory information as listed above, and
- You **do give permission** to release directory information to **military recruiters** (High School students only).

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT
The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

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

Inspect, upon request and before administration or use -
1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

This Leona Group managed school has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. This Leona Group managed school will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. This Leona Group managed school will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.This Leona Group managed school will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:
- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by U.S. ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-8520

Service Animals

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental

disability. Service animals do not include other species of animals, whether wild or domestic, trained or untrained.

This Leona Group managed school does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the School if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the School, services or activities provided.
- The animal poses an undue burden.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be under the handler's control. The School shall not be responsible for the training, feeding, grooming. The School must approve any person who is authorized by the owner to assist in the care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the school leader at least three (3) school days prior to bringing the service animal to school or to a school function. Forms are available by contacting the school office.

Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, paroinfluenza, parvovirus, and coronavirus) bordatella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinoneumonitis, influenza, and strangles.

All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

Health Information

Immunizations

Arizona law ARS §15-872 requires that parents provide an up-to-date record of immunizations prior to attending school. The record must include the month, date, and year of your student's immunizations. Students without proof of immunization will be excluded from school. The following immunizations are required to attend a Leona Group managed school, contingent on age:

- Diphtheria/Pertussis/Tetanus (DPT, DTaP, Tdap)
- Polio
- MMR #1 and MMR #2
- Haemophilus Influenzae B (HIB)
- Hepatitis A Series
- Hepatitis B Series
- Chickenpox (Varicella) or history of disease
- Meningococcal

Please inform the school of any immunizations that your student receives throughout the year so that immunization records are kept current.

Arizona law ARS §15-872 provides exemptions from immunization requirements for the following:

- Medical reasons—permanent or temporary
- Personal beliefs
- Documentation of adequate immunity

Although the law allows exemptions, if an outbreak of any of the diseases covered by required immunizations occurs, the County Health Department may require that students who are not immunized be excluded from school for the duration of the outbreak.

Medication

Students are not permitted to carry prescription or over-the-counter medication to and from school or to keep it on their person while at school or when participating in any school-related activities. The school office will accept up to a 30 day supply of medication for students to treat an existing condition. Parents/Guardians or Adult Students must complete a Medication Form with the school office prior to any medication being administered at school. The following is required for all medications stored and administered by the school office:

- Prescription medication MUST be in its original prescription container with a pharmacy label. Over-the-Counter medication MUST be in the original factory container clearly stating directions and warnings. NO medications will be accepted in any other containers, bags, envelopes, etc.
- Sample prescription medication must have a prescription by a physician attached in order to be accepted
- A medication form must be on file for any medications to be administered at school
- All medication must be dropped off and picked up by the parent/guardian or an adult on the Emergency Contact List ONLY
- Only medications needed to treat a current/existing ailment will be stored at the school
- Medications will be given in age/weight appropriate doses according to manufacturer's directions or physician's orders on file

- For administration of over-the-counter medication beyond a 3 day period, a doctor's authorization or prescription is required
- Students requiring an inhaler or EpiPen may carry and self-administer these with written parental consent on the Medication Form. Students who self-administer medication must report their use to the office so that it can be recorded.
- This Leona Group managed school reserves the right to disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk to any student.

Naloxone

In compliance with state law, this Leona Group managed school has established a policy concerning the administration of Naloxone (Narcan) by certain school staff members to students who the staff reasonably believes are suffering from an opiate/opioid overdose. This policy provides that authorized and trained staff to administer Naloxone, provided that trained and authorized staff are present at the school at the time of the potential overdose and provided that Naloxone (Narcan) is currently available on the school site. The school has decided to utilize intranasal Naloxone as the method of administration exclusively. Authorized staff are to follow the protocols outlined in their Naloxone (Narcan) training in administering the Naxolone (Narcan), and they or another member of the school staff must call 911 as soon as possible and request that emergency responders be dispatched to the school. The school will ensure at least once a year that Naloxone (Narcan) kits, if any, are current, complete, and not past their expiration date.

Hearing and Vision Screenings

Hearing and Vision screenings are given to selected groups of students per Arizona mandate under the guidelines of the Arizona Department of Education and the Arizona Department of Health Hearing Conservation Program. For more information on these screenings, please contact the school office.

Seizure

Seizure Training, Management, and Treatment Plans (SB 1654)
Seizure Treatment Plan
If a student has a seizure disorder, their parent or guardian must submit a Seizure Treatment Plan. This plan is developed by the student's parent or guardian in collaboration with the student's physician or registered nurse practitioner.
The Seizure Treatment Plan must be submitted to the school:

1. At the start of the school year or before the student begins attending school.
2. Upon enrollment if the student joins the school after the school year has started.
3. Immediately following a diagnosis of a seizure disorder.

Seizure Management and Treatment Plan Requirements
The Seizure Management and Treatment Plan must:

- Outline procedures for managing an active seizure.
- Detail other health care services available at school to help manage the student's seizure disorder.
- Be signed by both the student's parent or guardian and the physician or registered nurse practitioner responsible for the student's seizure treatment.

- Be reviewed by the school nurse or, if a school nurse is unavailable, by a designated school employee.

Required Seizure Management Training

To ensure the safety and well-being of students with seizure disorders, SB 1654 requires schools to provide seizure management training.

- Each school will have at least one trained school employee (in addition to the school nurse) who is qualified to:
    1. Administer or assist with self-administration of seizure rescue medication or other FDA-approved seizure treatment medications.
    2. Administer a manual dose of electrical stimulation using a vagus nerve stimulator magnet, if prescribed by a physician.
- Any school personnel who regularly interact with students who have a seizure management plan—including principals, guidance counselors, teachers, bus drivers, and classroom aides—must complete an online seizure awareness training course.

Approved Training

The State Board of Education has approved free training from the Epilepsy Foundation for school personnel. This training helps ensure staff members are prepared to recognize seizures, provide appropriate care, and support students with seizure disorders.

For more information on seizure management at school, please contact the school administration.

Chronic Health Conditions

A chronic health condition is one that is not curable and/or requires continuous treatment. If your student has a chronic illness or health condition that will cause him/her to miss school, please inform the school office. School staff will develop a Chronic Illness Plan to ensure that absences due to the chronic condition are not subject to school attendance policies and to provide ways to furnish missed work or instructional materials during your student's absences.

Instruction and Learning

Assessment of Learning

Students at this Leona Group managed school are assessed to ensure that they are acquiring skills and being challenged academically. To measure the achievement of all students, school-wide assessments are administered throughout the year. Each student's performance on the school-wide assessments is measured against their own previous performance. Results of these assessments in language arts and mathematics are used to make needed programming changes and provide additional support to students through intervention programs. Results are also made available to teachers, parents, and students so that everyone can work together to help ensure that all learning goals are met for every student. Students with disabilities participate in all state and school assessments and may be administered more individualized evaluations or assessments by appropriate professionals for the purpose of determining eligibility and providing specialized instruction under the Individuals with Disabilities Education Act (IDEA).

TEST:	WHO IS TESTED:	WHAT IT IS USED FOR:
ACT Aspire & ACT	● 9th grade takes ACT Aspire ● 11th grade takes ACT	● To determine student growth and achievement towards state academic standards
AZ Science	● 5th, 8th and 11th grade	● To determine student growth and achievement towards state academic standards
AZELLA	● All English language learners	● To identify students for English language services, measure their academic language proficiency growth, and exit them out of the program
IXL	● All enrolled students Grades 9 through 12	● To provide targeted interventions to increase student mastery of state academic standards ● To measure individual student growth towards mastery of state academic standards

Grading

Current, real-time grades are available on the StudentVue and ParentVue apps when classes are in session. These reports indicate how the student is doing in each course. Students are expected to regularly review their current grades and attendance each week. StudentVue can be accessed from any computer with Internet access; it is also available as a free, user-friendly app which students can download onto their smartphones. StudentVue connects students to their individual accounts in Synergy, the information system used at this Leona Group managed school.

- 90-100% = A = 4.0
- 80-89% = B = 3.0
- 70-79% = C = 2.0
- 60-69% = D = 1.0
- 0-59 = F = 0.0

The cut-off date for determining the school's Valedictorian and Salutatorian each year is set two weeks before the established calendar date of graduation. For more information, contact the front office.

This Leona Group managed school accepts transfer credits from other accredited high schools.

Report Cards

A grade report card is made available on ParentVue at the end of each block. This grade report will reflect the grades and credits earned for the courses that the student completes for each session.

ParentVue can be accessed from any computer with Internet access; it is also available as a free, user-friendly app which parents can download onto their smartphones. ParentVue connects parents to their students' accounts in Synergy, the information system used at this Leona Group managed school.

Students and family members have the right to question grades, and grading procedures. The student should first consult with his or her teacher and attempt to resolve the matter. If a question still remains, the student should address the matter with the school's administration. Issuance of grades and grading procedures are local school matters and every attempt to remedy the situation at the school level should be made.

Graduation Requirements

Students are required to complete 22 credits to earn a diploma in the state of Arizona.

- English: 4
- Math: 4
- Science: 3
- Social Studies: 3
- Fine Arts/Vocational: 1
- Electives: 7

Students must also earn a 70% or higher on the Arizona Civics exam. There is new legislation that was signed into law in 2022 that requires students graduating in 2026 and after must have a passing score of 70/100. If a student graduates in 2026, and has already taken the civics test and scored a 60-69, they will need to retest and score a 70/100 sometime before they graduate in 2026.

Technology Use Guidelines

Technology Usage Expectations:

- Students using a school issued device are expected to treat the equipment with care.
- Students should not draw, write, scratch, or damage these devices.
- Students should not eat or drink, or have open containers of food/liquid, while using school issued technology.
- Students should only use school issued technology to aid in their learning. Students should not be accessing personal social media accounts, gaming sites, pornography, buying/selling sites, or other inappropriate sites using school issued devices.
- Students should not download any files or software from the internet onto school issued technology.
- Students should not attempt to "hack" into any of the school's technology systems for any reason.
- Students who misuse school technology will be subject to disciplinary consequences.

Students do not have any personal privacy right or any reasonable expectation of privacy when using this Leona Group managed school domain email, computers, or internet. Technology is property of the school and must be returned to the school once the student is no longer an active student (graduation, transfer, moved out of the area).

When using a school issued Chromebook to conduct research students are protected with CIPA (Children's Internet Protection Act) compliant web filters, Umbrella and Securely and a Sonicwall NSA 2600. When

students are using their own devices and networks, students are expected to adhere to the school's policies and expectations for internet safety during student orientation. When research outside of the LMS is required to complete the requirements of a course, students will be provided with a list of reputable and verified online sources through the course content or by the assigned content area teacher.

This Leona Group managed school has the right to restrict or terminate information network access and use of school technology. This Leona Group managed school has the right to monitor network activity to ensure school policy for acceptable use is followed. If you do not want your student to have access to the Internet, please notify the school leader in writing.

Children's Online Privacy Protection Act (COPPA)

At this Leona Group managed school, your child will be using Google Chromebooks and will have internet access and receive an e-mail address through Google's G Suite for Education during class instruction and to complete assignments. The COPPA requires that we obtain Verifiable Parental Consent before collecting information from your child or permitting them to disclose personal information, if your child is under thirteen (13) years old.

I have read the G Suite for Education Privacy Notice located at https://gsuite.google.com/terms/education_privacy.html and consent to allow my child to submit information in order to use the website.

Exceptional Student Services

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, this Leona Group managed school is required to locate and provide a free and appropriate public education (FAPE) for all enrolled students with disabilities.

The following child find activities are conducted by this Leona Group managed school to locate enrolled students with disabilities:

1. Review of school records (from prior schools and school of current enrollment).
2. Screening within 45 days of enrollment in the following areas: vision, hearing, motor skills, speech, language, cognitive ability, academic, and social emotional development.
3. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program and children age three to five years (not yet enrolled in school) to the appropriate state or community agencies.
4. Provide information about concerns and student progress to parent(s) in writing.
5. If appropriate, refer the child for evaluation and/or other appropriate services.

All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

A free appropriate public education with a full continuum of services is available for eligible students with disabilities. If you suspect that your child has a disability and is eligible for services under ADA Section 504 or IDEA or have questions about child find activities, please contact the school's exceptional student services coordinator or the school leader. You may also contact the Director of Exceptional Student Services at 602-953-2933.

ADA Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, this Leona Group managed school has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to students with disabilities. For additional information about the rights of parents of eligible students, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the school leader or the Director of Exceptional Student Services at 602-953-2933.

Grievance Procedure under ADA Section 504

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under the grievance procedure outlined in this handbook. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; and failing to make non-fundamental, reasonable modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

This Leona Group managed school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The school leader will be responsible for such arrangements.

Special Education Services

This Leona Group managed school makes available special education and related services to all students. Our teachers are trained to teach to diverse learning styles and ability levels. This Leona Group managed school believes in close collaboration between general education teachers, special education teachers, staff, and parents. This produces the best possible learning outcomes for our exceptional students. For more information about our special education programs, please contact the school's special education department.

Special Education Records Retention Notice

Pursuant to A.R.S. 41-1351, special education records including placement records, referrals, evaluations, and testing data, will be destroyed seven years after the student's last fiscal year of enrollment. A permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed, may be maintained without time limitation.

Procedural Safeguards
Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office and on the school's website.

ESS Referral and Evaluation

Students suspected of having a disability may be referred to the school's exceptional student services coordinator, school leader, or the Director of Exceptional Student Services by the parent or school staff for further evaluation. Evaluations will be conducted pursuant to the requirements under ADA Section 504 and/or IDEA.

For information on the school's evaluation procedures under Section 504 or IDEA, contact the school leader or the Director of Exceptional Student Services at 602-953-2933.

English Language Acquisition Services

This Leona Group managed school offers programs that meet the diverse needs of English Language Learners by offering programs that meet the Arizona requirements under A.R.S.15-756.01. The programs are designed to provide equal educational opportunity and access to curriculum while developing English language skills to students for whom English is not the primary language. Parents have the right to refuse participation in these services. For more information, contact the school ELAS coordinator, school leader or Director of ELAS at 602-953-2933.

School Nutrition

At Apache Trail High School we are committed to providing every student with the tools they need to succeed, including nutritious meals that everyone can enjoy together. Apache Trail High School offers **free breakfast and lunch** every day to all students.

- **No charge for meals**: All children enrolled at Apache Trail High School can eat for free.
- **No application required**: Every student is automatically eligible for the program.
- **Third-party catering service**: Our school partners with a trusted third-party catering service to provide meals that meet the National School Lunch and Breakfast Program guidelines.

We encourage you to help make our meal program a success by having your child participate in **school breakfast and lunch every school day**. There are many great reasons to join the program:

When all students eat the same meals together, our cafeteria becomes more than just a place to eat. It becomes a space where students can:

- Learn about new foods together
- Make healthy food choices

- Fuel up for a day full of learning and play

By participating in the universal meal program, we help strengthen our school culture, where everyone shares the same experience.

Participation in the meal program does more than provide nutritious meals for our students; it also helps our school community.

- **Federal reimbursement**: The more students who participate, the more funding our school receives for meals served.
- **Financial stability**: Additional funds allow us to purchase fresh, healthy food, ensuring the long-term success of our meal program.

Participating in school breakfast and lunch has several benefits for your family, including:

- Nutritious meals for your children, allowing them to focus and perform better in class.
- Saving you valuable time and money at home while ensuring your children have a healthy start to their day.

There is no need to apply to participate in the universal meal program—**all students are eligible**. We encourage every student to take part in the program, as it helps support both their education and our school community.

Special Dietary Needs

If your child has special dietary requirements, please contact the school to discuss how we can accommodate their needs. We're happy to work with families to ensure all students have access to nutritious meals.

Contact Information

If you have any questions or need further assistance, feel free to contact us at 480-288-0337. We are here to help!

This institution is an equal opportunity provider.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

Fax:
(833) 256-1665 or (202) 690-7442; or

Email:
Program.Intake@usda.gov

This institution is an equal opportunity provider

Student Code of Conduct and Expectations

The following rules and procedures are enforced at ATHS for the purpose of maintaining our ATHS Campus Expectations:

1. **Student Dress Code:** The purpose of theATHS's dress code is to foster a professional, safe and respectful environment at school. The dress code is in effect from the time students arrive at school until they leave. The dress code applies to field trips, academic internships, and all other school-related activities. These guidelines should be followed:
    - Profane or disrespectful writing on clothing or jewelry is not acceptable.
    - Any text that promotes violence, alcohol, tobacco or drugs is prohibited along with items that are sexually explicit.
    - Pictures and/or words on any garment or tattoo must not be obscene, vulgar, sexually explicit, or promoting an illegal activity. A student will be asked to cover a tattoo if it is deemed to be inappropriate for a school setting. ATHS will not provide materials to cover tattoos.
    - Appropriate school attire includes long pants, shorts, skirts, or dresses. No undergarments below the waist may be shown
    - The body shall be adequately covered. Short shorts, bathing suits, bare chests, low-cut shirts, halter tops, tube tops, bare midriffs (over 1 inch), bare backs, mesh or sheer garments, etc. are not allowed to be worn.
    - All undergarments must be worn.
    - Head coverings, hats and hoods are allowed. Ears and eyes must be visible unless the head covering is for religious reasons.

- School administration has the sole discretion to determine attire that is inappropriate.
- Students will not be allowed to attend class until appearance is modified. Students will be required to flex all assignments and time for absence.

2. **Drug Free School**
    - A Drug Free School Zone is defined in A.R.S. 3411 as "the area within 300 feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any bus contracted to transport students."
    - This Leona Group managed school is designated as a Drug Free School Zone. Any person who violates this designation by possession, distribution, solicitation, manufacturing, or sale of drugs is subject to school disciplinary action and criminal prosecution in accordance with Arizona Revised Statutes.
    - The use, possession, distribution, manufacturing, or sale of drugs on or near school property, on the way to and from school, at a bus stop, or on a bus is prohibited. This includes an individual defined in section 36-2801 as a cardholder or any other individual lawfully possessing or using marijuana as outlined in A.R.S 15-108. For the purposes of this policy, drugs shall include, but not be limited to:
        - Marijuana
        - Prescription only drugs
        - Narcotic drugs
        - Inhalants/vapor-releasing substances
        - Dangerous drugs – including, but not limited to the following: Hallucinogens, Stimulants, Depressants, Barbiturates, and Anabolic steroids
        - Alcoholic beverages
        - Drug "look alikes" or substances represented as drugs
        - Any student in possession of, selling or distributing dangerous drugs or narcotics will be recommended for long-term suspension or expulsion. *****Vaping Course may be required for students to return to campus. Guardians are responsible for paying any fees associated with the course. If financial assistance is needed, please contact the administration.
        - https://courseforvaping.com/states/AZ
    - **Use & possession of tobacco on campus:** Possession of tobacco products on campus, parking lots, playing fields, vehicles, and at off campus school sponsored events are petty criminal offenses. Tobacco products' include: smoking tobacco (e.g. cigarettes, cigars, vapors/e-cigarettes), smokeless tobacco (e.g. snuff, twist), cigarette papers, e cigarettes, vaping devices, and pipes. Violations are subject to City of Apache Junction citations. Any student in possession of, selling or distributing dangerous drugs or narcotics will be recommended for long-term suspension or expulsion and will be required to attend a self paid virtual vape safety course
    - **Illegal Substances and Weapons:** Any involvement with the possession, use, or sale of any type of illicit drug, synthetic drug, placebo drug, prescription drug, alcohol, or other controlled substance will result in notification to the authorities. Weapons or any other dangerous items are not permitted on campus. If a student has used illegal/age-inappropriate substances, contact with parents and/or guardians will be made and participation in the High School Health and Wellness program may be required.
    - **Random Searches**
        - Students can be searched at any given time while on campus.

- Any student who is in violation of breaking ATHS drug policy will be placed on a check in system with Administration. This check in system will consist of the student being randomly searched throughout the day while on campus. It is not necessarily a specific number of check-ins, but building back trust aspects with administration. This will be cleared through a meeting prior with parent/guardian. If the student is in a second violation at the time of the check-in, students are subject to removal from the school, a citation or ticket from the School Resource Officer and subject to being placed in an online learning program where the student will be working from home. A search may include but is not limited to checking backpack, pockets, and answering questions related to school and academics.
- Any student in possession of, selling or distributing any other substances specified in this policy will be subject to disciplinary action.

3. **Fighting, Threats, and Intimidation:** Apache Trail strictly enforces a discipline program on any fighting, threats, or intimidation. Students who participate will face suspension.

4. **Gang Association and Gang Activity:** Gangs are determined by the school administration. This includes hand gestures/signs, language, clothing, tattoos, belt buckles, writing, numbers, and color combinations. Students violating this policy will face immediate suspension or expulsion. Students are not allowed to possess any type of marker on campus. Possession of a marker will result in community service and confiscation of marker.

5. **Abuse of Staff:** In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of verbal or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

6. **Respect must be shown to teachers, staff members, other adults and students at all times:** Respect is required at all times by everyone at ATHS. This includes the use of language, gestures, actions, and attitude. If a student anticipates a potential problem of any type, the student is expected to seek advice from an administrator, or appropriate school personnel. This rule prohibits fighting, threats, and other acts of violence and vandalism. Additionally, the student will be held responsible for any destruction he or she does to school property.

7. **Telephone Calls:** Students may not receive or make phone calls during class hours. A phone in the office is available for student use during school hours. If you need to contact your son/daughter, please call the front office and the front office personnel will get a message to the classroom teacher. Emergency calls from parents will be taken by the front office and the student will be informed immediately. Teachers are available for phone calls before or after school time. If a student needs to take an emergency call from their personal cell phone during class the student needs to seek permission from their teacher prior to taking an emergency call during class. At that time the student should step out of class and check in with the teacher immediately after. The teacher has the right to contact an administrator if a student is abusing this privilege.

8. **Passes:** All students are required to have adult permission when traveling from one location to another during class time hours. Students are encouraged to use the restroom during passing time but can always ask the instructor during an appropriate time during class. The teacher will communicate to students when appropriate times will be.
    - Students are not allowed to use the restrooms the first and last 15 minutes of class.
    - Teachers will monitor students' time outside of class and have the right to limit their time or permission to leave the classroom if the student is chronically taking an excessive amount of time returning to class and/or not following school expectations. We encourage all students to communicate with teachers and/or administrators if there is an issue we need to be aware of that would increase the need to leave the classroom on a more frequent basis.
9. **Cell Phones:** Cell phones may be used on school grounds before school, during lunch, and after school. Cell phone use is prohibited in classrooms and restrooms. During the instructional day, cell phones must remain out of sight.
    - Taking photos or videos of others without their permission is not allowed and will result in disciplinary action if the student or students are not in compliance.
    - Teachers will continuously monitor cell phone usage in the classroom and have the right to confiscate the device.
    - Cell phones should not be used as calculators in the classroom. Calculators will be provided to students for any academic work and/or standardized state testing.
    - Violation of this policy will result in discipline listed below.
10. **Electronic Devices**: To prevent disruption of the learning environment, students will NOT be able to use cell phones, personal electronic games, portable radios, iPods, headphones, earbuds, etc unless allowed by individual teachers at appropriate times. Teachers will inform students of the appropriate times to use electronic devices. Violation of this policy will result in discipline. If a student has a need for a recorder in class, a note will be obtained from the teacher and the recorder checked in through the School Leader's office. **ATHS is not responsible for lost or stolen electronic devices**.
    - 1st violation: device collected and locked in the coffice for the remainder of the class period
    - 2nd violation: device collected and locked in office for the remainder of the school day
    - 3rd violation: phone conference with parent/guardian to discuss the violation
    - Excessive & Chronic Violations: parent-admin-student conference to determine solution.

Note: If a student does not want to turn in the device, a 1-day suspension will be issued.

9. **Academic Honesty:** Students are expected to complete their own work on any assignment. Any instance of cheating or plagiarism may result in a loss of credit on the assignment and will be referred to the school administration, which may result in disciplinary action. This includes plagiarism, copying another assignment, taking pictures, sharing of answers, and/or aiding another student in academic dishonesty.

10. **Backpacks:** Students are expected to assume full responsibility for the contents of their backpack. Students may only use mesh/see through back packs. Backpacks may be subject to random search at any time.

11. **The "Good Neighbor Policy" – Student conduct within the school community:** School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others while going to and from school. Failure to act as a good neighbor within the school community may result in disciplinary action. (ARS 13-201)

12. **Off Campus Events:** Off campus events are considered an extension of the ATHS campus and any violation at an off campus event will be treated as if the violation occurred on campus. This includes the school bus. Off campus events are a privilege, not a right. If a student is found to be misbehaving during off campus events that privilege can be taken away at administration's discretion.

13. **School ID Cards:** Students are required to have their ID on them while present on campus and at school sponsored events at all times. Students are not allowed to modify the images on the ID at any time. If the picture on the ID is obscured, it will be confiscated and students will be required to purchase a new ID. Violations of the above or other activities considered inappropriate may result in disciplinary action. Replacement IDs can be acquired in the front office.

14. **Ordering Food/Food in the classroom:** Food only allowed in classrooms when approved by the administration or the teacher. Students will be subject to further discipline if not in compliance.
    - Students cannot utilize meal delivery during the school day unless administrative approval is granted. This includes but not limited to pizza delivery, Uber Eats, DoorDash, etc. If a student has food ordered to the school the office will hold it to the end of the day and the student will be reminded of the policy.

Bullying, Harassment, and Intimidation Policy

This Leona Group managed school is committed to providing all students with a safe learning environment where everyone is treated with respect. This Leona Group managed school expressly prohibits any acts of bullying, harassment, or intimidation. Additionally, soliciting others to engage in bullying, harassment, or intimidation is also expressly prohibited.
All students, teachers, parents, and staff of This Leona Group managed school have a right and responsibility to take reasonable measures within the scope of their individual authority to prevent violations of the bullying and hazing prevention policy and report incidents of bullying, harassment, or intimidation.

Definitions
Bullying is defined as a real or perceived imbalance of power with the more powerful student or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).
Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time; occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law

Cyberbullying is, but is not limited to, any act of bullying or harassment committed through use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Confidential Reporting

Students and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15- 341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

Reporting Incidents of Bullying or Hazing

Students and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident. The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the student complete a Student Concerns, Complaints, and Grievances Form. An adult may assist the student in completing the Student Concerns, Complaints, and Grievances Form if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

Procedures for Investigation of the Report/Complaint

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Vice President of Academic Support. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Student Discipline Referral form if the student is found to have violated the bullying policy.

Any student who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences in accordance with the school's code of conduct and ARS 15-341(37).

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be refiled within 30 calendar days of the original incident

Categories of Misconduct and Range of Possible Consequences

Misconduct or Violation /Definition	Consequence
Assault Intentionally, knowingly or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult or provoke the person	**Minimum:** Personal Conference **Maximum:** Expulsion
Aggravated Assault/Assault on a Staff Member An assault in which a person causes serious physical injury to another or an assault on a peace officer, teacher, or other employee of the school district - could be considered as a Threat to an Educational Institution	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Arson/Reckless Burning Attempting to or intentional burning of a building, structure, or property	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Bomb Threats Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device – could be considered as a Threat to an Educational Institution	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Bullying Bullying is a real or perceived imbalance of power with the more powerful child or group showing either passive or direct aggression toward those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name calling); psychological (e.g., social exclusion, spreading rumors, manipulating	**Minimum:** Personal Conference **Maximum:** Expulsion

social relationships); or through the use of electronic devices or other social media communication.	
Burglary The act of entering a building or other premises with the intent to commit theft	**Minimum:** Long-Term Suspension **Maximum:** Expulsion
Cell Phone Disturbance Any use of cellular phone during the school day (e.g. incoming/outgoing phone calls, text messaging, taking photos, music, etc.)	**Minimum:** Personal Conference/Confiscation of Item **Maximum:** Long-Term Suspension
Cheating Wrongfully securing and/or using information or assisting another to do so	**Minimum:** Personal Conference/Parental Involvement **Maximum:** Short-Term Suspension
Chemical or Biological Threat Threatening to cause harm using dangerous chemicals or biological agents – could be considered as a Threat to an Educational Institution	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Classroom Disturbance Any act which disrupts the normal educational process or violates any rules or procedures of a classroom	**Minimum:** Personal Conference/Loss of Privileges **Maximum:** Long-Term Suspension
Combustible Items Possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid	**Minimum:** Personal Conference **Maximum:** Expulsion
Contraband/Inappropriate Items Items which may disrupt the learning environment	**Minimum:** Personal Conference/Confiscation of Item **Maximum:** Long-Term Suspension
Criminal Involvement Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members, or impair the normal educational process or educational climate	**Minimum:** Personal Conference **Maximum:** Expulsion
Dangerous Situation, Failure to Report Failure to report any knowledge or suspicion of a potentially dangerous situation	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Defiance/Disrespect Towards Authority, or Non-Compliance Student engages in refusal to follow directions, talks back, or delivers socially-rude interactions	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Disorderly Conduct Behavior which is disruptive to the orderly education process of the school; this includes disruptive behavior in a class or activity, unreasonable noise, offensive language or gestures, horseplay, roughhousing, sustained out-of-seat behavior, refusing to obey a request	**Minimum:** Personal Conference **Maximum:** Expulsion
Dress Code Violations Failure to comply with school's dress and grooming guidelines	**Minimum:** Personal Conference **Maximum:** Short-Term Suspension

Endangerment Recklessly endangering another person with a substantial risk of imminent physical injury	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Ethnic/Racial Slurs/Hate Speech Any communication which disparages a person or group on a basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Extortion Demanding money or something of value in return for protection or in connection with a threat to inflict harm	**Minimum:** Personal Conference **Maximum:** Expulsion
Fighting Mutual participation in an incident involving physical violence, where there is no major injury	**Minimum:** Personal Conference **Maximum:** Expulsion
Fire Alarm, Dialing 911 Setting off the fire alarm or dialing 911 when no indication of emergency	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Forgery Falsely and fraudulently making or altering a document, writing or using the signature or initials of another person	**Minimum:** Parental Involvement/Restitution **Maximum:** Long-Term Suspension/Restitution
Gambling To play games of chance for money or to exchange money or property	**Minimum:** Personal Conference/ Confiscation of Items **Maximum:** Long-Term Suspension
Gang Activities or Associations Gang-related dress, verbal or written language, or behavior	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Graffiti or Tagging Writing on walls, drawing or words that are written scratched, painted, or sprayed on walls or other surfaces	**Minimum:** Personal Conference/Restitution **Maximum:** Expulsion/Restitution
Harassment, Nonsexual Non-sexual harassment includes communication with another person anonymously or by verbal, electronic, mechanical, telegraphic, telephonic or written means with the intent to harass	**Minimum:** Personal Conference **Maximum:** Expulsion
Inappropriate Language Verbal or written messages or physical gestues that include swearing, name calling, or use of words in an inappropriate manner	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Indecent Exposure or Public Sexual Indecency The intentional exposure of one's private body parts to others	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Hazing/Initiation Any activities that can be considered any type of initiation of another student	**Minimum:** Personal Conference **Maximum:** Expulsion
Incitement Transmission of information with the intent to inflame a situation	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension

Interference with the Peaceful Conduct of an Educational Institution Disrupting the lawful use of any school property, including uninvited student presence on campus	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Leaving School Grounds without Permission Leaving school grounds or being in an unauthorized area during regular school hours without permission of the school leader or school leader's designee	**Minimum:** Personal Conference **Maximum:** Short-Term Suspension
Lying To make an untrue statement with the intent to deceive, to create a false or misleading impression	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Minor Aggressive Act Non-serious but inappropriate physical contact, i.e., hitting, biting, spitting, poking, pulling or pushing a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Misconduct Failure to comply with any school rules	**Minimum:** **Maximum:** Short-Term Suspension
Negative Group Affiliation Specific attitudes and actions of a student affiliated with a negative group typically include some of the following: • Involve themselves in other's problems • Confront authority as a group when one member has been disciplined • Act in an uncooperative and/or hostile manner as a group	**Minimum:** Personal Conference/Loss of Privileges **Maximum:** Short-Term Suspension
Plagiarism To steal and pass off the ideas or words of another as one's own	**Minimum:** Personal Conference/Parental Involvement **Maximum:** Personal Conference
Pornography Possession, distribution, or sale of any pornographic materials	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Public Display of Affection Holding hands, kissing, sexual touching or other displays of affection	**Minimum:** Personal Conference **Maximum:** Short-Term Suspension
Recklessness Unintentional, careless behavior that may pose a safety or health risk for others	**Minimum:** Personal Conference **Maximum:** Short-Term Suspension
Selling/Trading The selling, buying, or trading of any item on school property that is not sponsored by the school (for example, gum, money or candy, etc.)	**Minimum:** Personal Conference / Confiscation of Items and/or Money **Maximum:** Short-Term Suspension/ Confiscation of Items and/or Money
Sexual Harassment *Contact District Compliance Officer.* Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's	**Minimum:** Short-Term Suspension **Maximum:** Expulsion

program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including unwanted physical contact. Does not include legitimate nonsexual touching or other non-sexual conduct	
Sexual Conduct Engaging in sexual conduct	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Solicitation/Facilitation/Conspiracy Encouraging, requesting, commanding or assisting another person in the violation of a school rule or in the commission of a criminal act	**Minimum:** Personal Conference **Maximum:** Expulsion
Tardiness Unexcused lateness to class	**Minimum:** Personal Conference **Maximum:** Short-Term Suspension
Technology Violations Failure to comply with laws, rules, or guidelines for use of technology resources	**Minimum:** Parental Involvement/Loss of Privileges **Maximum:** Expulsion
Theft Taking property, items, or services from another person or from the school without permission, copying of copyrighted material	**Minimum:** Personal Conference/Restitution **Maximum:** Expulsion/Restitution
Trespassing To enter or remain on a school campus or District property without authorization or invitation and with no purpose for entry	**Minimum:** Personal Conference **Maximum:** Short-Term Suspension
Truancy/Unexcused Absence Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission)	**Minimum:** Personal Conference **Maximum:** Referral to Outside Agency
Unauthorized Areas Being in any area considered off-limits to students, including teachers' lounge, teachers' work areas, off-limits campus areas, etc.	**Minimum:** Personal Conference **Maximum:** Short-Term Suspension
Vandalism of Personal or School Property Willful destruction or defacement of personal or school property	**Minimum:** Personal Conference /Restitution **Maximum:** Expulsion/Restitution
Verbal Provocation Use of language or gestures that may incite	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
SUBSTANCE ABUSE	
Alcohol Being under the influence of, and/or the use, possession, manufacture, distribution or sale of an alcoholic substance	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Look-A-Like/Over-The-Counter Possession The distribution, sale or use of imitation, look-a-like, prescription or over-the-counter medicine or drugs	**Minimum:** Short -Term Suspension **Maximum:** Expulsion
Drug Violation – Possession The unlawful use or possession of any controlled drug or narcotic substance or equipment and devices used for	**Minimum:** Short-Term Suspension **Maximum:** Expulsion

preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation	
Drug Violation – Distribution The unlawful cultivation, manufacture, distribution, sale, transportation or importation of any controlled drug or narcotic substance	**Minimum:** Long-Term Suspension **Maximum:** Expulsion
Tobacco The possession, use, distribution, or sale of tobacco products, including Inhalants, e-cigarettes, and vapor-releasing substances.	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Vape The possession, use, distribution, or sale of any vape products or substances.	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
THREATS	
Threats/Intimidation/Verbal Abuse of a Staff Member Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARS§ 15-507: a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties is guilty of a class 3 misdemeanor). *Could be considered as a Threat to an Educational Institution*	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Threats or Intimidation Communication by word or conduct the intent to cause physical injury or serious damage to a person or their property – could be considered as a Threat to an Educational Institution	**Minimum:** Personal Conference **Maximum:** Long-Term Suspension
Threatening An Educational Institution To interfere with or disrupt an educational institution through threatening statements 1. Threatening to cause physical injury to any employee of an educational institution or any person attending an education institution 2. Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution 3. Going upon or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property of others 4. Refusing to obey a lawful order to leave the property of an educational institution	*A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion of at least one year except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student's parent(s) or guardian(s) participate in the mediation, community service restitution or*

	other programs in which the parent or guardian takes the responsibility with the student for the threat.
WEAPONS	
Deadly Weapon The possession, sale, use or distribution of a deadly weapon. A deadly weapon is anything designed for lethal use, including a firearm or destructive device – *could be considered as a Threat to an Educational Institution*	**Minimum:** Long-Term Suspension **Maximum:** Expulsion
Dangerous Instrument Anything that, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury – *could be considered as a Threat to an Educational Institution*	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Simulated Firearm Possession of "look-alike" items, which have the appearance of or are represented to be a real weapon – *could be considered as a Threat to an Educational Institution*	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
Threatening or Intimidating Threatening or intimidating another person with a deadly weapon, dangerous instrument or simulated weapon – *could be considered as a Threat to an Educational Institution*	**Minimum:** Long-Term Suspension **Maximum:** Expulsion
Destructive Device The possession, sale, use or distribution of any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow – *could be considered as a Threat to an Educational Institution*	**Minimum:** Long-Term Suspension **Maximum:** Expulsion
Other Weapon The possession, sale, use or distribution of other weapons such as a Billy Club, Brass Knuckles, knife, or Nun chucks, etc. – *could be considered as a Threat to an Educational Institution*	**Minimum:** Short-Term Suspension **Maximum:** Expulsion

Student Discipline and Due Process

Short-term Suspension

Short-term suspension means the temporary withdrawal of the privilege of attending school for a period of ten (10) or fewer consecutive school days. The authority to impose short-term suspensions rests with the school leader or designee.

Students who are subject to short-term suspension are entitled to the following due process:

1. The student is told what he/she is accused of doing and the evidence that exists to support the allegation. The student is then given the opportunity to explain his/her version of the situation.

2. The school leader will make reasonable efforts to verify facts and statements prior to making a decision regarding the discipline.

3. The school leader may:
    a. Immediately impose a short-term suspension;
    b. Proceed with a recommendation for a long-term suspension or expulsion;
    c. Choose another disciplinary alternative; or
    d. Exonerate the student.
4. The school leader may immediately suspend a student whose presence creates a danger to self or others.
5. A written record of the decision will be kept in the student's discipline file.
6. The parent/guardian will be notified of the decision to impose the short-term suspension including the terms of and reasons for the suspension.
7. No appeal is available from the imposition of a short-term suspension.

Long-Term Suspension or Expulsion

Long-term suspension means the withdrawal of the privilege of attending school for a set period of time of ten (10) or more consecutive school days. Expulsion is the permanent exclusion of a student from school. While a school leader may recommend a long-term suspension or expulsion, the authority to impose a long-term suspension or expulsion rests with the board-appointed hearing officer[LA2] .

Students who are subject to long-term suspension or expulsion are entitled to the following due process:

1. The governing board will designate an individual to serve as the hearing officer, which may include another district Administrator in the Leona Group network as designated by the governing board[LA3] .
2. A written Notice of Intent to Impose a Long-Term Suspension or Expulsion will be emailed to the student's parent's email address on file with the school or hand-delivered to the parent(s[LA4]), at the school's sole discretion, in advance of the date of the proposed due process hearing[LA5] .
3. The Notice of Hearing will contain the following information:
    1. The violation(s) of student code of conduct, including applicable alleged facts.
    2. The disciplinary consequence to be considered.
    3. The date, time, and place of the formal hearing.
    4. That the student and parent(s) may attend and participate in the hearing.
    5. That the student and parent(s) may present evidence and witnesses, if properly disclosed to the school in advance of the hearing, and may cross-examine the school's witnesses.
    6. That the student may be represented by counsel, at his/her own expense.
    7. That the student and parent(s) may make a recording of the hearing or obtain a copy of any recording of the hearing that the school may create.
    8. The name of the hearing officer.
4. The hearing may be rescheduled: (1) upon request of the parent(s) or the administration if good cause is shown; (2) upon written agreement of the parties; or (3) as deemed necessary by the hearing officer. The hearing officer shall have the final decision-making authority regarding requests to reschedule the hearing.

5. Prior to the disciplinary hearing, the parties will exchange lists of witnesses and copies of any documents that they will use at the hearing. The hearing officer will set the exchange deadline and inform the parties of that deadline.
6. [LA6] At the disciplinary hearing, both the school and the student may present testimony and documentary evidence and may cross-examine the other party's witnesses. The hearing officer may ask questions of any witnesses, and the rules of evidence in civil or criminal matters will not apply. The school bears the burden of proof for the offenses alleged.
7. The student shall be allowed to remain in school pending the outcome of the hearing, unless in the school administration's sole discretion, the student's presence in school constitutes a danger to the student or others or unless a short-term suspension has been imposed and is in effect.
8. The Hearing Officer shall prepare a written decision as soon as practicable after the hearing. Copies of the decision shall be provided to the parent(s) and School Leader.
9. If a long-term suspension or an expulsion is imposed by the Hearing Officer, the disciplinary consequence shall be effective immediately.
10. No appeal is available from the imposition of a long-term suspension or expulsion.

Discipline of Students under ADA §504 and/or IDEA

For behavioral infractions involving students with disabilities, additional procedures and requirements apply under the Individuals with Disabilities Education Act (IDEA) and federal regulations issued pursuant to the IDEA or under Section 504 of the Americans with Disabilities Act when the contemplated discipline: (a) would exceed 10 cumulative school days in the current school year or (b) may result in a disciplinary change of placement.

Student Rights

Students shall have the right to receive annually, at the opening of school, a publication listing the rules and regulations to which they are expected to comply. Student behavior expectations shall be clearly defined, reasonable and relevant to the educational process.
Although an attempt has been made to include all rules and expectations, this handbook should be viewed as a guide since it would be impossible to list all situations.

Child Abuse Reporting

Per state law, school employees must report reasonably suspected cases of child abuse, neglect, non-accidental injury, or sexual offenses against children to the Department of Child Safety (DCS) and/or local law enforcement agencies. (A.R.S. §13-3620)

Use of Restraint and Seclusion

Restraint

The term "restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices.
The term "restraint" does <u>not</u> include any of the following:

- Methods or devices (e.g. a weighted vest) implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
- The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
- The brief holding of a student by one adult for the purpose of calming or comforting the student.
- Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

Seclusion

The term "seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented (i.e. the student is prevented from leaving the room).

The term “seclusion” does not include the use of a voluntary behavior management technique, as part of a student’s education plan, individual safety plan, behavioral plan or the use of an individualized education program that involves the student’s separation from a larger group for purposes of calming.

Persons Authorized to Use Restraint or Seclusion Techniques

Restraint or seclusion techniques must be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques, unless an emergency situation does not allow sufficient time to summon trained personnel.

Use of Restraint and/or Seclusion

Restraint and/or seclusion shall not be used as punishment for misconduct. Restraint or seclusion techniques may only be used on a student if <u>both</u> of the following apply:

1. The student’s behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- School personnel must maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use.
- The restraint or seclusion technique ends when the student’s behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed must not impede the student’s ability to breathe.
- The restraint technique must not be out of proportion to the student’s age or physical condition.

Reporting and Documentation Requirements

School personnel must follow the reporting and documentation requirements set forth below when a restraint or seclusion technique has been used on a student. The procedures shall include the following requirements:

- School personnel shall provide the student’s parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.
- Within a reasonable time following the incident, school personnel shall provide the student’s parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
- School personnel shall review strategies used to address a student’s dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review

must include a review of the incidents in which restraint or seclusion techniques were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment (FBA).

Law Enforcement

If school personnel summon law enforcement instead of using a restraint or seclusion technique on a student, school personnel shall comply with the reporting, documentation and review procedures established in this Policy. Notwithstanding this policy, school resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

School Safety or Crisis Intervention Plans

The school leader is authorized to establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan.

Notice of Non-Discrimination

This notice is provided as required by Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

This Leona Group managed school does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This Leona Group managed school also does not discriminate in its hiring or employment practices. The lack of English skills shall not be a barrier to admission or participation in the school's activities and programs.

Questions, complaints, or requests for additional information regarding these laws may be directed to the appropriate compliance officer designated by this Leona Group school.
The following individuals have been designated as the Leona Group of Arizona's Compliance Officers for Title IV, Title IX, Section 504 and ADA and to handle inquiries regarding the non-discrimination policies:

Title II, Title IV, Title IX:
Mary Berg, Vice President of Academic Support
6150 N. 16th Street. Suite A, Phoenix, AZ 85016
602.953.2933
mary.berg@leonaschools.com

Section 504:
Mary Berg, Vice President of Academic Support
6150 N. 16th Street. Suite A, Phoenix, AZ 85016
602.953.2933
mary.berg@leonaschools.com

National School Lunch Program:
Heather Williams, Director of Student Services

6150 N. 16th Street. Suite A, Phoenix, AZ 85016
602.953.2933
heather.williams@leonaschools.com

Grievance Procedure
This grievance procedure applies to complaints or grievances under ADA or Section 504.
Any person who believes she or he has been subjected to discrimination on the basis of race, color, national origin, sex, disability or age by a student, staff member, or third party may file a grievance under this procedure.

Students or parents may also present a complaint or grievance regarding the following:

- Discrimination on the basis of disability under ADA or Section 504
- Violation of a student's constitutional rights
- Harassment of the student by another person
- Intimidation by another student
- Bullying by another student (see definition of Bullying)
- Concern for the student's personal safety

This Leona Group managed school prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure

- Grievances should be submitted to the Compliance Officer within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the Complainant is unable to put the complaint in writing, This Leona Group managed school shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although we encourage individuals to submit complaints in writing, This Leona Group managed school will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.

- The Compliance Officer (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Compliance Officer (or her/his designee) will maintain the files and records of This Leona Group managed school relating to such grievances.
- The Compliance Officer (or her/his designee) will complete the investigation and issue a written decision on the grievance no later than 30 days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Compliance Officer (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Compliance Officer (or her/his designee) by writing to the Governing Board within 15 days of receiving the Compliance Officer's decision. The Governing Board shall issue a written decision in response to the appeal no later than 30 days after its filing.

- If it is determined that discrimination occurred, This Leona Group managed school shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- This Leona Group managed school shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of race, color, national origin, sex, disability or age with the U. S. Department of Education, Office for Civil Rights.

This Leona Group managed school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Compliance Officer (or her/his designee) will be responsible for such arrangements. Furthermore, the inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

Sexual Harassment

All members of the school community are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Any staff member violating the personal rights of another through sexual harassment is subject to discipline, including but not limited to, written reprimand, suspension without pay, reassignment or dismissal.

Students engaging in sexual harassment of a staff member and/or another student are subject to discipline under the student code of conduct. Any student seeking relief under this policy should make a timely verbal or written report of the incident to any administrator or other staff member. Under this policy, sexual harassment is defined as follows:
Unwelcome sexual advances, requests for sexual favors and other verbal, or physical conduct of a sexual nature constituting sexual harassment when such conduct has the purpose or effect of interfering with a student's academic experience or creating an intimidating, hostile or offensive environment.

Any person who believes she or he has been subjected to sexual harassment by a student, staff member, or third party may file a grievance under the procedure discussed above.

Course Catalog

SY2026 Course Catalog

The Leona Group

This Leona Group school is proud to be managed by The Leona Group. The Leona Group is a private company that owns and manages schools throughout Arizona. The Leona Group was developed and is operated by educators and business people with decades of experience in both fields and a commitment to all children. The group believes more opportunities should be available to parents and children. By allowing parents choices, the Leona Group strives to provide more students with access to high-quality education.

The Leona Group (TLG) was formed in 1996 in Michigan by Dr. William Coats, a nationally-recognized leader in education reform. Foundational to The Leona Group is the philosophy that every child can and will learn, regardless of ethnicity, economic or educational disadvantage. These founding beliefs drive TLG's commitment to excellence in elementary, middle and high school classrooms across the country.

Our vision is to redefine what's possible by empowering all students to own their futures. Our values include

- We meet each child where they are, responding to their unique circumstances and addressing their academic, social, and emotional needs. We prepare them to learn, thrive, and succeed.
- We provide free educational options that are safe, nurturing, and responsive to individual student needs. Our schools remove barriers to success.
- We are more than effective educators – we are mentors, advisors, and caring adults for our students, guiding them to take control of their learning.
- We create meaningful relationships with families and collaborate with community-based organizations, providing opportunities and resources that increase the safety, stability, and success of our students.
- We set high expectations and equip students for life beyond the classroom as they pursue post-secondary education, careers, and their roles as engaged community members.

School	Grades	Location	Phone	Website
Advance U Elementary	Pre K - 5	449 E Southern Ave, Phoenix, AZ 85040	(602) 243-8531	www.advance-u.com
Alta Vista High School	9 - 12	5040 S Campbell Ave, Tucson, AZ 85706	(520) 294-4922	www.altavistahs.com
Apache Trail High School	9 - 12	945 Apache Trail, Apache Junction, AZ 85220	(480) 288-0337	www.apachetrailhs.com
Colegio Petite Elementary	K - 5	850 N Morley Ave, Nogales, AZ 85621	(520) 222-9213	www.colegioaz.com

Crestview Prep School	9 -12	2616 E Greenway Rd, Phoenix, AZ 85032	(602) 765-9555	www.crestviewpreparatory.com
Desert Hills High School	9 - 12	1515 S Val Vista Dr, Gilbert, AZ 85296	(480) 813-1151	www.deserthillshs.com
Discover U Elementary	Pre K - 6	13226 N 113th Ave, Youngtown, AZ 85363	(623) 974-4827	www.discoverulearning.com
El Dorado High School	9 - 12	3000 N Alma School Rd, Chandler, AZ 85224	(480) 726-9536	www.edhswolverines.com
Estrella High School	9 - 12	510 N Central Ave, Avondale, AZ 85323	(623) 932-6562	www.estrellahs.com
Gilbert Arts Academy	Pre K - 8	862 E Elliot Rd, Gilbert, AZ 85234	(480) 325-6100	www.gilbertartsacademy.com
Glenview College Prep HS	9 - 12	4386 W Bethany Home Rd, Glendale, AZ 85301	(602) 841-1221	www.glenviewcollegeprep.com
Havasu Preparatory Academy	Pre K - 8	3155 Maricopa Ave, Lake Havasu City, AZ 86406	(928) 854-4011	www.havasuprepele.com
Leona Connected Online HS	9-12	6150 N 16th St, Suite A, Phoenix, AZ 85016	(602) 396-5627	www.leonaconnected.com
Liberty Arts Academy	Pre K - 8	3015 S Power Rd, Mesa, AZ 85212	(480) 830-3444	www.libertyartsacademy.com
Maya High School	9 - 12	3660 W Glendale Ave, Phoenix, AZ 85051	(602) 242-3442	www.mayahs.com
Mission Heights Prep HS	9 - 12	1376 E Cottonwood Ln, Casa Grande, AZ 85122	(520) 836-9383	www.mhprep.com
Peoria Accelerated HS	9 - 12	8885 W Peoria Ave, Peoria, AZ 85345	(623) 979-0031	www.peoriabulldogs.com
Quest High School	9 - 12	217 E Olympic Dr, Phoenix, AZ 85042	(602) 243-8496	www.questhighschool.com
Ridgeview College Prep HS	9 - 12	1645 W Skyline Dr, San Tan Valley, AZ 85142	(480) 360-4518	www.ridgeviewcollegeprep.com
Skyview High School	9 - 12	4290 S Miller Rd, Buckeye, AZ 85326	(623) 386-6799	www.skyviewhs.com
South Pointe Elem School	Pre K - 6	2033 E Southern Ave, Phoenix, AZ 85040	(602) 276-1943	www.southpointeelem.com
South Pointe High School	9 - 12	8325 S Central Ave, Phoenix, AZ 85042	(602) 243-0600	www.southpointehs.com
South Pointe Jr High School	6 - 8	217 E Olympic Dr, Phoenix, AZ 85042	(602) 243-8496	www.southpointejh.com
South Ridge High School	9 - 12	1122 S 67th Ave, Phoenix, AZ 85043	(623) 247-0106	www.southridgeprep.com
Summit High School	9 - 12	728 E McDowell Rd, Phoenix, AZ 85006	(602) 258-8959	www.summiths.com
Sun Valley High School	9 - 12	1143 S Lindsay Rd, Mesa, AZ 85204	(480) 497-4800	www.sunvalleymesa.com

Vista Grove Prep Academy	K - 8	2929 E McKellips Rd, Mesa, AZ 85213	(480) 924-1500	www.vistagroveprep.com
West Phoenix High School	9 - 12	3835 W Thomas Rd, Phoenix, AZ 85019	(602) 269-1110	www.westphoenixhs.com

American Charter School Foundation

The American Charter School Foundation (ACSF) which was organized in 1998 as a Michigan non-profit corporation. ACSF operates as a non-profit 501(c)(3) corporation.

The mission of the ACSF is to promote the charter school movement in the United States with the goal of improving the public school system by creating a more competitive environment, providing parents and students with freedom of choice, and striving for higher academic standards. To assist in the accomplishment of this goal, the ACSF will do any or all of the following:

- Apply for charter school applications
- Provide supplemental educational services
- Operate as an educational management company
- Serve as a governing body for charter schools
- Acquire property for school sites and facilities
- Provide startup funding and capital investment

OPT IN/OUT to Directory Information Release

(please initial all that apply)

Please CONFIRM YOUR CONSENT to release Directory information.

__ I ***agree*** to the release of Directory information about my student. The Directory information includes identifying information, including your child's first and last name, address, phone number, date of birth, and (upon request) participation in school activities. We often receive Directory information requests from school entities and news outlets.

Military Recruiters (High School Students ONLY)

__ I do ***not*** agree to the release of Directory information about my student to Military Recruiters. The Directory information includes identifying information, including your child's first and last name, address, phone number, date of birth, and (upon request) participation in school activities.

Please return this form to the front office, within two (2) weeks of receiving this form, or by October 31st, whichever occurs first. If the School does not receive this form from you within the prescribed time, the School will assume that your permission is ***not given*** to use the directory information as described above and that you ***do give*** permission to provide Military Recruiters directory information about your student (High School Only).

_____

Print Parent/Guardian/Adult Student Name Date

_____

Parent/Guardian/Adult Student Signature Date

Student Handbook Acknowledgment Form

Please read the following information carefully.

Parents and student must sign this form.

I understand and consent to the responsibilities outlined in this Leona Group managed school Student Handbook. I understand and agree that my child/self will be held accountable for his or her behavior and consequences as outlined in this document. They will be held accountable at school, school-sponsored and school related activities, including school-sponsored travel. I understand that any student who violates the code of conduct is subject to disciplinary action as outlined in this Student Handbook and which may include personal conference to expulsion and criminal prosecution. I further understand and consent to my parental responsibilities as outlined in this handbook. Failure to sign this form does not remove my child's responsibility to abide by the stated policies.

We acknowledge that we received a copy of the Student Handbook and that we have read, understood, discussed, and agree to comply with all rules and policies.

_____

Print Parent/Guardian/Adult Student Name Date

_____

Parent/Guardian/Adult Student Signature Date