New Heights Academy

NEW HEIGHTS ACADEMY

Student Handbook

3015 S. Power Rd Mesa, AZ 85212
(P) (480) 830-3444 (f) (480) 830-4355
newheightsmesa.com

Leona GROUP
LEONASCHOOLS.COM

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School Information

New Heights Academy
3015 S. Power Rd
Mesa, AZ 85212
P: (480) 830-3444
F: (480) 830-4355

Calendar

2026-2027 Bell Schedule

School Hours (Monday - Thursday)	8:00 AM - 3:00 PM
School Hours (Friday)	8:00 AM - 12:00 PM
Before School Care	7:30 AM - 8:00 AM
After School Care	3:00 PM - 5:00 PM

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3015 S. Power Rd Mesa, AZ 85212
(480) 830-3444
https://newheightsmesa.com/

School Administration

Kelsey Kane - School Leader

Office Hours (Monday - Thursday)	7:30 AM - 4:30 PM
Office Hours (Friday)	7:30 AM - 4:00 PM

2026-2027 School Calendar

July

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
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January

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June

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Important School Dates

Teacher In-Service	July	13-21
First Day of School	July	22
Teacher In-Service	August	7
Labor Day	Sept	7
Parent Teacher Conferences	Sept-Oct	29,30,1
Teacher In-Service	October	2
Fall Break	October	5-16
Veteran's Day	November	11
Thanksgiving Break	November	25-27
Winter Break	Dec-Jan	21-1
Teacher In-Service	January	8
MLK Day	January	18
President's Day	February	15
Parent Teacher Conferences	March	2-4
Teacher In-Service	March	5
Spring Break	March	8-19
Spring Holiday	March	26
Graduation (8th Grade)	May	25
Graduation (Kindergarten)	May	26
Last Day of School	May	27
Teacher In-Service	May	28
Memorial Day	May	31
Juneteenth	June	19

Key
Holiday - NO SCHOOL
School Breaks - NO SCHOOL
Teacher In-Service - NO SCHOOL
Early Release
Graduation

Leona GROUP

Bell Schedule

Monday - Thursday: 8:00 - 3:00
Friday: 8:00 - 12:00

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.

Admission to Kindergarten

Any child that turns five (5) prior to September 1 can enroll in kindergarten. Children who turn five (5) years of age between September 1 and December 31 of the applicable school year may be considered for early entrance to kindergarten upon parent request.

Parents must submit a request for early entrance and participate in the review process. Students approved for consideration will participate in a one- to two-week trial period, during which the teacher and school leader will observe the student's readiness for kindergarten. The teacher, school leader, and parent will complete a readiness rubric addressing social-emotional development, self-regulation, language, physical development, fine motor skills, learning disposition, independence, safety and self-care skills, and full-day stamina.

At the conclusion of the trial period, the teacher, school leader, and parent will meet to review all observations and determine whether the student will continue in kindergarten for the current school year. No single test score shall determine eligibility. Decisions shall be based on multiple sources of evidence and the student's overall readiness for a full-day academic program.

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) 834-3400.

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

Heather Williams *Homeless Liaison* *Leona Group Schools* *New Heights Academy* *3015 S. Power Rd* *Mesa, AZ 85212* *(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*

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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:

Kelsey Kane
3015 S. Power Rd.
Mesa, AZ 85212
(480) 834-3400
Kelsey.Kane@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

NEW HEIGHTS ACADEMY

ATTENDANCE POLICY

Regular attendance is crucial for students' academic success and social development. This attendance policy outlines the expectations, procedures, and consequences related to student attendance for K-8 students at New Heights Academy. This policy complies with Arizona Revised Statutes (A.R.S.) §§ 15-802 which mandates school attendance for children between the ages of 6 and 16.

If your child is going to be absent from school, parents are required to notify the school prior to 9:30a.m. on the day of each absence **(480) 830-3444.**

# of Unexcused Absences	Consequence
5 Absences	Parent Letter Informing Family of # of Absences Parent Phone Conference to Discuss Absences / Plan of Action
7 Absences	Mandatory Parent Meeting with Administration Develop Attendance Plan
10+ Absences	Mandatory Parent Meeting with Administration / Home Visit Possible Loss of Privileges (Field Trips etc.) **Truancy Officer may be contacted**
10 Consecutive Absences	After 10 consecutive days of absences per semester, the state requires schools to automatically withdraw the student.

Chronic Absenteeism: Defined as 10% or more days of school missed (excused or unexcused) in a school year. Students who are not in school 90% (18 absences) of the school days may be ***retained***. Documentation and successful completion of the grade level is required before a student will be considered for promotion. Students who are not in school 90% of the school days in which they have been enrolled may be reported to the county as unexcused absences.

Excused Absence: An absence due to illness or injury, illness in excess of three (3) days absent (or more) with a written doctor's excuse, serious emergency of an immediate family member, death in the immediate family, court order absence, religious holiday observance, or other reasons approved by the school.

Unexcused Absence: Out of town travel taken during scheduled instructional time, vacation days during scheduled instructional time, doctor/dental appointments are unexcused unless a doctor's note is provided.

Exceptions to the attendance procedure are at the discretion of the Principal (i.e. extended hospital stays, extremely contagious illnesses, etc.)

Tardy:
It is essential for all students to arrive on time to maximize instructional time and minimize classroom disruptions. Students should be in their seats and ready to learn at 8:00 a.m. If students arrive at school after 8:00 a.m., they must report to the school office and be signed in by their parent/guardian to receive a tardy pass to class. Tardiness and early departures will be excused for the following reason, only when supporting documentation is provided to the attendance office:

- Court appearance
- Medical, dental or counseling appointment
- Tardiness caused by sleeping in, babysitting, accompanying other people to appointments, etc, ***will not be excused.***

# of Unexcused Tardies	Consequence
1-3 Tardies	Verbal warning and reminder of the importance of punctuality
4-6 Tardies	Written notice sent to parents
7-9 Tardies	Parent meeting
10+ Tardies	Parent meeting and creation of a tardy improvement plan. Students with 10 or more tardies may be referred to a counselor and face additional disciplinary actions as determined by the school administration.

Signing Students Out:

To ensure the safety of all students, anyone picking up a student during the school day must sign them out in the front office. Students will only be released to a parent/guardian or an individual 18 years or older who is listed as an authorized contact on the student's emergency card. Please keep your emergency contact information current. Any changes to authorized contacts must be made in person and in writing through the school office; changes cannot be accepted over the phone.

To help ensure a safe and efficient dismissal, students needing to be checked out early must be picked up **no later than 2:30 p.m.** We ask that families plan ahead, as early checkouts after 2:30 p.m. will not be permitted except in the case of an emergency.

- ***Parent/Guardian or persons 18 years or older authorized to sign out a student are required to show proof of ID (Driver's License)***

Attendance Incentives:
Recognition programs for students with exemplary attendance, including certificates, awards, and special privileges. Classroom competitions to promote attendance with rewards for classes achieving high attendance rates. The school will provide resources and support for families struggling with attendance, including counseling, transportation assistance, and referrals to community services.

By adhering to this attendance policy, we aim to ensure that all students receive the full benefit of their educational opportunities and achieve their highest potential. Thank you for your cooperation and commitment to your child's education.

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.

NEW HEIGHTS ACADEMY

Cell Phone Policy

CELL PHONE/ELECTRONIC DEVICE POLICY

1. This agreement is for all students enrolled in New Heights Academy for the 2026-2027 school year.
2. Cell phone/electronic device use will not be permitted during the school day. This includes, but is not limited to, the use of smartwatches and wireless earbuds (i.e. AirPods, etc). Parents/guardians must contact the main office if they wish to communicate with their child. Students must use the office phone (with permission) to contact parents/guardians.
3. Cell phone/electronic devices must be off or in silent mode and placed in a backpack at all times. Students may not carry their device on school grounds (i.e., in a pocket, etc.). If a student does not possess a backpack, the student will be required to check in the device.
4. Students are not allowed to use their cell phone or other electronic devices to take video, photos, or engage in any type of social media activity on campus. The only time this may be waived is with permission from staff in certain contexts (yearbook, etc.)
5. New Heights Academy does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone or electronic device on campus or on the bus and it is damaged or stolen, we will not be able to utilize administrative time to investigate the incident, nor will the school be able to take any financial responsibility for the cell phone or cell phone charges.
6. If a student is using a cell phone/electronic device inappropriately or without permission, it will result in confiscation, required parental pick-up, and possible disciplinary and/or legal action according to **ARS 8-309** and **ARS 13-3019**.

Cell Phone/Device Offense	Consequence
1st Offense	Cell phone/electronic device turned into front office/principal. Students will receive their cell phone at the end of the school day.
2nd Offense	Cell phone/electronic device turned into front office/principal. Parents will be notified. Students will receive their cell phone at the end of the school day.
3rd Offense	Cell phone/electronic device turned into front office/principal. Parents will be notified. Students will receive a Discipline Referral. Parents will have to pick up their student's cell phone from the front office/principal.
4th Offense	Cell phone/electronic device turned into front office/principal. Parents will be notified. Students will receive a Discipline Referral. Parents will have to pick up their student's cell phone from the front office/principal. Students and Parents will meet with the principal to discuss next steps.

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.

NEW HEIGHTS ACADEMY

TRANSPORTATION POLICY

School Bus Transportation Agreement

The safety of our students is our highest priority. The bus driver is in full control of the bus at all times, and all students are expected to follow the driver's instructions. Bus rules are posted at the front of each bus and must be followed by all passengers.

Bus riders and their parent(s)/guardian(s) are required to review and agree to the Transportation Policy before transportation services begin.

I understand and agree to the following:

- Riding the school bus is a privilege and may be revoked if bus expectations are not followed.
- Missing the bus will not be considered an excused tardy.
- Any student whose behavior jeopardizes the safety of themselves or others may lose bus transportation privileges.
- Inappropriate behavior, vandalism, or damage to the bus may result in disciplinary action and/or restitution for damages.
- If my child will be absent from school, I will notify the school in advance so transportation services are not unnecessarily dispatched.
- If my child is absent for 2 consecutive weeks from bus transportation without prior notification to the school, my child may be removed from the transportation roster and will be required to reapply for bus services.

Acknowledgement of Transportation Policy

All students who will be using **New Heights Academy transportation services** must complete the online Transportation Request and Transportation Policy Acknowledgement forms available on our website at **newheightsmesa.com**. These forms are required to request transportation services and acknowledge that you have read and understand the school's transportation policy.

Supervision of Students

Students are supervised on campus during designated school hours. Supervision begins at 7:30AM for morning drop-off and ends at 3:00PM after school dismissal. If a student remains on campus beyond a reasonable time without communication from a parent/guardian, the school may contact emergency contacts or local authorities as needed.

Before/After School Care

To support families and promote the well-being and academic success of our students, New Heights Academy (NHA) offers an After Care Program for eligible students. Due to limited space and staffing, all families interested in participating must complete an After Care Application each school year
.
Submitting an application does not guarantee placement in the program. Applications will be reviewed based on program capacity and the ability of the program to meet the needs of participating students and families. Families will be notified once the review process has been completed.

After Care Times: 3:00 PM to 5:00 PM (Monday - Thursday)
12:00 PM to 5:00 PM (Friday)

Parent Involvement

This Leona Group managed school, New Heights Academy, 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, New Heights Academy continuously works to achieve this goal in order to meet Federal and State requirements. New Heights Academy 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 New Heights Academy 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, New Heights Academy, 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) 830-3444 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

New Heights Academy values the support of our parent volunteers and appreciates the time they dedicate to our school community. All volunteers must check in at the front office upon arrival, wear a visitor name badge at all times, dress appropriately, and work under the direction of school staff. Volunteers are expected to follow all school policies, serve as positive role models by treating students, staff, and other volunteers with respect, and maintain a positive and professional attitude.

To protect the privacy of our students, volunteers may not take photographs of any students other than their own child and must keep all student, staff, and school information confidential. Information learned while volunteering should not be shared or discussed outside of the school.

Volunteers who will be working with students without direct staff supervision or for a sustained amount of time are required to possess a valid Arizona Fingerprint Clearance Card before volunteering. By volunteering at New Heights Academy, parents acknowledge that they understand and agree to follow these expectations.

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:

<u>Right to Inspect and Review</u>
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)

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

NEW HEIGHTS ACADEMY

PARENT MEDICATION CONSENT FORM

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 Parent Consent 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.
- The prescription must be current *(only medications needed to treat a current/existing ailment will be stored at the school).*
- The prescription label outlines the name, dosage, and frequency of administration.
- Sample prescription medication must have a prescription by a physician attached in order to be accepted.
- Medications will be given in age/weight-appropriate doses according to the manufacturer's directions or physician's orders on file.
- The label instructions match physician and parent instructions.
- All medication must be dropped off and picked up by the parent/guardian or an adult on the Emergency Contact List ONLY.
- 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.
- A Medication Parent Consent Form must be on file for any medications to be administered at school.
- 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.

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).

CUSTOMIZE TO YOUR SCHOOL'S GRADE LEVELS!

TEST:	WHO IS TESTED:	WHAT IT IS USED FOR:
AASA (Arizona's Academic Standards Assessment)	All 3-8 students	● To determine student growth and achievement towards state academic standards ● To determine the promotion of 3rd graders based on their reading readiness in compliance with Move On When Reading
AZ Science	5th, 8th 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 K-8 Students	● To provide targeted interventions to increase student mastery of state academic standards ● To measure individual student growth towards mastery of state academic standards
Dyslexia Screener	All K-3 students	● State-required early literacy screening used to identify students who may be at risk for characteristics of dyslexia or reading difficulties. ● Given three times each school year

Grading and Report Cards

Progress reports are available at the end of the first and third quarters. Report Cards are available at the end of the second and fourth quarters. They will be sent home and available in ParentVue.

GRADING POLICY/REPORT CARDS

At New Heights Academy (NHA), we believe that clear, consistent communication about student progress is essential for academic success. Our grading system is designed to provide meaningful feedback that supports student growth. In grades K–5, we use a standards-based grading system that focuses on student mastery of specific learning goals. For grades 6–8, we use a traditional grading system that reflects overall academic performance using letter grades. Both systems are aligned with state standards and aim to foster student accountability and engagement.

Checking Grades
Parents/Guardians and students are encouraged to check their grades through their individual ParentVue and StudentVue accounts in Synergy, the information system used at this Leona Group managed school. ParentVue and StudentVue can be accessed through our website **newheightsmesa.com**

Report Cards
Report cards will be available at the end of every semester via ParentVue. A printed copy will be sent home and/or mailed. The information on the report card includes grades reflecting student achievement in all subject areas and specials, as well as an evaluation of the student's behavior. A quarterly progress report will be available at the middle of every quarter for families to review growth and progress on the state standards, behavior, and electives / specials.

Kindergarten - 5th Grade: NHA uses the Standards-Based Grading system in grades K-5th grade. Standards-Based Grading is a method of assessing and reporting student learning based on their mastery of specific learning standards. Unlike traditional grading systems that combine various factors such as test scores, homework, and behavior into a single grade, Standards-Based Grading focuses solely on a student's progress toward meeting defined academic standards.

Students receive a score of 1-4 based on their mastery of the grade level standards. This grading system is fluid and students are given multiple opportunities to demonstrate mastery of standards, receiving support and reteaching if necessary. Grades are updated once a student demonstrates a new level of mastery. Mastery scores are detailed below. Indicator marks are as follows:

Indicators:	Performance Levels	What it means:
4	**Highly Proficient**	Students can independently demonstrate mastery of the standards with an advanced understanding of the standard.
3	**Proficient**	Students can independently demonstrate mastery of the standard at grade level expectation.
2	**Partially Proficient**	Students cannot independently demonstrate mastery of the standard at grade level expectation, only with the support of the teacher, exhibits errors, omissions of more complex ideas or processes.
1	**Minimally Proficient**	Students cannot demonstrate mastery of the standard at grade level expectation, even with the support of the teacher.

Middle School (6th-8th Grade) At NHA, we utilize a traditional grading system to assess student progress and achievement. Grades will be based on a combination of assessments, classwork, homework, participation, and projects. To ensure you are informed about your child's academic standing, we will provide regular reports using assessment data from IXL. These reports will include detailed information on your child's progress toward meeting grade-level standards.

Grade Breakdown

A (90–100)
B (80–89
C (70–79)
D (60–69
F (Below 60

Calculation of Grades
Grades may be based on: tests and assessments, quizzes, projects and presentations, classwork, homework, participation, and performance tasks. Teachers may utilize data from classroom assessments, IXL, benchmark assessments, and other instructional tools to monitor student progress and guide instruction.

New Heights Academy utilizes a traditional grading system in grades 6th-8th designed to accurately measure student learning, encourage student ownership, and prepare students for the academic expectations of high school and beyond.

Grades are calculated using the following weighted categories:

Weighted Categories	
Formative Assessments	30%
Summative Assessments	40%
Student Agency	30%

Formative Assessments (30%)
Formative assessments provide ongoing feedback regarding student understanding and progress toward mastery of grade-level standards. Examples include: quizzes, exit tickets, chapter tests, projects, classroom assessments, and skill checks.

Summative Assessments (40%)
Summative assessments measure student mastery of standards at the completion of a unit, course segment, or major learning experience. Examples include: mid-term Exams, final exams, final projects, unit tests, and performance assessments.

Student Agency (30%)
Student Agency reflects the habits, behaviors, and responsibilities that contribute to academic success and lifelong learning. Students are expected to take ownership of their learning by actively participating and completing assigned work. Examples include: attendance, participation, IXL completion and growth, syllabus acknowledgement, notes, daily activities ,bellwork, ongoing assignments, classroom engagement, and work completion.

Missing Work & Late Assignments
Students are expected to complete and submit assignments by the established due dates. Missing assignments, incomplete work, and lack of participation may negatively impact a student's grade. Teachers may provide opportunities for makeup work, revisions, or reassessments when appropriate.

Academic Integrity
Students are expected to demonstrate honesty and integrity in all academic work. Cheating, plagiarism, copying another student's work, or misuse of technology may result in disciplinary action and loss of academic credit.

Promotion and Retention

Students will generally be promoted annually unless the student has not achieved District standards and/or state requirements for promotion to the next grade level.

- Teachers or IEP teams are responsible for determining whether the grade level (K-5) or subject area (Grades 6-8) promotion or retention standards have been met for the particular student.
- Teachers and IEP teams will take particular care in retaining a student more than once at a particular grade level or during the student's elementary school career.
- With substantiating data, a teacher may recommend that a student be exempted from one or more District standards for grade level promotion. The teacher's recommendation will be reviewed by the school's child study team, the IEP team or the school promotion/ retention committee and the school leader. The specific promotion standard exemption will be recorded in the student's file.
- Upon parental request, a teacher or IEP team may consider retaining a student who has met District requirements for promotion to the next grade level. The teacher's recommendation will be reviewed by the school's child study team, IEP team or the school promotion/retention committee and the school leader. The parental request will be recorded in the student's file.
- Teachers will not recommend retention until all other available possibilities for continuous pupil progress have been considered.
- Teachers may provide parents with written notice and request a conference anytime a student's classroom performance is deficient.
- Teachers must provide parents with prior written notice regarding the student's unsatisfactory progress or achievement if the teacher intends to recommend retention.
- Parents will be notified by a classroom teacher no less than ten (10) school days prior to the end of the school calendar year if the teacher is recommending retention.
- If a student is retained, the school will evaluate the appropriateness of the instructional program and consider modifying the program in order to better meet the student's needs the following year.
- Parents who disagree with the school's decision regarding promotion/ retention may request that the Governing Board review the decision. The request must be in writing and submitted to the Academic Support Services Department within 10 business days from the final retention/conditional letter from the school leader. The parents will be notified of the date, time and place that the Governing Board will conduct its review and provide the parents with a written copy of the Governing Board's decision.

Move On When Reading ARS §15-701

Arizona Revised Statute Section 15-701 requires schools to retain students in third grade if they fall below the established cut score on the third grade reading assessment (AASA). The AASA Reading Test, or a successor test, that demonstrates that the student's reading falls far below the third grade level will be used to make this

determination. In accordance with Arizona law, a school district governing board MAY be allowed to promote a pupil who earns an AASA score that falls far below the third grade level for either of the following reasons:

1. Is an English learner or a limited English proficient student as defined in section 15-751 and has had fewer than two years of English language instruction; OR
2. Is in the process of a special education referral or evaluation and/or student has been diagnosed as having a significant reading impairment, including dyslexia; OR
3. Has an identified disability and has an IEP and the IEP team (including parents) agrees that promotion is appropriate; OR
4. Has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the 3rd grade reading standards as evidenced through a collection of reading assessments; OR
5. Receives intervention and remedial services during the summer or subsequent year and demonstrates sufficient reading progress

Every student who falls far below on AASA in third grade and does not qualify for one of the exemptions above will be given the opportunity to attend Move on When Reading (MOWR) summer school.

Technology Use Guidelines

NEW HEIGHTS ACADEMY

INTERNET/TECHNOLOGY AGREEMENT

The purpose of New Heights Academy Technology Agreement is to outline the acceptable use of technology resources at the school, including computers, tablets, internet access, and other digital devices. This agreement aims to ensure that technology is used responsibly, safely, and effectively to support learning and teaching.

Students do not have any personal privacy right or any reasonable expectation of privacy when using New Heights Academy's domain email, computers, or internet.

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.

New Heights Academy has the right to restrict or terminate information network access and use of school technology. New Heights Academy 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.

Students who are destructive with or damage NHA technology devices may be held responsible for the cost of lost or damaged equipment. In addition, they may be required to complete community service, face disciplinary consequences, and/or lose access to technology privileges.

As the parent or guardian of this student, I understand that technology/internet access at New Heights Academy is designed to be curriculum driven and for educational purposes only. Precautions have been taken to eliminate access to inappropriate sites and controversial materials, however, I also recognize it is impossible to restrict all controversial materials and I will not hold the school or teacher responsible for materials acquired on the network.

As a student, I agree to abide by the rules set by New Heights Academy for the use of the technology/internet. I understand that permission to use the internet may be withdrawn at any time by my parents or any staff member for any reason.

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

- **No charge for meals**: All children enrolled at New Heights Academy 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) 830-3444. 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



ROAR Program

New Heights Academy Positive Behavioral Interventions and Supports program (PBIS) is a proactive, school-wide approach to improving student behavior and creating a positive school culture. The ROAR program focuses on teaching and reinforcing positive behaviors, preventing problematic behaviors, and creating a supportive environment for all students.

R	Respect	Show kindness, care, and honesty to everyone.
O	Optimism	Choose a positive attitude and believe you can do hard things.
A	Accountability	Take responsibility for your choices and learn from your mistakes.
R	Resilience	Keep trying, keep learning, and never give up.

At New Heights Academy, we strive to equip our students with the knowledge, skills, and character to show kindness, care, and honesty to everyone, choose a positive attitude and believe they can do hard things, take responsibility for their choices and learn from their mistakes, and keep trying, keep learning, and never give up. By living our ROAR values each day, students grow into confident, compassionate, and responsible leaders prepared for success in school and in life.

New Heights Academy's school-wide PBIS Matrix and discipline plan provides behavioral expectations and procedures that are designed to ensure a safe and caring environment for all students and staff. Students will be held accountable for following the PBIS Matrix and expectations.

When students do not follow the outlined schoolwide discipline plan, they will receive consequences based on the philosophy of progressive discipline. Progressive discipline uses a consistent approach that starts with redirection (teachable moment) to more severe consequences for repeat offenders.

Suspension may also be a process of the discipline for the above infractions if the School Leader deems appropriate. Due Process procedures and policies will be followed consistently. Due Process information is listed later in the handbook.

NEW HEIGHTS ACADEMY

DRESS CODE POLICY

The school uniform policy is designed to create a sense of community, reduce distractions, and ensure a safe and respectful learning environment. The policy sets clear guidelines for appropriate student attire, fostering a positive school culture focused on learning and respect.

Students need to adhere to the following standard of dress guidelines while on campus or while attending an off-campus school sponsored activity. Students may select from the following choices:

- NHA Polo Shirts - long or short sleeve
- NHA T-Shirts - long or short sleeve shirts
- Pants - Any color of pants, jeans (no holes), leggings are all acceptable
- Shorts - Any color of shorts (must be appropriate in length)
- Skirts - Any color of skirts (must be appropriate in length)
- NHA Sweatshirts, Jackets and all Winter Wear
    - **OR** must be a ***solid color*** of **White, Black, Gray, Green, Blue, Gold**

The following items are *NOT* acceptable at school:

- Baseball caps, hats, beanies or bonnets inside the building
- **Crocs**, jelly shoes, sandals, flip flops or shoes with heels exceeding one inch
- Tattoos
- Gauges or excessive ear rings
- Shorts/Skirts that are shorter than 1 inch above the knee
- Spandex Shorts
- Baggie pants, pants with hems dragging on the ground
- Pants with holes, or pants that are too tight
- Tank tops must have straps at least **two inches wide**—no spaghetti straps are allowed
- **Crop tops are not permitted**; shirts must fully cover the midsection at all times.
- **No Pajamas**

$1 Dress Down Days

Throughout the year, students may participate in $1 Dress Down Days to raise funds for activities, events, equipment, or field trips. Students who participate may wear school-appropriate non-uniform attire. Students who choose not to participate are expected to wear their regular school uniform.

Students are encouraged to participate in **themed Spirit Days**, which are **FREE dress-down days** for those who choose to participate

NEW HEIGHTS
ACADEMY

HOMEWORK POLICY

Homework Policy: Grades K–5
At New Heights Academy we value family time and understand that students spend a large part of their day learning at school. In grades K–5, homework may be given but will be optional. When assigned, it will be minimal and focused on reinforcing essential skills and concepts introduced in class to support academic growth. We strongly encourage families to take time to engage with and support their students in completing these tasks, as it helps build responsibility and reinforces classroom learning.

In addition, we encourage daily reading at home to build fluency, vocabulary, and a lifelong love for learning. Whether it's reading together, listening to your child read, or discussing a story, a few minutes each day can make a big difference!

Homework Policy: Grades 6–8
In middle school, students begin to build the skills needed for more complex academic work and greater independence. Homework becomes more purposeful in reinforcing learning, preparing for upcoming instruction, and developing study habits. Homework should be meaningful, not excessive, and teachers will coordinate to avoid overlapping demands. Quality and purpose matter more than quantity, and excessive homework can negatively impact mental health, family time, and sleep.

Make-Up Work Policy for Absences
When students are absent from school, they are responsible for making up all missed classwork and assignments. Students will be given the same number of days they were absent to complete and turn in their work. It is the student's responsibility to communicate with their teachers and stay caught up to avoid falling behind.

NEW HEIGHTS ACADEMY

SOCIAL MEDIA USAGE POLICY

At New Heights Academy, we are committed to providing a safe, respectful, and distraction-free learning environment for all students. We encourage students to be responsible digital citizens by using technology respectfully, protecting the privacy of others, and making positive choices both on and off campus.

On-Campus Expectations
Because New Heights Academy has a no cell phone policy, students may not access social media during the school day using any personal or school-issued device while on campus or during school-sponsored activities unless specifically authorized by school administration for an educational purpose.

Students are expected to:

- Treat others with respect and kindness both in person and online.
- Protect their own privacy and the privacy of others.
- Think carefully before posting or sharing content online.
- Report online threats, bullying, harassment, or inappropriate behavior to a trusted adult or school administrator.

Photos, Videos, and Recordings
To protect the privacy and safety of all students and staff, students are not permitted to take photographs, record videos, or capture audio of students, staff members, classrooms, or school activities while on campus or at school-sponsored events.

Students may not post, share, or distribute photos, videos, or recordings taken at school on social media or any other online platform without prior authorization from school administration.

Prohibited Conduct
Students may not use social media or other online platforms to:

- Bully, harass, threaten, intimidate, or embarrass others.
- Post, share, or create inappropriate, discriminatory, or offensive content.
- Impersonate another student, staff member, or the school.
- Share confidential school information or images without permission.
- Encourage violence, illegal activities, or unsafe behavior.
- Cheat, share test materials, or engage in academic dishonesty.
- Damage the reputation or disrupt the educational environment of New Heights Academy, its students, or its staff.

Off-Campus Social Media Conduct
While social media activity outside of school is generally the responsibility of parents and guardians, New Heights Academy reserves the right to investigate and address off-campus online behavior when it:

- Substantially disrupts the educational environment.
- Interferes with a student's ability to learn.
- Impacts the safety or well-being of students or staff.
- Involves bullying, harassment, intimidation, or threats.
- Violates school policies or applicable laws.

Students whose off-campus social media activity negatively impacts the school community may be subject to disciplinary action in accordance with the Student Code of Conduct.

Consequences
Violations of this policy may result in disciplinary action, including, but not limited to:

- Parent or guardian notification
- Loss of school technology privileges
- Detention
- Suspension
- Expulsion, when appropriate
- Referral to law enforcement, when warranted

Parent Partnership
Parents and guardians play an important role in helping students develop responsible digital habits. We encourage families to monitor their child's social media use, discuss appropriate online behavior, and promptly report concerns to school administration.

NEW HEIGHTS ACADEMY

Think Before You Post

Before posting anything online, ask yourself:

- Is it true?
- Is it kind?
- Is it respectful?
- Would I be comfortable if my family, teachers, or principal saw it?

Remember:Your digital footprint lasts forever. Every post, comment, photo, or video reflects your character and can have lasting consequences. At New Heights Academy, we expect all students to demonstrate integrity, respect, and responsibility both online and offline.

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.

Any student in possession of, selling or distributing any other substances specified in this policy will be subject to disciplinary action.

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 social relationships); or through the use of electronic devices or other social media communication.	**Minimum:** Personal Conference **Maximum:** Expulsion
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	**Minimum:** Personal Conference

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	**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	**Minimum:** Personal Conference/ Confiscation of Items

To play games of chance for money or to exchange money or property	**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	**Minimum:** Personal Conference/Loss of Privileges **Maximum:** Short-Term Suspension

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	
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 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	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
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	**Minimum:** Personal Conference

To enter or remain on a school campus or District property without authorization or invitation and with no purpose for entry	**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 preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation	**Minimum:** Short-Term Suspension **Maximum:** Expulsion
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	**Minimum:** Short-Term Suspension **Maximum:** Expulsion

guilty of a class 3 misdemeanor). *Could be considered as a Threat to an Educational Institution*	
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	**Minimum:** Long-Term Suspension **Maximum:** Expulsion

Threatening or intimidating another person with a deadly weapon, dangerous instrument or simulated weapon – *could be considered as a Threat to an Educational Institution*	
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[LA1]

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 not 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 both 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.

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.

Advance U Elementary
Pre K - 5
449 E Southern Ave,
Phoenix, AZ 85040
(602) 243-8531
www.advance-u.com

Colegio Petite Elementary
K - 5
850 N Morley Ave,
Nogales, AZ 85621
(520) 222-9213
www.colegioaz.com

Discover U Elementary
Pre K - 8
13226 N 113th Ave,
Youngtown, AZ 85363
(623) 974-4827
www.discoverulearning.com

Gilbert Arts Academy
Pre K - 8
862 E Elliot Rd,
Gilbert, AZ 85234
(480) 325-6100
www.gilbertartsacademy.com

Maya High School
9 - 12
3660 W Glendale Ave,
Phoenix, AZ 85051
(602) 242-3442
www.mayahs.com

Alta Vista High School
9 - 12
5040 S Campbell Ave,
Tucson, AZ 85706
(520) 294-4922
www.altavistahs.com

Crestview Prep School
9 -12
2616 E Greenway Rd,
Phoenix, AZ 85032
(602) 765-9555
www.crestviewpreparatory.com

El Dorado High School
9 - 12
3000 N Alma School Rd,
Chandler, AZ 85224
(480) 726-9536
www.edhswolverines.com

Glenview College Prep HS
9 - 12
4386 W Bethany Home Rd,
Glendale, AZ 85301
(602) 841-1221
www.glenviewcollegeprep.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

Apache Trail High School
9 - 12
945 Apache Trail,
Apache Junction, AZ 85220
(480) 288-0337
www.apachetrailhs.com

Desert Hills High School
9 - 12
1515 S Val Vista Dr,
Gilbert, AZ 85296
(480) 813-1151
www.deserthillshs.com

Estrella High School
9 - 12
510 N Central Ave, Avondale,
AZ 85323
(623) 932-6562
www.estrellahs.com

Leona Connected Online School
K-12
6150 N 16th St, Suite A,
Phoenix, AZ 85016
(602) 396-5627
www.leonaconnected.com

New Heights Academy
Pre K - 8
3015 S Power Rd,
Mesa, AZ 85212
(480) 830-3444
www.newheightsmesa.com

Quest High School
9 - 12
217 E Olympic Dr,
Phoenix, AZ 85042
(602) 243-8496

www.questhighschool.com

Ridgeview College Prep HS
Skyview High School
9 - 12
4290 S Miller Rd,
Buckeye, AZ 85326
(623) 386-6799
www.skyviewhs.com

South Pointe Jr High School
6 - 8
217 E Olympic Dr,
Phoenix, AZ 85042
(602) 243-8496
www.southpointejh.com

Sun Valley High School
9 - 12
1143 S Lindsay Rd,
Mesa, AZ 85204
(480) 497-4800
www.sunvalleymesa.com

9 - 12
1645 W Skyline Dr,
San Tan Valley, AZ 85142
South Pointe Elem School
Pre K - 6
2033 E Southern Ave,
Phoenix, AZ 85040
(602) 276-1943
www.southpointeelem.com

South Ridge High School
9 - 12
1122 S 67th Ave,
Phoenix, AZ 85043
(623) 247-0106
www.southridgeprep.com

West Phoenix High School
9 - 12
3835 W Thomas Rd,
Phoenix, AZ 85019
(602) 269-1110
www.westphoenixhs.com

(480) 360-4518
www.ridgeviewcollegeprep.com

South Pointe High School
9 - 12
8325 S Central Ave,
Phoenix, AZ 85042
(602) 243-0600
www.southpointehs.com

Summit High School
9 - 12
728 E McDowell Rd,
Phoenix, AZ 85006
(602) 258-8959
www.summiths.com

Kaizen Education Foundation

The Kaizen Education Foundation (KEF) which was organized in 2008 as an Arizona non-profit corporation. KEF operates as a non-profit 501(c)(3) corporation.

The mission of the Kaizen Education Foundation 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 Foundation will do any or all of the following:

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

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.

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).

OPT IN/OUT to Directory Information Release (Elem ONLY)

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.

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.

_____

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