

**The Albert Einstein
Academy Arizona
2024-25
Family Handbook**

Ae^a

The Albert Einstein Academy School Pledge

I am intelligent, courageous and strong

I pledge:

To be safe, trustworthy and respectful

To accept responsibility and consequences for my actions

To do and be my very best

Together we can make the world a better place

Hours of Operation:

Office Hours

7:30am - 3:45pm **Monday, Tuesday, Wednesday, Thursday**
7:30am - 12:45pm **Friday**

Instructional Hours

Grades K - 4

8:15 am - 3:00 pm **Monday, Tuesday, Wednesday, Thursday**
8:15 am - 11:45 am **Friday***

***School releases early every Friday at 11:45am**

Registration

Albert Einstein Academy AZ, is an open-enrollment, tuition free, public charter school which does not administer entrance examinations. Albert Einstein Academy AZ follows the admissions requirements for charter schools set forth in A.R.S. §15-184 and 20 U.S.C. §722li(1)(H)1. Enrollment is based on a fair and equitable system which provides for an Open Registration Period, a Lottery, if necessary, and a Wait List.

Albert Einstein Academy is College Preparatory, World Language, Science Technology Engineering, Arts and Math (STEAM) School. At Albert Einstein we focus on research based, rich, interdisciplinary learning opportunities and study the past and present in order to prepare our scholars for career opportunities of the future.

Non-Discrimination Statement

In accordance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and applicable state law, BASIS does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX. The following person has been designated to handle inquiries regarding Albert Einstein Academy non-discrimination policies:

Michelle Schrecker
8250 East Rose Lane
Scottsdale, AZ 85250
(602) 721-6610
m.schrecker@aeaz.org

ENROLLMENT PROCEDURES

How to Begin the Enrollment Process

Enrollment Applications will be accepted beginning on January 1, 2024. Please note that a completed **Enrollment Application expresses your desire to register your child to attend Albert Einstein Academy, AZ, but is not a guarantee of admission.** Families who complete the Enrollment Application during the Open Enrollment Period (January 1, 2024 - January 31, 2024) will be notified by email on February 1, 2024 if their child has been admitted or placed on a waitlist.

**Pursuant to ARS §15-184.J Pursuant to ARS §15-184.J Albert Einstein Academy, AZ will not admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.*

OPEN ENROLLMENT FOR THE 2024-2025 SCHOOL YEAR IS January 1-31, 2024

The Open Enrollment Period is an opportunity prior to the start of each school year when parent/guardians can complete and submit an Enrollment Application for each child they seek to enroll as a scholar at Albert Einstein Academy, AZ. You will need to upload two documents: proof of age and proof of residency. These documents are required by the state. You must apply during our Open Enrollment window to be eligible for the lottery process. After January 31, 2024 Enrollment Applications will be accepted on a first come, first serve basis **after** the lottery waitlist. **At Albert Einstein Academy, we limit class sizes, it is important to enroll early.**

K Class Size Limit: 20

1st Grade Class Size Limit: 22

2nd Grade Class Size Limit: 22

3rd Grade Class Size Limit: 24

4th Grade Class Size Limit: 24

How to Register After Your Child Has Been Admitted:

If your child is offered admission to Albert Einstein Academy, AZ, you will be asked to accept the admission by email. You must respond within 7 days. (After the 7th day, the seat will be offered to the next child on our waitlist). After the admission has been accepted, our registrar will email a link for you to "officially register" your child in our Student Information System. You will begin the **registration** process by completing the electronic student file in our Student Information System. The forms and documents of this step are required by the state and must be completed prior to school attendance. Assistance with online registration is available if needed. Please contact our office, someone will be happy to assist you. **All required information and documents must be submitted to the school in order for the student to be officially registered. If required documents are not received within 30 days from the admission acceptance, the seat will be offered to a student on the waitlist.**

Procedures When Registration Does Not Exceed Capacity

At the close of the Open Registration Period, the total number of scholars submitting completed Enrollment Applications is determined. If the total number of scholars submitting completed applications is less than or equal to the total capacity designated for each grade, all scholars are enrolled in the school.

Procedures When Registration Exceeds Capacity

If the total number of scholars submitting completed Enrollment Applications exceeds the total capacity in one or more grades, scholars in the grades that have not reached capacity are enrolled in the school and a *lottery* is held to determine which scholars will be enrolled for the grades that are over capacity.

The lottery is a system that randomly identifies scholars for enrollment. During the lottery process all scholars who have submitted a complete Enrollment Application during the Open Enrollment Period are grouped according to enrollment preference*.

*In accordance with A.R.S. §15-184, Albert Einstein Academy, AZ has developed policies regarding enrollment preferences. In the lottery process, enrollment preference will be given to scholars who meet the following criteria in the order listed:

- 1. To scholars who are children, grandchildren, or legal wards of employees or leased employees of the school, employees of the management organization of Arizona charter schools, members of the governing body of the school or directors, officers, partners or board members of the charter holder*
- 2. To scholars who are siblings†* currently attending Albert Einstein Academy, AZ.*
- 3. To scholars who have no preference.*

Within each preference category, the scholars are sorted and selected in random order. Scholars selected for admission before capacity is reached are registered for enrollment. Scholars selected for admission after capacity is reached are placed on a Waitlist in the order her/his name was selected in the lottery.

Please note: All current students who timely elect to re-register for Albert Einstein Academy, AZ for the subsequent school year will be enrolled – for the purposes of sibling preference, these re-registered students are considered current.

†Definition of sibling: A sibling is defined as an individual having one or both parents in common or a step-sister or step-brother that resides under the same roof as the applicant. Documentation may be requested to confirm sibling preference. If the sibling withdraws from the school before the applicant is offered enrollment, priority status will be revoked.

*If two or more siblings submit completed Registration Packets during the Open Registration Period, and one sibling is randomly selected by lottery for enrollment, the other sibling(s) will be given sibling preference in the enrollment process.

WAITLIST PROCEDURES

Potential scholars who submit a completed an Enrollment Application during the Open Enrollment Period but are not randomly selected for admission in the lottery process will be placed on a grade specific waitlist in the order their name was selected in the lottery.

Each time an opening becomes available in a particular grade, the school will contact the parent of the potential scholar next on the waitlist for the grade and offer her/him admission. If the parent declines the seat, the opening will be offered to the parent of the next student in line on the waitlist for that grade, and so on, in accordance with the requirements of A.R.S. §15-184A. The school will make reasonable efforts to contact each parent, however, if the school does not receive a response within one week of the initial contact, the school will offer the open seat to the next potential scholar on the waitlist.

Parents with children on the waitlist are encouraged to advise the school of any change in their contact information so that they may be reached if an opening develops for which their child is eligible. Parents are also asked to notify the school if they no longer wish to have their child included on the waitlist, so that the waitlist can be updated accordingly.

Scholars who begin mid-year will be invited to come to the school prior to their first day of class to participate in formative assessments in the areas of reading and math so that we are able to plan for enrichment or remediation for the scholar. These are assessments that all scholars take at the beginning of the school year.

Our waitlists do not roll over from year to year; parents with students on a waitlist for the current school year must complete the registration process for the next school year.

Albert Einstein Academy, AZ is an Equal Opportunity Employer. All qualified applicants for employment are recruited, hired and assigned without discrimination on the basis of actual or perceived race, color, religion, sex, age, national origin, sexual orientation, disability or any other classification protected by law. Albert Einstein Academy expressly prohibits any form of unlawful employee or student harassment.



Our Mission and Vision

Mission:

Albert Einstein Academy, AZ will provide a rich, interdisciplinary educational experience that inspires scholars to think critically, collaborate, and innovate in order to create a strong foundation for success in an ever-changing global society.

Vision:

To provide a world-class educational experience that will create a generation of scholars who are civically engaged, technologically adept and prepared to make positive change in the world.

Our Commitment:

- **Small class sizes: Kindergarten - 20:1**
 - Grades 1-2 - 22:1**
 - Grades 3-4 - 24:1**
- **Research based instructional strategies and curricula that stretch beyond the basics of the Arizona Standards**
- **Holistic education developing intellectual, artistic, physical, technological, and social competencies**
- **Inquiry-based STEAM learning opportunities that inspire critical thinking and problem-solving skills.**
- **Multiple language instruction that reflects the interests of our community, beginning with Hebrew or Greek and Latin Roots, expanding to Spanish, French, Mandarin or Arabic**

WELCOME!

Welcome to Albert Einstein Academy, home of "The Rockets!" It is exciting for us to have you and your child as part of our school community. We understand that you have a choice and we are glad that you have chosen us! We know that as we work together, your child's time with us will be a positive and successful experience.

The Mission of Albert Einstein Academy is to provide a rich, interdisciplinary educational experience that inspires scholars to think critically, collaborate, and innovate in order to create a strong foundation for success in an ever-changing global society. Our task is to meet the diverse academic, physical, and creative needs of all scholars while inspiring them to achieve their fullest potential. We embrace the cultural diversity of our student body. We will leave no child left unchallenged through academic rigor that reaches beyond the basics of the Arizona Standards. We hope to engage scholars, educators, and parents in a learning environment of collaboration and educational action.

Our teaching and support staff is a community of new and experienced members. We will strive to ensure that every teacher on our staff is highly qualified and certified in their area of expertise. They all hold Bachelors or Masters Degrees from accredited colleges and universities and continuously attend classes and professional development to keep up with current research on learning.

Our elementary grade level teams will collaboratively utilize research-based instructional strategies and develop interdisciplinary STEAM learning opportunities to ensure that their instruction is rigorous and engaging. Each year we will add a grade level to our school until we reach our goal of becoming a K-12 School! As we grow, our middle and high school students will apply their curiosity and interests more broadly within the STEAM spectrum by melding their classroom instruction with diverse STEAM Exploratories and electives in the related arts.

Every teacher will utilize continuous assessment using a variety of tools to provide data that will allow us to plan for individual student needs. Literacy skills will be emphasized with strong intervention and support provided in the primary years. Additionally, we have a Reading Specialist who will support our students' learning needs. Teachers of special education will instruct students according to their individual education plans either in small groups, in the general education classrooms or in the special education classroom. Block Scheduling will provide time for Remediation and Enrichment during the school day.

Albert Einstein Academy, AZ scholars will expand on their experiences with our special area opportunities: Art, Music, PE, and Foreign Language.

We believe that all children will learn to their fullest potential in a positive and safe environment. Parental support and involvement is encouraged and appreciated to facilitate these aspirations.

This handbook has been prepared to familiarize you with some of the policies and procedures that are unique to Albert Einstein Academy. Please carefully review this handbook and reference it when necessary. If you have any questions, please do not hesitate to contact the school.

*All Albert Einstein Academy Families are required to acknowledge receipt of the Family Handbook electronically on the Parent Portal via PowerSchool.

A

Allergy Awareness

We often have many students with known allergies, some very severe. We must be very vigilant with their needs, in order to keep them safe. If your child has a known allergy, please let the Office know as soon as possible—so that we can take safety precautions and take any needed action. We appreciate your attention to this very important matter. If your child is placed in a classroom where a student has a severe food allergy, your child may be restricted from bringing specific food items into the classroom. In many cases, students with food allergies also have dermatological reactions

Arrival and Dismissal Times and Procedures

All students may be dropped off using the car lane. To utilize the car lane at dismissal time families must sign up for the Dismissal App. (<https://www.zoomq.com/try>) and sign in when you arrive at school. If you do not use the Dismissal App, you will need to park, come into the school and show an ID to pick up your child.

School gates open at 7:55 AM

Arrival Times:

Student Drop Off:

K-4 Scholars

7:55am - 8:10am

*Tardy Bell for Elementary students rings at 8:15

Dismissal Times:

Student Pickup

Elementary Scholars

3:00pm - 3:15pm M/T/W/TH

11:45am - 12:00pm Friday

Parents are considered late for student pick up when students are not picked up within their allotted release/pickup time. Students who are not picked up by 3:30 pm and 12:00 pm (half days) will be taken to the front office. If you arrive after dismissal times, please park and walk into the front office to pick your child.

**If you must be late, please communicate with the school. If we have no communication from the parent and a student has not been picked up within an hour after the conclusion of dismissal (we will make every effort to reach you and the listed emergency contacts), the school will have no choice but to call the nearest police precinct to make arrangements for your child.

Arrival Car Lane Procedures

Under Development

Unload students in the designated unloading zone from the right side of the vehicle only and keep “good byes” brief.

Please refrain from the use of cell phones or other electronic devices while dropping students off. For the safety of our students, we need your full attention!

All Students arriving after arrival duty staff have gone inside the building must be accompanied to the office by an adult

Dismissal Car Lane Procedures

Under Development

Be sure to sign up for the Dismissal App. (<https://www.zoomq.com/try>) and sign in when you arrive at school. School staff will assist getting your child to your car.

Children will only be permitted to enter a car on the right side from the sidewalk.

Please pay attention to the directions of the school staff who are directing each day.

Parent Pick Up Procedures

If you do not have the Dismissal App, you will need to park and come inside the building to pick up your child from the designated pick up area.

Arizona Tax Credit

Arizona tax law (ARS 43-1089.01) allows taxpayers a tax credit of up to \$400 per household if they contribute to various activities in public schools. The \$400 maximum state credit is available for taxpayers who are married and filing jointly. For single taxpayers or heads of household, the state tax credit cannot exceed \$200. *This means that most taxpayers are eligible to assist a public school at no cost, since the entire amount of the donation is credited back in their Arizona state taxes.*

Art Shows, Assemblies, Athletics, Computers, Consumable Health Care Supplies, Playground Equipment, Shade Structures, and Student Leadership Opportunities are some of the ways that Albert Einstein Academy can spend Arizona Tax Credit Dollars.

Attendance and Tardies

Attendance and punctuality are top priorities for all Albert Einstein Academy Scholars. Research indicates a high correlation in the relationship between a child's success and their attendance at school. We strive to create authentic classroom learning experiences that cannot build upon each other. In addition, student attendance rates are included in the calculation of the Arizona Schools Report Card Grade.

Arizona Revised Statutes (A.R.S.) require the parent or legal guardian of the student to "enroll the child in and ensure the child attends a public, private, or charter school for the full time of the school.

If your child is going to be absent, email our attendance line. All absences must be emailed by 9am each day the student is absent. If your student must miss part of a day, it is required that you sign in and out at the front office. Only authorized adults may pick up your student. Please keep your pickup authorization list updated. Student Information Change Update Forms are available on the parent portal or in the front office. Students may not go home with a friend or anyone else without prior authorization.

Excused and Unexcused Absences. Pursuant to A.R.S. §15-901(A)(1), "...excused absences shall be identified by the Department of Education..." The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year.

For absences relating to illness, doctor appointment, bereavement, or family emergencies, the school must be notified of the absence prior to the start of the school day or when the absence occurs by the parent or legal guardian who has custody of the student.

If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused.

Scholars absent for ten (10) consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901(A)(1).

Additionally, if a scholar accumulates ten (10) or more absences during the entire year, the parent/guardian may be required to meet with the administration to create an attendance plan.

After 5 unexcused absences in a quarter or 10 unexcused absences throughout the year:

- **The family will be mailed a habitual truant letter, stating the truancy laws and a day and time to meet with the Principal. This meeting will be scheduled approximately 5 business days from the date the letter is sent. Parents/Guardians must call if they would like the meeting time changed and can reschedule for no more than 5 business days after the initial meeting time.**
- **The school official will stress the seriousness of consistent attendance and give parents/guardians an opportunity to express why their child has been absent. The school official will discuss the legal nature of 12 attendance and how open communication with the school about attendance issues or concerns is the law.**

- If more than 9 days are missed in a semester (two quarters), the child may not be considered eligible for promotion to the next grade level. Truancy and Truancy Protocol. A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to State law. Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Unexcused absences of at least five (5) school days within a school year constitutes habitual truancy and may result in a truancy citation being issued to the student, parent, or both.

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A scholar must attend at least half of a day in order to be counted present

In order to attend afternoon or evening events, a scholar must be present at school that day or the absence must be approved by administration.

Reporting an Absence

[Report an Absence](#)

Please use the above link or go to the Albert Einstein Academy, AZ Website under the Parents tab to Report an Absence from school. You may also email the teacher, but you **MUST** report the absence to our office staff via Web link.

Teachers are not required to provide make-up assignments on the same day of an absence. However, assignments can sometimes be prepared for pick-up at the end of the day if you email your child's teacher. Keep in mind that teachers have very little time during the school day without students present, so work may not be available until the next day. If a teacher is able to pull together assignments for your child, the work must be picked up in the office by 3:30 or it can be sent home with a sibling by letting us know the name and room number of the sibling. Our Albert Einstein Academy policy is that teachers shall not be required to provide work in advance of an absence.

Early Dismissal

Absences shall be excused for personal illness, medical and dental examination when such appointments cannot be scheduled other than during school hours, and observation of a religious holiday. Please do not pick up your child early for other reasons. It is very important that your child attend school for the full instructional day. Our school is accountable for attendance.

If you must pick up your child prior to the end of the school day, a note should be sent to the teacher or you may call the office. Parents or authorized persons must report to the office upon entering the building and sign out the child. For safety purposes, no child will be dismissed from the classroom without being signed out from the office. Please have a photo ID for the release of the child. Scholars will only be released to those individuals listed on the emergency card. If a student returns to school the same day, he/she will need to be signed in again.

In general, children will not be dismissed between 2:45 pm and dismissal time. We ask that if you arrive to pick up your child after 2:45, that you please wait for the normal dismissal procedures.

Tardies

The tardy bell rings at 8:00am for Middle School and 8:15 for Elementary scholars. Children should be in their rooms before it rings. Scholars who arrive after the tardy bell has rung must be escorted by their parents to the office. Parents will sign the student in and the student will be given a Tardy Slip from the Office.

Tardy Policy.

Tardiness is considered a disruption to the learning environment for both your child and his or her classmates. We must make use of every available instructional minute with minimum disruptions to the schedule. If you have questions about the number of tardies your child may have, please contact the office.

- All tardies are documented and recorded by the front office staff and reflected on quarterly report cards
- 6 th tardy in a quarter - parent letter sent home
- 9 th tardy in a quarter - parent conference with Administration

B

Baldrige in Education

Baldrige is a systematic approach to continuous improvement and emphasizes a positive school environment. In order to continuously increase performance excellence, assess student and stakeholder satisfaction, and study our effectiveness, we will utilize tools, Baldrige techniques and strategies throughout the year.

Buses

We are an Arizona Choice Charter School. Bus Transportation is not provided at this time.

Behavior Expectations

Albert Einstein Academy Rockets Reach for the STARS

Albert Einstein Academy is committed to providing a safe, supportive, and equitable learning environment where scholars and staff alike lead by example. The Albert Einstein Academy Behavior Expectations and Discipline plan are reviewed with all students at the beginning of the school year and again mid-year.

We utilize Positive Behavior Support Strategies throughout the school.

At all times and in all locations of the school we are: Safe, Trustworthy, Accepting, Respectful

- **Safe**
 - I keep myself safe
 - My choices keep other scholars or staff safe
- **Trustworthy**
 - I am honest
 - I complete my work on time
 - I follow through with my responsibilities
- **Accepting**
 - I accept others differences
 - I invite others to participate
 - I accept others points of view
 - I accept help from others
- **Respectful**
 - I follow directions from adults
 - I take care of my school and school grounds
 - I treat my fellow scholars with dignity

When a scholar does not meet our expectations for behavioral success our Discipline plan will be followed. For minor infractions, teachers will follow their classroom discipline plan which is available for you to review on their classroom website and will be discussed during our Meet the Teacher evening. For major infractions or after repeated minor infractions the Albert Einstein Academy [Discipline Procedures](#) will be followed. We strive to ensure consequences are timely, reasonable for the age of the student, and as much as possible are “natural consequences” that are an appropriate response infraction.

*Acceptance of enrollment and acknowledgement of receipt of this handbook imply agreement to the Behavior Expectations and Discipline Procedures contained.

Any look-alike weapons (as described in the Albert Einstein Academy Discipline Procedures) brought to school will result in disciplinary action. Please also speak with your child about making verbal or physical threats to other students or staff. Such actions create serious situations and consequences.

Birthday Celebrations!

We love to help you and your children celebrate their birthday! It is very important that they are recognized on such a special day. Please be aware of the following guidelines:

- Yes! You can bring in any special food treat specifically for your child on their birthday if you would like.**
- If you would like to send in something to share with the entire class on the day of your child's birthday we encourage you to send in a non-food item such as a pencil, stickers, or donation of a book for the class library are all awesome ways to celebrate! Your child's class can even receive an extra 5 minutes of recess in honor of your child's birthday! Just let your child's teacher know how you choose to celebrate!**
- You can opt to share a special food treat with the entire class however it should be approved by the teacher/office in advance. Because many children have food allergies special attention must be given to any food being distributed to an entire class. At no time should students with food allergies be given any food item without approval. There are several great websites that have recipes and ideas for fun and creative healthy snacks.**

*****Children may pass out invitations to home celebrations at the very end of the school day and only if everyone in the classroom is invited*****

Breakfast

Albert Einstein Academy does not offer a Breakfast Program. If you need assistance with breakfast for your child, please reach out to our School Principal.

Bullying

Albert Einstein Academy has a zero tolerance bullying policy

Abbreviated Definition: Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying also includes cyberbullying, which involves the transmission, receipt, or display of electronic messages and/or images.” Bullying can happen face-to-face or online. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. [Full Definition of Bullying](#)

At Albert Einstein Academy we teach students what bullying is and encourage bystanders to speak out against bullying. We actively supervise students and look for bullying behaviors.

If a scholar feels he/she is being bullied, the incident should be reported immediately to a staff member so that the matter can be investigated and appropriate action taken. If a student reports bullying to a parent at home, the parent should communicate the incident to the school as soon as possible. Students can also report bullying anonymously. [Bullying Complaint Forms](#) are located in several locations throughout the school and at the end of this handbook.

Business Partnerships

Albert Einstein Academy is eager to establish a partnership with community businesses to enhance the educational process for scholars. Please reach out to our School Principal regarding a potential business partnership.

C

Classroom/School Celebrations

From time to time, classrooms or the school may opt to have a Celebration. Celebrations that involve food shall make a positive contribution to children's diets and health. At least one-half of the foods and beverages offered at a school celebration shall be fruits and vegetables, grains, meat/meat alternates, and dairy products.

Communication

Every effort is made to keep you informed. All of our upcoming events and important information can be found on our Website. We have "gone green" and will not publish a paper newsletter. Please check our School Website regularly [Albert Einstein Academy, AZ](#)

Please remember to check your child's backpack for Weekly Folders from the teachers and Individual Teacher/Parent Notes. Each child will receive a pocket folder to be used for communication between school and home. One side of the folder will have items to keep at home. The other side will have items for you to view, sign (if applicable), and return to school.

You will receive a weekly email generated to all families to remind parents of important dates.

Verbal communication is also important to us. Phone calls, conferences, parent surveys, PTO informational meetings, Parent Advisory Council meetings, parent training in-services, and Back-to-School Nights are just a few of the ways we try to share information with our parents about our educational programs and our students' progress and accomplishments.

Community Service Requirements

Community Service and Leadership Opportunities: Albert Einstein Academy will cultivate scholars' commitment to public service in their community through opportunities to work for positive change both inside and outside of the school.

Community Service Requirements:

Elementary (grades K-3): 5 hours each academic year

Intermediate Grades (grade 4): 10 hours each academic year

Confidentiality

Confidentiality of education records is a right of public-school students and their parents. Two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA) provide for this right. For more detailed information see the [Notice of Confidentiality Rights](#)

Congrats or Concerns

In order to continuously improve our systems at Albert Einstein Academy we will sometimes be using Baldrige in Education process improvement strategies. One of these strategies is our Congratulations and Concerns feedback form. Though we often hear from parents, our discussions are usually anecdotal and are not captured systematically. We wish to have mechanisms that allow you and your children to register your thoughts, feelings, and perceptions without fear of reprisal. This process is not about shame and blame. It is about being fair and listening to students and parents. We will then chart and analyze data to determine the best way to improve or celebrate positive parent/student feedback.

D

Dress Code/Uniform Policy

Polo Shirts/short or Long Sleeve: Girls and Boys

Color: Classic Navy, Gray Heather, White
Albert Einstein Academy AZ Logo: Required
Vendor: Exclusively available from Lands End

Cardigans, Sweater Vests, V-Neck Sweaters: Girls and Boys

Color: Classic Navy or Gray (Pewter Heather Lands End)
Albert Einstein Academy Logo: Preferred, but not Required
Vendor: Available from Lands End, however any vendor (no logo) may be used

Pants: Girls and Boys

Color: Khaki

Style: Flat front dress pants, no jeans, leggings or cargo pants.

Fit: Pants should reach the shoe but not drag on the ground. No excessively baggy or tight-fitting pants will be permitted. Pants should be worn at the waist with no undergarments visible.

Vendor: Available from Lands End, however any vendor may be used

Shorts: Girls and Boys

Color: Khaki

Style: Flat front walking shorts, no cargo shorts.

Length: Shorts should fall to the knee and not be longer than the knee Fit: No excessively baggy or tight-fitting shorts will be permitted. Shorts should be worn at the waist.

Vendor: Available from Lands End, however any vendor may be used

Skirts/Skort: Girls

Color: Khaki or Clear Blue Plaid

Length: The skirt/skort's hem may be no higher than just above the knee, both in front and in back. Skirts must be worn at the waist. **DARK** (navy or black solid) spandex-style shorts must be worn under the skirt. *In cold weather months, leggings may be worn under skirts. Colors may be navy, gray, or black.

Vendor: Khaki: Available at Lands End however any vendor may be used any used

Plaid: Clear Blue Plaid exclusively available from Lands End

Jumper: K-3 Girls

Color: Clear Blue Plaid

Length: The hem may be no higher than just above the knee, both in front and in back. **DARK** (black or navy) spandex-style shorts must be worn under the jumper. *In cold weather months, leggings may be worn under the jumper. Colors may be navy, gray, or black.

Shirt: Jumpers may be worn with a short-sleeve or long-sleeve collared white shirt.

Vendor: Exclusively available from Lands End

Outerwear:

Girls and Boys Sweaters and Jackets

Color: Black, Dark Grey or Navy Blue

Albert Einstein Academy Logo: Preferred, but not Required

Vendor: Available from Lands End, however any vendor may be used (No Logo for) outerwear

Shoes:

All Shoes must be closed toed.

Color: Any

Athletic Shoes: Must be worn when Physical Education is scheduled, but may be worn any day.

Dress Shoes: Loafers, ballet flats, mary-janes, and small ankle-height boots are acceptable.

Lights in the soles of shoes are allowed.

Fur on the outside of shoes is not allowed.

Shoes that transform to roller skates are not allowed.

Headbands or Hair Ties: Must be simple with no fur, glitter or rhinestones.

***Every Friday:** Students may wear blue jeans with their Albert Einstein Academy Logo Shirt (or Spirit Shirt when one becomes available) Blue Jeans may not have holes in them and may not be excessively baggy. Jeans should fit at the waist with no undergarments visible.

***Spirit Days:** From time to time, the student leadership, a teacher, or school administrators may sponsor a Spirit Day in which students may be offered the opportunity to dress differently than the prescribed dress above. Parents will be notified in advance when these days occur.

Uniform Violations

- If a child is not following the Uniform Requirements parents/guardians will be notified via email. A change of clothing may be required for attendance that day.
- Any school-issued clothing must be returned to the school freshly laundered.
- If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing.
- Uniform violations will be communicated via email.

E

Early Release

Every Friday is an early release for Professional Development and/or Grade Level Collaboration, please plan accordingly.

Elementary Scholars Dismissal on Early Release Days

11:45am - 12:00pm Friday

Electronic Devices

Scholars may bring any wireless device (included but not limited to: cellular phones, tablets, readers, and other entertainment devices) to school. Teachers may limit the use of such devices during the school day. Creative instructional use of wireless devices is encouraged; however, teachers must remain cognizant of wireless bandwidth limitations. Albert Einstein Academy staff will not be held responsible for lost/stolen or damaged electronic devices that are brought onto school property.

Photography or videotaping without permission is prohibited. Such action may be subject to disciplinary action.

If a teacher must confiscate a device due to student misuse, the device will be stored in a secure location until such time that the device can be given to an administrator. Parents will be allowed to pick up the device from the office. Any student who brings a communication device consents to these rules and to the Albert Einstein Academy's right to confiscate or search such devices.

Emergency Contacts

Emergency contacts are maintained at Power School and must be accurate for each scholar. All possible telephone numbers to reach a scholar's parent/guardian and other emergency contacts should be included. Please remember to advise the office if there is a change in the information on your child's emergency contacts any time during the year. It is very important that the emergency numbers be kept current.

Emergency Drills

Safety drills will be conducted monthly to ensure that our staff and students know the appropriate procedures to follow in the event of a School Emergency. Parents will not be allowed entry into the building after the drill has started.

In the event of a true emergency, parents will be notified by email/text.

Emergency School Closing.

In general, Albert Einstein Academy, AZ will close if neighboring schools close due to any condition warranting such. If you question the status of the opening of the school, please call the school office. We will record a message on the voice mail system notifying you of the closure. We will also attempt to reach families by email, text, or telephone before 7:45 am. If conditions arise that require the school to close early, we will notify you via email message ("Early closure. See email.") Please arrive to pick up your child as soon as possible.

F

Fire Drills

Fire Drills are held once per week during August and monthly throughout the remainder of the year.

Forgotten Items:

If you have an item that needs to be delivered to your student, the Office will get it to your child.

G

Global Citizenship

At Albert Einstein Academy we will focus on 2 pillars of Global Citizenship: Environmental Awareness and Exploring Viewpoints and Values.

H

Homework

The purpose of homework is to provide:

- Pre-learning opportunity to organize new information or build interest in an upcoming topic, or unit of study;
- Practice for applying new knowledge and skill;
- Revisit knowledge and concept for review; and
- Prepare for an upcoming assessment

| Grade | Frequency | Daily Guidelines |
|--------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kindergarten | Monday –Thursday | 10 to 20 minutes Teachers encourage parents/ guardians to either read to their child or listen to their child read. Teachers may also provide parents/guardians with activities to follow up their child's learning in other content areas. |
| First-Second | Monday –Thursday | 10 to 20 minutes |
| Third-Fourth | Monday –Thursday | 30 to 40 minutes |

I

Illness at School

If your child becomes ill while at school we will notify you by phone to come and pick up your child. We will keep your child comfortable until someone arrives, and expect someone to arrive within 30 minutes. Be sure that you give the office an up-to-date local emergency telephone number on the Emergency Card so that you may be contacted promptly. Please keep your children at home if they are ill. We do not have the facilities or personnel to care for them.

Illness at Home

If your child is ill or has had a fever in the previous 24 hours prior to the start of the school day, we ask that you keep him or her at home. This helps prevent illness from spreading and resulting in more absences in the classroom. Please keep children home if any of the following symptoms are present:

- Fever - when 99 degrees or higher within the previous 24 hours.
- Vomiting

- **Respiratory symptoms** - difficult or rapid breathing, severe coughing or a high-pitched, croupy, or whooping sound after coughing.
- **Diarrhea** - two or more abnormally loose stools.
- **Sore throat** - any sore throat, especially when accompanied by redness, fever, or swollen glands in the neck.

- **Skin problems** - skin rashes that are undiagnosed or contagious, infected sores, or sores with crusty, yellow, or green drainage.
- **Pink Eye** - watering, irritation, and redness of the white part of the eye and/or the eyelids with or without pus-like discharge. Pink Eye (conjunctivitis) is extremely contagious. This condition must be treated with medication prescribed by a physician. Signs and symptoms must be absent for at least 24 hours before returning to school.
- **Head lice** - head must be free and clear of all lice and nits before a student can return to school. A school health professional or authorized staff member must examine the student before he or she returns to class. This condition is extremely contagious.
- **Additionally, please note the expectation is for parents to follow daily COVID-19 screening procedures: Daily COVID-19 Screening Procedures** Students should not come to school if they have any of the following symptoms:
 - **Fever or chills**
 - **Shortness of breath or difficulty breathing**
 - **Muscle aches**
 - **Sore throat**
 - **Headache**
 - **Fatigue**
 - **Congestion or runny nose**
 - **Cough**
 - **Vomiting**
 - **Diarrhea**
 - **New loss of taste or smell**

Parents are required to notify the office if their child is diagnosed with any of the following conditions within 24 hours. We will then notify other students of the presence of a communicable disease at school (with anonymity):

COVID-19 Measles, German Measles, Infectious Hepatitis, Mumps, Tuberculosis, Whooping Cough, Fifth's Disease, Strep throat, Scarlet Fever, Diphtheria, Meningitis, Pinkeye, Poliomyelitis, Impetigo, Scabies, Head lice, Chicken pox Ringworm, Poison oak

Chronic Health Problems

Students with chronic health problems, who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications, or accident as certified by a health professional or registered nurse practitioner, may be excused from school. All exceptions must be certified by an appropriate health professional and will be reviewed on an individual basis. (A.R.S. §15-346). Please ask the school office for the appropriate forms

J

Join

Join in on the fun by joining your child for lunch, participating in school events, becoming a member of the PTO and/or volunteering at school or from home

K

Keepsakes

Remember to order a Yearbook, pictures and other keepsakes provided throughout the school year.

L

Lunch

***Please note that Albert Einstein Academy does not have a “working kitchen or cafeteria staff” it is important to have a plan to ensure your child has lunch every day. You have two options:

Lunch and Snacks From Home

Food items sent from home should be well-balanced and include a drink and necessary utensils. Suggestions of items to include are: fruit, vegetables, nuts/nutbutter, yogurt, string cheese, cheese sticks, cheese cubes, Crackers, Pretzels Granola bars, Chex Mix, Trail mix, fruit juice or water.

Lunch from School

Albert EinsteinAcademy will partner with a vendor to provide healthful lunch options through a secure, fast, and easy-to-use online ordering system that allows parents to view the lunch menu, order, prepay, and manage student lunches on the web.

We are currently working to identify the Lunch Vendor who will provide high quality, inviting lunch options for our scholars.

M

Medication

Every effort should be made for students to take their medications at home. If taking medicine at school is necessary, parents must deliver the medicine to school in the prescription container and it must not exceed the expiration date. Students are not permitted to transport medication to and from school. A Medical Authorization form, signed by a physician, must be completed for school staff to administer prescription medication. This form is available in the school clinic. Any changes in medication must be submitted on a new authorization form. All medicines will be discarded on the last day of school if not picked up by the parent.

Over the Counter Medication Administration will be addressed by school administration on a case by case basis. Please call to schedule an appointment with the school Principal.

Messages:

If you need to talk to your child's teacher, our Office Staff will be happy to deliver a message for you.

N

Nice Words go a long way! Be sure to let your student's teacher know you appreciate them!

O

Office Hours

Office Hours: Monday, Tuesday, Thursday, Wednesday: 7:30am-3:45pm
Friday: 7:30am-12:45pm (early release)

P

Parent Teacher Organizations (PTO)

The PTO is a unified non-profit organization whose primary purpose is to promote and build a positive school climate by organizing school-wide community events, leading fundraising efforts and identifying parent education programs for our school community. PTO meetings take place monthly.

Parking

There are designated Handicapped parking spaces located in front of the school. Only vehicles with DMV approved stickers should use those parking spaces.

Parties

Two celebrations are allowed per year in the classrooms. Your child's teacher will share the dates of these special events. Other celebrations may be held as a culmination of a unit of study or for accomplishing a class goal. Parents are often asked to volunteer for these special events. Please remember healthy food choices and our students with allergies when choosing activities/food for these celebrations. In many cases, students with food allergies also have dermatological reactions so please consider food allergies when choosing art/craft activities and games. Under no circumstances should students with allergies be given food that has not been approved in advance.

Pets

Animals may be brought to school to serve a specific instructional purpose. Because of growing allergy concerns, pets are permitted only in specific cases. Please discuss with your teacher and administrator in advance if you would like to bring a pet to school.

Phone Calls Home

Students are expected to bring all necessary materials, homework, instruments, etc. for each day. In most cases, students will not be allowed to call home to have such items brought to school. If you notice your child left an important item (lunch, homework folder, etc) at home, you may drop it off at the office and it will be delivered to your child's classroom

Q

Questions?

Please visit our school [Web Site](#), calendar and teacher pages for the answers to your questions or call our office. Our office staff will be happy to assist you.

R

Retake Policy

Our goal is for all of our students to demonstrate success on the AZ Standards

Retakes/corrections on Daily Work - *Can be completed at home*

K-2 – Scholars correct work/grade is not adjusted

3-4 – Grade below a C Scholars are provided an opportunity to correct the work and can earn a grade no higher than a C. Due back within one week.

Retakes on Teacher Made Quizzes/Tests – *Should be completed at school*

K-2 – Scholars provided an opportunity to correct work with teacher support/grade is not adjusted

3-4– Grade below a C - scholars are provided an opportunity to correct the work to demonstrate mastery. Retakes will earn a grade no higher than a C. Standards will be reviewed at school with teacher support. Some grades may be weighted.

End of Unit Assessments – *Should be completed at school*

K-2 – Scholars provided an opportunity to correct work with teacher support/grade is not adjusted

3-4 – Grade below a C - standards will be reviewed at school with teacher support; parents will be informed of the low grade and areas of weakness. Students are provided one opportunity to correct the work to demonstrate mastery. Retakes will earn a grade no higher than a C.

End of Unit Assessment grades may be weighted.

****Students will be given the opportunity to retake assignments to improve their grade, however, it is their responsibility to take advantage of this opportunity.**

Benchmark Assessments – Student scores on Benchmark Assessments is for school use to measure school progress toward AZ Standards. Grades are not entered into the grade book. No retakes will be given.

Recess

Recess/rest from academic rigor is critical for student success. We recognize the importance of aerobic activity for the health of our students. Students are provided with two unstructured 15 minute recess opportunities daily. Teachers may also incorporate extra recess as a class reward.

S

School Photos

Individual student photos will be taken in the fall and spring. Please look for more information regarding the dates of school pictures. This information will come home in your child's take home folder.

Photos are a vital part of telling the Albert Einstein Academy, AZ story. Photographs and video images of any student engaged in school activities may be produced and used on our school website or social media accounts if deemed appropriate by the principal. Any parent wishing to avoid use of student photos and images may fill out and submit an opt-out form.

School Wide Discipline

At Albert Einstein Academy, AZ we believe all students, staff, and parents should feel safe, comfortable and respected while at school. We are all committed to ensuring that students are not distracted from learning and we realize that we need to work together to create an environment where teachers can teach and students can learn. In order to achieve these goals, we have a school-wide Positive Behavior Support Program. Students are recognized for “making great choices”. We do recognize that sometimes students make mistakes and we work to provide opportunities for our students to learn from those mistakes. For more detailed information visit our detailed school wide discipline plan.

Snacks

Albert Einstein Academy, AZ encourages parents to provide snacks that are healthy. Please assist us in this initiative by closely monitoring snacks sent to school and encourage your child to make healthy eating choices.

Special Education

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, the School is required to provide a free and appropriate public education (FAPE) for all scholars who enroll in our school. All new students will be screened within 45 days of their initial enrollment. The classroom teacher will complete the screening after reviewing the student's abilities in the areas of vision and hearing; cognitive or academic; communication; motor; social or behavioral; and adaptive development. If any concerns are noted, the student will be referred for additional screenings and/or Response to Intervention (RTI).

RTI

Albert Einstein Academy, AZ will utilize Response to Intervention (RTI), a tiered process set forth by the State used to address academic or behavioral concerns or challenges that may be present in students. The instructional team will write a goal and intervention plan using school data to address the area(s) of concern. Progress monitoring will be ongoing as interventions are implemented. If the interventions are unsuccessful and sufficient progress is not made, the team will meet to determine the success of the intervention plan and make appropriate recommendations for next steps. The RTI process is enacted prior to referrals for Special Education assessment.

Referral & Evaluation

A special education evaluation will be considered after the team has made a referral and suspects that the scholar may have a disability. Before any evaluation is scheduled, written parental consent will be obtained. Albert Einstein Academy, AZ will contract with private specialists to conduct formal assessments and to provide services for students requiring related services. Services include but are not limited to a school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the scholar's parents, school administration, classroom teacher, school psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a scholar's eligibility for special education services. The federal IDEA sets the rules and regulations regarding eligibility and the determination of whether a student meets the eligibility criteria for special education services. By law, Albert Einstein Academy, AZ must follow these rules and regulations.

Individualized Education Plans (IEP)

If a scholar is found eligible for special education services, an Individualized Education Plan (IEP) is developed. This IEP will include the student's Present Level of Performance, Accommodations, Goals to address behavior, academic, motor, speech and language needs. The IEP will be developed to meet the student's needs in the Least Restrictive Environment. Any student who transfers to Albert Einstein Academy, AZ will be provided Special Education Services as indicated in their IEP. During our first year Service Providers (Special Education Teachers, Speech Language Pathologists, Occupational Therapists, Physical Therapists) will be privately contracted. The IEP is reviewed at least annually or at the request of an IEP team member.

Procedural Safeguards

Parents of a scholar with a disability (or suspected of having a disability) will be provided the Special Education Procedural Safeguards at each step of the Referral/Evaluation/IEP process and annually at each IEP review. The Special Education Procedural Safeguards explains the rights of the parent and scholar to ensure they are protected throughout the special education process.

Substitute Teachers

Your child may have a substitute teacher due to the illness of their teacher. We try our very best to find quality and experienced substitutes. Grade Level Teams work with our substitutes to ensure continuation of curriculum. Occasionally, an emergency may arise or if we simply are unable to engage a substitute to accept a vacancy. In this case, your child may go into another teacher's classroom. This is a last resort due to availability.

If at any time your child reports to you a concern about a substitute teacher please reach out to our School Principal and report your concern.

T

Tutoring

From time to time we may have requests for Albert Einstein Academy Teachers to privately tutor scholars. Our goal is to support our students and parents as much as possible. Teachers may privately tutor students at school outside of their contract hours if approved by the Principal.

U

Unify

Unify and work together with your child's teacher.

V

Visiting School

All visitors to Albert Einstein Academy during the instructional day will gain entrance through the main lobby door. For the safety and security of our children, once in the building, all visitors/volunteers must report to the office to sign in. We require that photo identification be left with the office. You will be given a visitor's badge that must be visibly worn at all times. Your photo identification will be returned to you when you sign out and return your visitor's badge. With the exception of lunch visits, all school visits should be scheduled ahead of time with your child's classroom teacher or the principal.

On the first day of school all parents are welcome to park and walk their scholar through the gates of the school campus to their classroom if they wish. After the first day, K-2 parents who would like to continue to walk their child to their classroom must come to the office and apply for a lanyard that allows the parent to walk their child to class. Parents must have a lanyard or a visitors pass in order to gain entrance to the campus. Please note that parents may not enter the classroom or linger on the campus. Parents will need to drop their scholar off then exit the campus. After the first day, all 3-4 parents should drop their child off in the car line or park and walk their scholar to the gate. Extenuating circumstances will be addressed individually by our School Principal. Our goal is for all scholars to confidently and independently navigate our school campus and walk themselves to class.

Albert Einstein Academy School Tours:

Parents/guardians of prospective students are invited to visit/observe our school in action through a scheduled school tour. During a school tour, parents/guardians will be accompanied by a school representative and learn about the Albert Einstein Academy, AZ curriculum, and school philosophy. You will be provided with a brief tour of the campus, and receive answers to any questions you may have. Please note we will not have teachers/students on our campus until the fall of 2024.

Albert Einstein Academy, AZ will begin scheduling regular school tours as soon as our location is announced! Currently Informational sessions are being scheduled. Please contact our Principal, Mrs. Schrecker, if you would like to participate in an informational session or learn more about Albert Einstein Academy, AZ by phone. We would love to hear from you!

The Principal or Designee retain the authority to exercise their discretion at any time to reschedule or terminate a School Tour.

Classroom Observation Guidelines:

Observations are limited to 45 minutes and no more frequently than once a quarter.

- The number of people scheduled to observe a student or classroom at one time shall be limited to two adults.
- There should not be any interaction with students or the teacher.
- Observers will be seated in an area that will not disrupt instruction.
- Staff members (and/or student greeters) involved in a classroom observation may briefly welcome observers to the class but will not interact with the observers before, during, or immediately after the observation period.
- Discussion of the observation may take place at a subsequent conference
- Those observing shall respect student confidentiality and shall not share any impressions of other students with anyone.
- The signature of observers on the sign-in 3 sheet represents an agreement to not disclose any personally identifiable or confidential information regarding students noted during the course of an observation.
- Electronic devices such as laptops, cameras, audio or video recording devices are not permitted in observations. Cell phones must be turned off while in the classrooms.
- School safety procedures will be adhered to at all times.

To request a classroom observation, parents/guardians will be asked to submit a Classroom Observation Request in writing to the School Principal. Please include the following information:

- Student's name
- Parent's/guardian's name, telephone and/or email contact information
- Student's classroom teacher(s) and assigned grade
- Purpose of the observation, including any particular part of the school day the observer wishes to see and the desired outcome of the observation
- The Principal or Designee retain the authority to exercise their discretion at any time to reschedule or terminate an observation.

Lunch Visits:

Feel free to join your child for lunch. This does not have to be scheduled in advance. After checking in at the office and receiving a visitor's badge, you will meet your student at a designated area determined by the office staff. If your child has recess scheduled right after lunch, you are more than welcome to join your child on the playground. After lunch and recess, we ask that you make your way back to the office and sign out.

Volunteering/Classroom Visits

Your children love to have you visit their classrooms and volunteer in the school! All Classroom Visits and Volunteering must be scheduled in advance with a classroom teacher or the principal. Please review the [Albert Einstein Academy Visitor Policies](#).

Regular Volunteers for Classrooms and Field Trips must have a background check completed, read and sign the [Guidelines for Volunteering](#) at Albert Einstein Academy and be on the Albert Einstein Academy approved volunteer list. Background checks will be completed at a reduced rate - Please see our Website for details. Be sure to complete this process early so that you can join in on the exciting events that will be scheduled throughout the year!

If you are volunteering for the first time, allow a little extra time for us to verify that you are on our approved volunteer list.

In order to minimize the interruptions during classroom instruction, please discuss the particulars of a visit with your child's teacher. Classroom volunteers schedule their times with the teacher prior to coming in to help. Parents who have a volunteer opportunity scheduled in one area of the school should not attempt to drop in on another classroom. This is disruptive to the instructional process for all students in the room.

Please keep in mind that the beginning and closing of the school day is a very busy, teacher intensive preparation time with students and not an appropriate time to converse with your child's teacher. If you wish to talk with a teacher, please leave a message with the office for the teacher to contact you as soon as possible.

Forgotten Items:

If you have an item that needs to be delivered to your student, the Office will get it to your child.

Messages:

If you need to talk to your child's teacher, our Office Staff will be happy to deliver a message for you.

Thank you for your understanding and cooperation. By working together we make Albert Einstein Academy a truly outstanding place for our children to learn and grow.

W

Website

The web address is [Albert Einstein Academy, AZ](#)

HANDBOOK ACKNOWLEDGEMENT:

All Albert Einstein Academy Families are required to acknowledge receipt of the Family Handbook electronically on the Parent Portal via PowerSchool. Acceptance of enrollment and acknowledgement of receipt of this handbook imply agreement to all policies contained included but not limited to: Discipline Procedures, Attendance Policy, Homework Policy, Visitor Policy and Volunteer Guidelines

DISCLAIMER: The Family Handbook provides you with important information about the Albert Einstein Academy, AZ school community. It also serves as a reference for looking up critical policies and procedures that will affect you and your child during your time at Albert Einstein Academy, AZ.

These policies, procedures, and benefits as described in the Family Handbook do not constitute a contract or implied contract with students or personnel. Albert Einstein Academy, AZ administration reserves the right to interpret, revise, amend, or withdraw the policies and procedures described in the Family Handbook at its discretion.

PARENT/GUARDIAN RIGHTS

To have access to their child's school, staff, and records. To be treated fairly and respectfully by everyone in our school community. To access information about the Albert Einstein Academy AZ policies and procedures. To be notified promptly if their child received a discipline referral and be informed of the consequences assigned.

To review disciplinary actions taken and/or utilize Albert Einstein Academy AZ's appeal process. To receive information from the school community about their child's academic and behavioral progress.

PARENT/GUARDIAN RESPONSIBILITIES

To read and become familiar with this handbook. To be actively involved in their student's education |

To make sure their student attends school regularly, on time, and to notify the school if their student is absent | To share any possible concerns with school staff respectfully and in a timely manner | To work with the school administration, teachers, and other staff to address any academic or behavioral concerns regarding their student | To talk with their student about the behavior expected in school | To support their student's learning and school activities at home | To be respectful and courteous to all members of the school community | To respect other students' privacy rights

SCHOOL STAFF RIGHT

To work in a safe and orderly environment. To be treated courteously and respectfully by all members of the school community. To receive supportive professional development and resources. To bring concerns to school administration and the corporate office. To tell their side of the story in cases where conflict arises. To be notified promptly when their student is disciplined for inappropriate behavior and informed of the consequence assigned.

SCHOOL STAFF RESPONSIBILITIES

To support and model behavioral expectations to all students. To intervene early and de-escalate behaviors if possible and when appropriate. To be responsive to students' social, emotional, and/or behavioral health needs including referring students for additional support when necessary. To treat everyone in the school community fairly and with respect

CORPORATE OFFICE RIGHTS

To work in a safe and orderly environment. To be treated courteously and respectfully by all members of the school community. To receive supportive professional development and resources. To bring concerns to school administration and the corporate office. To be notified promptly when students are disciplined for inappropriate behavior and informed of the consequences assigned.

CORPORATE OFFICE RESPONSIBILITIES

To support and model behavioral expectations to all stakeholders. To intervene early and de-escalate inappropriate behaviors if possible and when appropriate. To be responsive to community members' social, emotional, and/or behavioral health needs including referring students for additional support when necessary. To treat everyone in the school community fairly and with respect.

Notification of Confidentiality Rights

Confidentiality of education records is a right of public-school students and their parents. Two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA) provide for this right. Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the students and parents' names, address and telephone number, the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, but is not limited to, evaluation, and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of the student and the student's parents including the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education (FAPE) in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are as follows:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

- Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District Governing Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Albert Einstein Academy AZ to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

Board Regulation for Discipline

The purpose of this regulation is to define conduct that may result in discipline of a student and to set forth due process procedures for various types of discipline.

A student who engages in conduct prohibited by this Regulation may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand; parent conferences; detention; temporary exclusion from the classroom; loss of privileges; withdrawal from class; in-school or off-campus suspension or expulsion; referral to appropriate law enforcement agency.

This Regulation (A.R.S. §15-341) is intended to regulate conduct of a student when the student is: (1) attending school; (2) on school grounds or at a school sponsored event; (3) traveling to or from school or a school sponsored event; or (4) engaged in misconduct that is in any other manner school related or affects the operation of the schools.

It is anticipated that any two (2) or more violations of the same rule or any combination of the rules shall result in more severe penalties than the guidelines for a single offense.

In-school suspension, detention, and/or alternative programs should be utilized in lieu of off-campus suspension as the preferred means of discipline for students unless otherwise deemed appropriate by the principal/designee. Violations that create a clear and present danger to persons shall not be considered for in-school suspension.

Whenever a student is assigned an off-campus suspension of nine (9) days or less for an offense contained herein, it is the administrator's option to allow the student to work at an approved volunteer community service project for half the number of days of the suspension. Upon proof of the performance of the community service for half the suspension time, the student shall be readmitted. This option shall only be available once per semester for a given student. An administrator assigning suspensions shall not offer this option if he finds that the actions of the student indicate he is a clear and present danger to himself or others.

Discipline rendered to students for "ditching" should not involve the use of off-campus suspension provisions. Students caught "ditching" should instead be assigned to in-school suspension programs, detention, and/or alternative programs. Alternative programs should be offered in appropriate situations.

Long-term suspensions and other penalties that affect the completion of a semester may result in the loss of credit for the courses affected.

A student's discipline record is cumulative and shall be used as evidence in all disciplinary matters until graduation.



Discipline Procedures

Violations such as those involving alcohol, drugs, firearms possession, sexual abuse or other abuse and other serious incidents including threats, require a report to law enforcement. Schools also have the discretion to notify police of other incidents depending on the circumstances of the misconduct.

ISS – In School Suspension, OSS – Out of School Suspension

Nothing in this handbook is intended to restrict the Albert Einstein Academy from imposing more or less severe consequences of using restorative practices if, in the discretion of Albert Einstein Academy, AZ, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction. In addition, based upon the facts, long-term suspension or expulsion may be imposed, even if not necessarily listed as a potential consequence on the grid for a particular behavior.

VIOLATIONS (LEVEL I)

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Academic Dishonesty (Cheating / Plagiarism) | Making use of something valuable by the use of deceit or fraud; is to influence or lead by deceit, trick or artifice. Cheating on schoolwork is presenting the work of another as one's own. This includes but is not limited to: copying an examination, assignment, or other school work; working with others on projects and assignments that are meant to be done individually; looking at or copying another student's test, quiz or homework answers; the use of cheat sheets or other forms of visual prompts including the use of electronic devices, calculators, cell phones, and/or text messages; taking papers (or any portions thereof) from other students, publications, or the internet; viewing a video, reading a summary, or consulting study aids (Cliffs Notes or equivalent, internet sources) of a book in place of reading the book; falsifying grades; aiding Academic Dishonesty violations and inappropriately collaborating. | Min. | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact | "Student Support Strategy and Parent Contact |
| | | Max. | ISS/OSS 1-3 days and Loss of Assignment Credit | ISS/OSS 3-5 days and Loss of Assignment Credit Note: M.S. students taking H.S. course may lose class credit | ISS/OSS 3-5 days and Loss of Assignment Credit and/or loss of class credit |
| Bus Misconduct (continues) | <p>"Bus Misconduct" includes:</p> <p>A. Failure to abide by the Code of Conduct while being transported in a vehicle owned or operated by the District,</p> <p>B. Riding on a bus without permission, or</p> <p>C. Failure to observe any of the following specific rules while riding in a vehicle owned or operated by the District:</p> <ol style="list-style-type: none"> 1. Provide proper identification when loading the bus. 2. Keep the aisles clear. 3. Remain seated. | 1st offense | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact |
| | | 2nd offense | Loss of Bus Privileges for 5 days | Loss of Bus Privileges for 5 days | Loss of Bus Privileges for 5 days |
| | | 3rd offense | Loss of Bus Privileges for 10 days | Loss of Bus Privileges for 10 days | Loss of Bus Privileges for 10 days |
| | | 4th offense | Loss of Bus Privileges for Remainder of School Year | Loss of Bus Privileges for remainder of School Year | Loss of Bus Privileges for Remainder of School Year |

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| Bus Misconduct (continued) | 4. Keep all body parts inside the vehicle. 5. Do not throw anything inside the vehicle or from the vehicle. 6. Do not eat or drink. (Plastic water bottles are acceptable. 7. Do not transport animals, insects, glass containers, and/or other prohibited items | 1st offense | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact |
| | 8. Skateboards or Longboards over 33 inches shall not be transported on a bus. 9. Maintain orderly conduct on the bus and at designated bus stops. | 2nd offense | Loss of Bus Privileges for 5 days | Loss of Bus Privileges for 5 days | Loss of Bus Privileges for 5 days |
| | 10. When instruments or equipment related to musical or athletic events, including skateboards and rollerblades, are transported on a school bus, such instruments or equipment: a. Shall be transported in a manner which restrains the equipment in the event of an accident; b. Shall not occupy seating space if needed for a passenger; c. Shall not be placed in the school bus driver's compartment or step well; | 3rd offense | Loss of Bus Privileges for 10 days | Loss of Bus Privileges for 10 days | Loss of Bus Privileges for 10 days |
| | e. Shall be placed under the passengers control at all times or secured in the school bus; and f. Shall not block an aisle or emergency exit of the school bus at any time. | 4th offense | Loss of Bus Privileges for Remainder of School Year | Loss of Bus Privileges for Remainder of School Year | Loss of Bus Privileges for Remainder of School Year |
| Closed Campus Violation (Leaving School Grounds Without Permission) | Occurs when a student leaves campus in violation of the District's closed campus policy (listed below): A. School is a closed campus from the time of student drop-off to pick up. Consequences for violation are determined by the administration in accordance with Article B, Behavior. | 1st offense | ISS/OSS 1 day | ISS/OSS 1 day | ISS/OSS 1 day |
| | | 2nd offense | ISS/OSS 3 days | ISS/OSS 3 days | ISS/OSS 3 days |
| | | 3rd offense | ISS/OSS 4-9 days | ISS/OSS 4-9 days | ISS/OSS 4-9 days |



| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Computer/ Network Infraction | Includes any violation of the Acceptable Use Guidelines, as set forth in the Student and Parent Computer and Network Resource Policy. | Min. | Student Support Strategy, Parent Contact, Possible Restriction of Use from Computer and/ or Network | Student Support Strategy, Parent Contact, Possible Restriction of Use from Computer and/ or Network | Student Support Strategy, Parent Contact, Possible Restriction of Use from Computer and/ or Network |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 3-5 days | ISS/OSS 3-5 days and possible loss of credit |
| Contraband | Items stated in school policy as prohibited because they may disrupt the learning environment. | Min. | Confiscation, Student Support Strategy, Parent Contact | Confiscation, Student Support Strategy, Parent Contact | Confiscation, Student Support Strategy, Parent Contact |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 1-3 days | ISS/OSS 1-3 days |
| Defiance, Disrespect Towards Authority | Students engage in refusal to follow directions, talks back, or deliver socially rude interactions. | Min. | Student Support Strategy, Parent Contact | Student Support Strategy, Parent Contact | Student Support Strategy, Parent Contact |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 3-5 days | ISS/OSS 3-5 days |
| Disruption | Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials, horseplay or roughhousing; sustained out-of-seat behavior, running in the building, hallways, or corridors, etc. | Min. | Student Support Strategy Parent Contact | Student Support Strategy Parent Contact | Student Support Strategy and Parent Contact |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 3-5 days | ISS/OSS 3-5 days |
| Electronic and Tele communication Devices | Inappropriate possession or use of an electronic device or toy occurs when such device is possessed or used in a way that interferes with the orderly operation of the school or otherwise constitutes disruptive behavior. "Electronic Device" includes, without limitation, MP3 Players/iPods, music player of any kind, cell phones, electronic games, smart devices, digital cameras, etc. | Min. | Student Support Strategy, Parent Contact Loss of Technology Privileges | | |
| | | Max. | ISS/OSS 1-3 days and loss of technology privileges | ISS/OSS 1-3 days and loss of technology privileges | ISS/OSS 1-3 days and loss of technology privileges |



| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|
| Forgery | Is falsely and fraudulently making or altering a document. | Min. | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 1-3 days | ISS/OSS 1-3 days |
| Language, Inappropriate | Student delivers verbal messages that include swearing, profanity, racial slurs, name-calling or use of words in an inappropriate way but not rising to the level of threatening or intimidating. | Min. | Student Support Strategy and Parent Contact | Student Conference ISS/ OSS 1-4 days | Student Conference ISS/ OSS 1-4 days |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 5-9 days | ISS/OSS 5-9 days |
| Lying | Is to make an untrue statement with intent to deceive; is to create a false or misleading impression. | Min. | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 1-3 days | ISS/OSS 1-3 days |
| Minor Aggressive Act | Student engages in non-serious but inappropriate physical contact, (i.e., hitting, poking, pulling or pushing). Other behaviors that may be considered under this violation are pulling a chair out from underneath another person, or other behaviors that demonstrate low-level hostile behaviors. <i>(See Disruption for additional prohibited behavior)</i> | Min. | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 1-3 days | ISS/OSS 1-3 days |
| Non Compliance with Assigned Consequences | Student does not comply with assigned consequence | Min. | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 3-5 days | ISS/OSS 3-5 days |
| Other Violation of School Policy | (Administration Discretion) | Min.& Max. | Administration Discretion | Administration Discretion | Administration Discretion |

Ae^a

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|---------------------------|--------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Uniform Violation | Student wears clothing that does not fit within the Uniform guidelines | Min. | Change of Clothing Provided Student Support Strategy, Parent Contact | Change of Clothing Provided Student Support Strategy, Parent Contact | Change of Clothing Provided Student Support Strategy, Parent Contact |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 1-3 days | ISS/OSS 1-3 days |
| Verbal Provocation | Use of language or gestures that may incite another person or other people to fight. | Min. | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact | Student Support Strategy and Parent Contact |
| | | Max. | ISS/OSS 1-3 days | ISS/OSS 3-5 days | ISS/OSS 3-5 days |



VIOLATIONS (LEVEL II)

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| **Alcohol Violation | <p>The violation of laws or ordinances prohibiting the manufacture, sale, sharing, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol or otherwise listed in Appendix A. This includes being intoxicated at school, at school-sponsored events or on school-sponsored transportation.</p> <p>Level 1: First Offense</p> <p>Level 2: Second Offense within 365 days; distribution; offense combined with other aggravating factors.</p> | Min (Level 1) | OSS 5-9 days and Substance Awareness Program class | OSS 5-9 days and Substance Awareness Program class | OSS 5-9 days and Substance Awareness Program class |
| | | Max. (Level 2) | OSS 9 days and student may be recommended for Expulsion Hearing | OSS 9 days and student may be recommended for Expulsion Hearing | OSS 9 days and student may be recommended for Expulsion Hearing |
| **Arson of a Structure or Property | <p>A.R.S. §13-1703(A). Arson of a structure or property. A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.</p> | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max. | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing |
| **Arson of an Occupied Structure | <p>A.R.S. §13-1704(A). Arson of an occupied structure. A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. "Occupied structure" means any structure as defined in A.R.S. § 13-1701(4), in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant. A.R.S. §13-1701(2).</p> | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max. | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing |



VIOLATIONS (LEVEL II)

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| **Assault and Aggravated Assault | <p>A.R.S. §13-1203(A). Assault. A person commits assault by:</p> <p>A. Intentionally, knowingly or recklessly causing any physical injury to another person; or</p> <p>B. Intentionally placing another person in reasonable apprehension of imminent physical injury; or</p> <p>C. Knowingly touching another person with the intent to injure, insult or provoke such a person.</p> <p>A.R.S. §13-1204(A). Assault. A person commits aggravated assault if the person commits assault as prescribed by section 13-1204 under 11 different circumstances</p> | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max. | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing |
| *Bullying | <p>Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child 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). This includes cyber bullying. (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127).</p> <p><i>Note: Also see Article A#6, pg. 15</i></p> | Min. | ISS/OSS 1-4 days | ISS/OSS 1-4 days | ISS/OSS 1-4 days |
| | | Max. | ISS/OSS 5-9 days | ISS/OSS 5-9 days and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days and student may be recommended for Expulsion Hearing |
| **Burglary (First Degree) | <p>A.R.S. §13-1508. Burglary in the first degree; classification.</p> <p>A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.</p> <p>B. Burglary in the first degree of a non-residential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure.</p> | Min. | OSS 9 days and student may be recommended for Expulsion Hearing | OSS 9 days and student may be recommended for Expulsion Hearing | OSS 9 days and student may be recommended for Expulsion Hearing |
| | | Max. | | | |
| *Burglary or Breaking and Entering (third degree only - second degree does not apply to schools) | <p>A.R.S. §13-1506. Burglary in the third degree; classification.</p> <p>A person commits burglary in the third degree by:</p> <ol style="list-style-type: none"> Entering or remaining unlawfully in or on a non-residential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle. <p>Burglary in the third degree is a class 4 felony.</p> | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max. | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |



VIOLATIONS (LEVEL II)

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| *Combustibles | Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, and lighter fluid. | Min. | ISS/OSS 1-4 days | ISS/OSS 1-4 days | ISS/OSS 1-4 days |
| | | Max. | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing |
| *Dangerous Items | <p>The use, possession, sale, purchase, manufacture, or transportation of dangerous items such as air soft gun, BB gun, knife with a blade length of less than 2.5", laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser or stun gun, tear gas, or other dangerous items. A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument as defined below and must be reported to law enforcement.</p> <p>A.R.S. §13-105(12). 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.</p> | Min. | ISS/OSS 1- 4 days | ISS/OSS 1- 4 days | ISS/OSS 1- 4 days |
| | | Max. | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing |
| *Disorderly Conduct | <p>A.R.S. §13-2904. Disorderly conduct. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a person, or with knowledge of doing so, such person:</p> <ol style="list-style-type: none"> 1. Engages in fighting, violent or seriously disruptive behavior; or 2. Makes unreasonable noise; or 3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or 5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency or 6. Recklessly handles, displays, or discharges a deadly weapon or dangerous instrument. | Min. | ISS/OSS 1-4 days | ISS/OSS 1-4 days | ISS/OSS 1-4 days |
| | | Max. | ISS/OSS 5-9 days and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days and student may be recommended for Expulsion Hearing |



VIOLATIONS (LEVEL II)

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| **Drug Violation | <p>The unlawful use, cultivation, manufacture, distribution, sale, <u>sharing</u>, purchase, possession, transportation or importation of any controlled/prescription 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 or on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug "means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415), or otherwise defined in Appendix A.</p> <p><i>Note: See Appendix A for drug paraphernalia.</i></p> <p>Level 1: First Offense</p> <p>Level 2: Second Offense within 365 days; distribution; offense combined with other aggravating factors</p> | Min. Level 1 | OSS 5-9 days and Substance Awareness Program class | OSS 5-9 days and Substance Awareness Program class | OSS 5-9 days and Substance Awareness Program class |
| | | Max. Level 2 | OSS 9 days and student may be recommended for Expulsion Hearing | OSS 9 days and student may be recommended for Expulsion Hearing | OSS 9 days and student may be recommended for Expulsion Hearing |
| **Endangerment | <p>A.R.S. §13-1201. Endangerment; classification.</p> <p>A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.</p> <p>B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.</p> | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max. | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing |
| *Extortion | <p>A.R.S. §13-1804(A).Theft by extortion; classification. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:</p> <p>A. Cause physical injury to anyone except as provided in paragraph one of this subsection.</p> <p>B. Cause damage to property.</p> <p>C. Engage in other conduct constituting an offense.</p> <p>D. Accuse anyone of a crime or bring criminal charges against anyone.</p> <p>E. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business.</p> <p>F. Take or withhold action as a public servant or cause a public servant to take or withhold action.</p> | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max. | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| *Fighting | Mutual participation in an incident involving physical violence where there is no major injury. Verbal confrontation alone does not constitute fighting. | Min. | ISS/OSS 1-4 days | ISS/OSS 1-4 days | ISS/OSS 1-4 days |
| | | Max. | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing |
| **Fire Alarm Misuse | Intentionally ringing the fire alarm when there is no fire. | Min. | ISS/OSS 1-4 days | ISS/OSS 1-4 days | ISS/OSS 1-4 days |
| | | Max. | ISS/OSS 5 9 days | ISS/OSS 5 9 days | ISS/OSS 5 9 days |
| **Firearm (Including Destructive Devices) (continues) | <p>A.R.S. §13-3111(A). Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties. Except as provided in subsection B, an emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.</p> <p>A.R.S. §13-3101(4). Definitions: "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may be readily converted to expel, a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.</p> <p>The following is paraphrased from 18 U.S.C. § 921: Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms.</p> <p>Other Firearms: Firearms other than handguns, rifles or shotguns including:</p> <p>A. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel</p> <p>B. The frame or receiver of any weapon described above; a projectile by the action of any explosive;</p> | Min | OSS 9 days | OSS 9 days | OSS 9 days |
| | | Max | Student may be recommended for Expulsion Hearing | Student may be recommended for Expulsion Hearing | Student may be recommended for Expulsion Hearing |

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <p>*Harassment, Non-Sexual (continued)</p> | <p>D. Surveils or causes another person to surveil a person for no legitimate purpose.</p> <p>E. On more than one occasion makes a false report to a law enforcement, credit or social service agency.</p> <p>F. Interferes with the delivery of any public or regulated utility to a person.</p> <p>A.R.S. § 13-2921(E). Definitions. For the purposes of this section, “harassment” means conduct that is directed at a specific person and that would cause a reasonable person to be seriously alarmed, annoyed or harassed and the conduct in fact seriously alarms, annoys or harasses the person.</p> <p><i>Note: Bullying, hazing and sexual harassment are types of harassment. Indicate harassment if the violation is not specifically bullying, hazing or sexual harassment, or if the specific type of harassment is not known.</i></p> | <p>Min.</p> | <p>Student Support Strategy and Parent Contact</p> | <p>Student Support Strategy and Parent Contact</p> | <p>Student Support Strategy and Parent Contact</p> |
| | | <p>Max.</p> | <p>ISS/OSS 1-5 days</p> | <p>ISS/OSS 1-5 days</p> | <p>ISS/OSS 5-9 days and student may be recommended for Expulsion Hearing</p> |
| <p>**Harassment, Sexual (continues)</p> | <p>U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001: Sexual harassment is 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. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding.</p> <p>Does not include legitimate nonsexual touching or other non- sexual conduct, for example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher’s consoling hug for a child with a skinned knee.Relevant factors in determining whether behavior rises to the level of sexual harassment include:</p> <ul style="list-style-type: none"> • The degree to which the conduct affected one or more students’ education; • The type, frequency and duration of the conduct; • The identity of and relationship between the alleged harasser and the subject or subjects of the harassment; • The number of individuals involved; | <p>Min.</p> | <p>OSS 1-4 days</p> | <p>OSS 1-4 days</p> | <p>OSS 1-4 days</p> |
| | | <p>Max.</p> | <p>OSS 5-9 days and student may be recommended for Expulsion Hearing</p> | <p>OSS 5-9 days and student may be recommended for Expulsion Hearing</p> | <p>OSS 5-9 days and student may be recommended for Expulsion Hearing</p> |



| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|
| **Harassment, Sexual (continued) | <ul style="list-style-type: none"> The age and sex of the alleged harasser and the subject or subjects of the harassment; The size of the school, location of the incidents, and the context in which they occurred; other incidents at the school. <p><i>Note: Sexual harassment includes but is not limited to students, staff, parents, and community members.</i></p> | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max. | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |
| **Harassment, Sexual with Contact | <p>Sexual harassment that includes unwanted physical contact of non-sexual body parts. (Includes areas not covered in Arizona Revised Statutes).</p> <p><i>Note: Sexual harassment includes but is not limited to students, staff, parents, and community members.</i></p> | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max. | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |
| *Hazing | <i>(See Article A and/or Appendix A)</i> | Min. | ISS/OSS 1-4 days | ISS/OSS 1-4 days | ISS/OSS 1-4 days |
| | | Max. | ISS/OSS 5-9 days | ISS/OSS 5-9 days and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days and student may be recommended for Expulsion Hearing |
| **Indecent Exposure or Public Sexual Indecency | <p>See A.R.S. § 13-1401 for definitions.</p> <p>A.R.S. §13-1402. Indecent exposure; exception. A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.</p> <p>A. Indecent exposure does not include an act of breast-feeding by a mother.</p> | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max. | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |



| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| *Negative Group Affiliation | <p>Specific attitudes and actions of a student affiliated with a negative group typically include most of the following:</p> <p>A. May or may not have a recognized leader. Do most things together, especially socially.</p> <p>B. Stick together on issues.</p> <p>C. Loitering in a restroom/location or in a group without cause or permission</p> <p>D. Involve themselves in each other's problems; therefore, perpetuate each other's problems.</p> <p>E. Claim loyalty and righteousness if reprimanded.</p> <p>F. All the interference they cause is in the name of friendship.</p> <p>G. Likely to confront authority as a group when one member has been disciplined.</p> <p>H. Usually uncooperative and possibly hostile.</p> <p>I. Conduct themselves as though no other individuals exist in the school, including other students.</p> | Min. | ISS/OSS 1-4 days | ISS/OSS 1-4 days | ISS/OSS 1-4 days |
| | | Max. | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | ISS/OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing |
| **Other Weapons | <p>Use, possession, sale, purchase, manufacture, or transportation of other weapons such as billy club, brass knuckles, nunchucks, or a knife with a blade length of at least 2.5". In cases where a student is in possession of a gun, unloaded or loaded, switchblade, and/or a knife with a blade which is 2.5" or longer in length, there will be an automatic 9 day OSS and a recommendation for an expulsion hearing as per <u>A.R.S. §15-841(B)</u>.</p> | Min. | OSS 1-3 days | OSS 3-5 days | OSS 3-5 days |
| | | Max. | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be recommended for Expulsion Hearing | OSS 5-9 days, threat assessment, and student may be Recommended for Expulsion Hearing |
| *Over-the Counter and Prescription Drugs | <p>"Unauthorized possession or Use of Medication" occurs when a student, without previously obtaining authorization pursuant to the District's medication policy (<i>see General Information "Medication"</i>), possesses or uses a prescription or over-the-counter medication in accordance with the physician's written directions (prescription medications) or the manufacturer's written directions (over-the-counter medications).</p> <p>Note: Any other possession, use, or distribution of a prescription or over-the-counter medication will be treated as a violation of the drug and alcohol policy.</p> | Min. | Student Support Strategy, Parent Contact, OSS 1-4 days and Substance Awareness Program Class | Student Support Strategy, Parent Contact, OSS 1-4 days and Substance Awareness Program Class | Student Support Strategy, Parent Contact, OSS 1-4 days and Substance Awareness Program Class |
| | | Max. | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
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| **Pornography | Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials. | Min. | OSS 1-4 days | OSS 1-4 days | OSS 1-4 days |
| | | Max | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |
| **Sexual Assault ** Simulated Firearm **Sexual Abuse or Sexual Conduct with a Minor or Child Molestation | <p>A.R.S. §13-1406(A). Sexual assault; increased punishment. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.</p> <p>Any simulated firearm made of plastic, wood, metal or any other material, which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.</p> <p>A.R.S. §13-1404(A). Sexual abuse. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person who is fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.</p> <p>A.R.S. §13-1405(A). Sexual conduct with a minor. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.</p> <p>A.R.S. §13-1410(A). Molestation of child. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.</p> | Min. & Max | OSS 9 days and student may be recommended for Expulsion Hearing | OSS 9 days and student may be recommended for Expulsion Hearing | OSS 9 days and student may be recommended for Expulsion Hearing |



| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| **Theft | <p>Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.</p> <p>A.R.S. §13-1802(A). Theft; definitions. A person commits theft if, without lawful authority, the person knowingly: Controls property of another with the intent to deprive the other person of such property; or</p> <p>A. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or</p> <p>B. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or</p> <p>C. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or</p> <p>D. Controls property of another knowing or having reason to know that the property was stolen; or</p> <p>E. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.</p> <p><i>Note: see petty theft for lesser offense.</i></p> | Min. | OSS 1-4 days Student Conference Parent contact, and may pay restitution and /or return stolen items | OSS 1-4 days Student Conference Parent contact, and may pay restitution and /or return stolen items | OSS 1-4 days Student Conference Parent contact, and may pay restitution and /or return stolen items |
| | | Max. | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |
| **Threat or Intimidation (continues) | <p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.</p> <p>A.R.S. §13-1202. Threatening or intimidating; classification. A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:</p> <ol style="list-style-type: none"> 1. To cause physical injury to another person or serious damage to the property of another; or 2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or | Min. | OSS 1-4 days Student Conference Parent Contact | OSS 1-4 days Student Conference Parent Contact | OSS 1-4 days Student Conference Parent Contact |
| | | Max. | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |

| Violation | Definitions | | K - 5th | 6th - 8th | 9th - 12 th |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|
| **Threat or Intimidation (continued) | <p>3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.</p> <p>B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if:</p> <p>1. The offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency that is established for the purpose of reporting or preventing criminal activity.</p> <p>2. The person is a criminal street gang member. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony</p> | Min. | OSS 1-4 days Student Conference Parent Contact | OSS 1-4 days Student Conference Parent Contact | OSS 1-4 days Student Conference Parent Contact |
| | | Max. | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |
| *Tobacco Violation | <p>The possession, use, distribution or sale of tobacco or tobacco-like products (including, but not limited to, e-cigarettes) on school grounds, at school-sponsored events or on school-sponsored transportation. A.R.S. §36-798.03.</p> <p>A person, who knowingly sells, gives or furnishes a tobacco product, a vapor product or any instrument or paraphernalia that is solely designed for the smoking or ingestion of tobacco or shisha, including a hookah or water pipe, to a minor is guilty of a petty offense. A.R.S. §13-3622.</p> | Min. | ISS/OSS 1-4 days and referral to School Resource Officer | ISS/OSS 1-4 days and referral to School Resource Officer | ISS/OSS 1-4 days and referral to School Resource Officer |
| | | Max. | OSS 5-9 days and referral to School Resource Officer | OSS 5-9 days and referral to School Resource Officer | OSS 5-9 days and referral to School Resource Officer |
| **Trespassing | <p>Includes the unauthorized presence of an individual on school property, including presence in an area closed to that individual.</p> <p>In addition, "trespassing" includes:</p> <p>A. The unauthorized presence of an AEAZ student on a campus other than his or her own;</p> <p>B. The unauthorized presence on campus of a student during a period in which the student is serving an out-of-school suspension or has been expelled;</p> <p>The presence on campus without a visitor's pass of a student who has withdrawn from Albert Einstein Academy Arizona.</p> | Min. | Student Conference and Parent Contact | Student Conference and Parent Contact | Student Conference and Parent Contact |
| | | Max. | OSS 3-5 days | OSS 5-9 days and student may be recommended for Expulsion Hearing | OSS 5-9 days and student may be recommended for Expulsion Hearing |
| *Vandalism of School Property | <p>Willful destruction or defacement of school property. Note: <i>Ref Pg. 63 (Parent Liability) A.R.S. 15-842 (B)</i></p> | Min. | Student Conference and Parent Contact | Student Conference and Parent Contact ISS/OSS 1-4 days | Student Conference and Parent Contact ISS/OSS 1-4 days |
| | | Max. | ISS/OSS 3-5 days | ISS/OSS 5-9 days | ISS/OSS 5-9 days |

SUSPENSION AND APPEAL PROCEDURE

The Governing Board regards the use of out-of-school suspension or expulsion as an extraordinary step, which shall be utilized only when other means of bringing acceptable behavior have failed, or the nature of the offense is so serious it endangers the health, welfare, or safety of other students or school personnel.

Administration shall first attempt to address issues with:

1. reteach the proper expectation
2. a phone call home
3. student conferences and/or intervention or mediation
4. loss of privileges
5. detentions
6. behavior contracts/behavior management plan
7. In-School Suspension (May not be available at all schools)
8. Alternative to Suspension Program (if applicable)

Exclusion Level of Consequence Increases

Out of school suspension shall be a last resort when strategies from the list above have been implemented and the behaviors do not improve or unless the infraction poses a threat to the safety of any student, the campus in general, or the student him/herself.

1. AUTHORITY TO SUSPEND

A. A principal or designee has authority to impose a short-term suspension, following appropriate due process. A principal or designee also has authority to recommend to the Executive Director that a long-term suspension be imposed.

B. The Executive Director has authority to impose a long-term suspension, following appropriate due process and subject, upon request, to review by an independent hearing officer and the Governing Board. The Executive Director also has authority to re-assign students to an alternative educational program in place of a long-term suspension.

2.SHORT-TERM SUSPENSION PROCEDURES

Before imposing a short-term suspension, the principal or designee will inform the student of the alleged violation.

A. If the student denies the allegation, the principal or designee will explain the evidence against the student and give the student an opportunity to present his or her side of the story. If a student's presence endangers persons or property, or otherwise threatens disruption of the academic process, the student may immediately be removed from school, with the above procedure to be implemented following as soon as practicable. There is no legal right to appeal a short-term suspension.

B. If a decision is made to suspend, the principal or designee will inform the student of the suspension, including the length of the suspension and the conditions applicable to the suspension. Before returning to school, the student will be required to meet with the principal or designee and sign a readmission contract.

3. ALTERNATIVE TO SUSPENSION PROGRAM

A student who would otherwise be subject to a suspension, and who meets the District's requirements for participation, may participate in an alternative to suspension program in place of serving a suspension.

A. Students are eligible for participation in the alternative to suspension program if the following requirements are met: No additional disciplinary action (i.e., long-term suspension, expulsion) is pending or contemplated in conjunction with the misconduct.

B. The suspension was not due to (a) fighting or violent behavior; (b) threatening an educational institution; (c) sale, use or possession of weapons, firearms, explosives, or dangerous instruments; (d) possessing, using, distributing, or being under the influence of drugs or alcohol; (e) making a bomb threat, or; (f) engaging in arson.

C. The student has not served more than one short-term suspension or alternative to suspension during the current year.

D. The student has admitted to and taken responsibility for the misconduct precipitating the short-term suspension in a written statement signed by the student and attested to by the student's parent or guardian.

E. The student and parent or guardian have received a written admonition that the suspension as originally

F. determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the alternative to suspension program.

G. The parent or guardian agrees to participate by (a) providing transportation as necessary to and from the program location; (b) furnishing pre-packaged meals or purchasing it for the student, and; (c) establishing and monitoring, in consultation with the school, a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

H. Students participating in the alternative to suspension program may be transferred to a location on school premises that is isolated from other pupils or transferred to a location that is not on school premises. The alternative to suspension program shall be discipline intensive and require academic work, and may require community service, grounds keeping and litter control, parent supervision, and evaluation or other appropriate activities. Within these parameters, the protocols for implementation of the alternative to suspension program may be established by the principal or designee.

SUSPENSION AND APPEAL PROCEDURE

1. ALTERNATIVE EDUCATIONAL PROGRAM

A. The Principal or Executive Director may, pursuant to the procedures set forth below, reassign a student to an alternative educational program if the Principal or Executive Director finds that good cause exists for a long-term suspension.

B. The School may also reassign a student to an alternative educational program if the student refuses to comply with the rules, refuses to pursue the required course of study or refuses to submit to the authority of teachers, administrators or the Governing Board.

C. Upon referral to an alternative educational program after the 20th day of either first or second semester, students may be required to successfully complete one full semester beyond the semester of enrollment prior to returning to the home school.

2. LONG-TERM SUSPENSION PROCEDURES

A. In addition to imposing a short-term suspension, the principal or a designee may recommend that a long-term suspension be imposed. The Director of Support Services has the authority to impose a long-term suspension, following appropriate due process.

B. Notice shall be given to the student and parent that the principal or a designee is recommending to the Director of Support Services that the student be suspended for nine school days or more.

C. The student and parent may request a meeting with the Director of Support Services to discuss the situation in an informal setting. Any such request must be made in writing to the Director of Support Services within two school days after receiving notice that the principal has recommended long-term suspension.

D. The Director of Support Services will determine (after meeting with the student and parent, if requested) whether a long-term suspension should be imposed or, if good cause exists for a long-term suspension, whether the student should be assigned to an alternative educational program in place of long-term suspension.

E. If a student is assigned to an alternative educational program in place of long-term suspension, there is no right to a formal hearing. If the Director of Support Services imposes a long-term suspension, a formal disciplinary hearing may be requested by the parent. Any such request must be made in writing to the Director of Support Services within two school days after notification that a long-term suspension has been imposed.

F. If a formal disciplinary hearing is requested, an appointed hearing officer will hold the hearing. The parent and student shall be given written notice of the time and place for the hearing at least five school days before the hearing. The hearing officer shall deliver his or her written decision to the Governing Board within five school days of the hearing.

3. RECORDS AND REPORTS

A. Documentation shall be sent to the student's parents, or to an adult student, stating the reason(s) for the length of suspension, where appropriate.

B. Counting Suspension Days: Suspension days will be counted starting on the day the student is denied participation in school activities.

C. The day the student is removed from school should be counted as a day of suspension, providing he/she was denied class participation for more than one-half of his/her scheduled classes.

D. Times when school is not officially scheduled are not to be counted as part of the suspension.

EXPULSION AND APPEAL PROCEDURE

Expulsion is the permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege of attending school [A.R.S. §15-840(1)]. Administration may deny attendance to any school function on any school campus in Albert Einstein Academy AZ or at any school-sponsored activity during the time of the expulsion. Expulsion is an extremely serious sanction that may be imposed only by the Governing Board [A.R.S. §15-342(1)].

1. AUTHORITY TO EXPEL

The Governing Board may expel a student for misconduct [A.R.S. §15-342(1)]. Expulsion proceedings may be initiated by the principal or designee under any the following circumstances:

- A. When repeated discipline for the same or similar infractions fails to correct the student's behavior. Such behavior includes, without limitation, continued open defiance of authority, or continued disruptive or disorderly behavior [A.R.S. §15-841(B)].
- B. When the student's initial violation has been so severe as to warrant such action. Such violations may include, without limitation, use or possession of a gun, or violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in A.R.S. §13-105 [A.R.S. §15-841(B)].
- C. When the health, safety, welfare, or educational opportunities of other members of the school community are affected by the student's behavior. Such behavior includes, without limitation, threatening an educational institution as defined in A.R.S. §13-2911, or possessing, using, distributing, or being under the influence of drugs or alcohol [A.R.S. §15-841(B)].
- D. When the student is excessively absent and has reached the age or completed the grade after which school attendance is not required by statute [A.R.S. §15-841(B)].
- E. When the School otherwise deems expulsion appropriate, as specified in Board Policies or the Uniform Code of Student Conduct [A.R.S. §15-841(B)].

2. PROCEDURE FOR EXPULSION

FOR ALL REGULAR EDUCATION STUDENTS:

The law requires that certain procedural rights be recognized prior to any expulsion. The School has adopted the following steps to ensure compliance with the due process rights of students who are subject to expulsion.

STEP 1 (INFORMAL HEARING):

When there is an accusation of wrongdoing or evidence of alleged misconduct, the student will be granted an informal hearing with the school administration. The administration will give the student oral or written notice of the alleged misconduct. If the student denies the charges, the administration will explain the evidence that it has of the alleged misconduct and will give the student an opportunity to explain his/her side of the story. The administration will make reasonable efforts to verify all facts and statements prior to making a judgment.

STEP 2 (TEMPORARY SUSPENSION PENDING EXPULSION HEARING):

If, based on the informal hearing, the student appears to be guilty of misconduct, the administration may suspend the student for up to nine days (school days) pending a formal expulsion hearing.

If the student presents a danger to himself/herself, to others, or to school property, the administration may immediately suspend the student, with the necessary notice and informal hearing requirements to follow as soon as practicable.

STEP 3 (PARENT NOTIFICATION/RELEASE OF STUDENT):

Before the student is allowed to leave campus, the principal or designee will (a) notify a parent of the terms of the suspension (including the fact that expulsion is being recommended), (b) explain the reasons for the suspension and recommendation for expulsion, and (c) request a student/parent conference with the principal or designee. If the principal or designee is unable to locate a parent, the student will be isolated until the regular dismissal time and then given a written notification, including the above-described information, to deliver to the parent. In either case, a copy of the written notification will also be mailed to the parent.

STEP 4 (STUDENT/PARENT CONFERENCES):

The principal or designee will convene a student/parent conference to review the incident with the parent. During the student/parent conference, the principal or designee will review the expulsion procedures and the student's due process rights, as set forth in the Uniform Code of Conduct.

STEP 5 (FORMAL LETTER REGARDING EXPULSION PROCEDURE):

A formal letter from the Director of Support Services will be hand delivered by school staff to the parent at least five school days prior to the formal expulsion hearing. The parent will sign for receipt of the letter. If the parent cannot be located for hand delivery, the letter will be sent by certified mail with a return receipt requested.

STEP 6 (FORMAL EXPULSION HEARING):

The Governing Board has decided, pursuant to A.R.S. §15-843, that expulsion hearings will generally be conducted by a hearing officer, selected by the District, who shall hear the evidence, prepare a record and bring a recommendation to the Governing Board. A formal expulsion hearing must comply with the following requirements: **General Requirements**

- A. The hearing will be a closed hearing (i.e., the public will not be present) unless the parent requests the hearing be open to the public.
- B. The hearing will be recorded by tape or by an official record kept in some other appropriate manner.
- C. The following participants may be present, as applicable: the hearing officer, the Executive Director or designee, principal, assistant principal, school staff, school resource officer, parent/guardian, student, other witnesses, attorney for the District, and attorney for the student.
- D. The burden of proof lies with the District.

STEP 7 (DISPOSITION):

Upon conclusion of the hearing, the hearing officer will consider the matter outside the presence of the student, his or her parent(s), or any other person who participated in the hearing. The hearing officer will prepare a record and bring a written recommendation to the Governing Board within five school days after the hearing. If the time of suspension exceeds the initial nine days, the student will be referred for alternative educational services, pending the final decision of the Hearing Officer and/or the Governing Board.

The administration will comply with the hearing officer's recommendation pending final consideration by the Governing Board. However, if the hearing officer recommends expulsion, the District shall provide alternative educational services pending final consideration by the Governing Board.

A formal letter will be mailed to the parent, indicating the recommendation that will be made to the Governing Board. In addition, the letter should explain the following:

- A. The student may contest the hearing officer's recommendation before the Governing Board within 5 school days after receipt of the hearing officer's recommendation and at least twenty-four hours before the meeting at which the Governing Board.
- B. The Governing Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action, including assignment to an alternative educational program. The Governing Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Governing Board decides to expel the student, the expulsion will become effective the day after the Governing Board's decision; and
- C. The decision of the Governing Board is final.

STEP 8 (REVIEW BY THE GOVERNING BOARD):

If the student does not wish to contest the hearing officer's recommendation, the recommendation will be considered at the next regularly scheduled meeting of the Governing Board. Parents of the student are welcome to attend the Governing Board meeting whether or not they object to the recommendation of the hearing officer. However, a parent who has filed no written objections to the hearing officer's recommendation will not be allowed to speak to the Governing Board during the meeting, except where, at the Governing Board's sole discretion, the circumstances warrant otherwise.

If the student wishes to contest the hearing officer's recommendation before the Governing Board, the following procedures will apply:

- A. The parent must notify the District in writing of (1) his or her intent to contest the hearing officer's recommendation, (2) any objections he or she wishes to raise, (3) whether he or she wishes the review hearing to be open to the public. The parent must provide such notification to the District within five days of receiving the hearing officer's recommendation.
- B. Upon receipt of such notification, the District will schedule a review hearing before the Governing Board. The District will notify the parent of the time and place of the review hearing at least five days prior to the review hearing.
- C. At the review hearing, the Governing Board will consider the hearing officer's recommendation during executive session unless the parent requests that the hearing be open to the public.
- D. The Governing Board may uphold, modify, or reject the conclusions or recommendation of a hearing officer. While the Governing Board will generally be bound by the findings of fact, it may reject findings of fact where there is no substantial evidence to support them. The Governing Board expressly reserves the right to reach its own conclusions based upon the findings of fact. The Governing Board will render the final decision relative to any recommendation of expulsion.
- E. Written confirmation of the Governing Board's decision shall be mailed to the student's parent within two days after the Governing Board's meeting.
- F. The decision of the Governing Board is final

FOR STUDENTS PLACED IN SPECIAL EDUCATION PROGRAMS:

- 1. Change in Special Education placement procedures must include: (A) Written notice to parent/guardian, (B) review of placement, including the opportunity for a Special Education due process hearing with the Multidisciplinary Team, and (C) Provision for a continuum of alternative placements, including a provision of a free, appropriate education in the least restrictive environment.
- 2. Procedural and due process rights required by the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 are to be followed.

FOR STUDENTS PROTECTED UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973:

Removal from school for ten (10) or more consecutive school days constitutes a "significant change in placement". Cumulative removals of more than ten school days within the school year may also constitute a similar change in placement. Both actions trigger procedural safeguards including the right to remain in the current educational placement, appeals, and the need for a District reevaluation to determine if there is nexus between the student's disability and the alleged misconduct.

If the reevaluation team determines the misconduct is a manifestation of the student's disability, the student may not be suspended or expelled and the team must continue with its evaluation to determine whether the current educational placement is appropriate.

If no causation is found, the student may be excluded from school on the same basis as a non-disabled student. The District need not continue to provide educational services during the period of long-term suspension or expulsion. The school must provide the parent or guardian with prior written notice of the District's intended action.

Section 504(a) of the American with Disabilities Act amended Section 504 to allow schools to take disciplinary action against disabled students to the same extent as action taken against regular education students in areas pertaining to the use or possession of illegal drugs or alcohol, or possession of a weapon.

READMISSION FOLLOWING EXPULSION

A student expelled from the District may request readmission by making a written application to the Governing Board pursuant to Board Policy. Readmission is at the discretion of the Governing Board and will not be granted or considered until at least one calendar year has passed since the expulsion became effective.

Attendance Definitions

- **Excessive Absences**

Per A.R.S. §15-803(B), absences may be considered excessive when the number of absent days (excused and unexcused absences combined) exceeds ten percent (18 days) of the number of required attendance days prescribed in A.R.S. §15-802(B)(1). Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences. If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten consecutive school days, except for excused absences identified herein, shall be withdrawn from the school effective the last day of attendance or reported excused absence, pursuant to A.R.S. 15-901(A). The governing board may take disciplinary action that may lead to expulsion pursuant to A.R.S. 15-342. Pursuant to A.R.S. 15-805(B)(1) at attendance officer may issue a citation to the guardian or the child that is in violation of A.R.S. 15-803.

- **Excused Absence**

Pursuant to A.R.S. 15-901(A)(1), excused absences are identified by the Arizona Department of Education (ADE). ADE defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, out-of-school suspensions, religious holidays, pre-arranged family vacation, any school sponsored event, which causes students to miss class, such as field trips, early dismissals for school- sponsored athletics, etc. No student may be excused from class by a parent/guardian and still remain on campus. ARS 15-807(B) states that in order for absences to be counted as excused, the elementary, K-8 or middle school must be notified in advance or by the end of the school day of any absence by the parent or other person who has custody of the student. High schools must receive notification from the parent or other person who has custody of the student within 24 hours of the absence. When excusing an absence, the parent or other person who has custody of the student is expected to verify the reason for and date(s) of the absence. The school will document the date, reason, and person reporting the absence. If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. When a parent wishes to have a student excused before the close of the school day, the attendance office must be informed prior to the student's departure, and administrator or designee must provide permission. The parent/student must sign out at the front desk with exact time in order for the leave to be excused.

- **Habitually Truant**

A child between the ages of six and sixteen who is truant for at least five days during a single school year (A.R.S. §15-803(C)(1)). Arizona law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless exempt under section 15-803(A). If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor (A.R.S. §15-802(E))

- **Religious Purposes**

Pursuant to A.R.S., 15-806(A) Students may be granted release time to attend religion classes near the school campus. Specific to religious purposes, pursuant to A.R.S. 15-806(A)(1-2), these conditions will include a written consent from the person who has legal custody of the student and said religious exercises must take place at a suitable place away from school property.

Other Definitions

Academic Misconduct

Academic misconduct includes, but is not limited to, cheating, plagiarism, forgery, and lying. A student shall not use, or attempt to use, the academic work, or research of another person and represent it as his own. Academic cheating, including the use of electronic devices, may result in loss of credit. A student shall not use, or attempt to use, the identity or signature of another person and represent it as his own for his own benefit or with intent to defraud. A student shall not make an untrue statement with intent to deceive or create a false or misleading impression.

Alcohol, Drugs and Paraphernalia - Possessing and Using

A student shall not possess, use, or be under the influence of alcohol or drugs (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and Governing Board policies and regulations). For the purpose of this regulation, drugs are defined as narcotic drugs, dangerous

drugs, toxic substances, marijuana, and peyote as those terms are defined in A.R.S. §13-3401, and imitation controlled substances as defined by A.R.S. §13-3451. It shall include the use of over-the-counter medication and hallucinogens. A student shall not possess, or use drug paraphernalia as defined by A.R.S. §13-3415.

Alcohol and Drugs -Selling, Dispensing or Dealing

A student shall not sell, possess for sale, offer to sell or dispense, alcohol or drugs (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and Governing Board policies and regulations). For the purpose of this regulation, drugs are defined as narcotic drugs, dangerous drugs, toxic substances, marijuana, peyote, and imitation controlled substances. A student shall not sell, offer to sell, transfer, or use drug paraphernalia.

Arson/Arson of an Occupied Structure

A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher approved class activities such as an approved and supervised experiment in a chemistry class. A person knowingly commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. 13-1701, 2. Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.

Assault (ARS 13-1203, 13-2911)

For purposes of this rule, assault is defined as intentionally, knowingly, or recklessly causing physical injury to another person, intentionally placing another person in reasonable apprehension of physical injury and knowingly touching another person with intent to injure, insult, or provoke such a person.

Aggravated Assault

A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances:

1. If the person causes serious physical injury to another,
2. If the person uses a deadly weapon or dangerous instrument,
3. If the person commits the assault after entering the private home of another with the intent to commit the assault,
4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under,
5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties
6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

Bullying

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

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

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- Exposure to social exclusion or ostracism,
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and Damage to or theft of personal property

Case law has defined clear and present danger as a threat to the health, safety or welfare of the public. "Clear" has been interpreted to mean that the threat of danger is real or actual, not speculative or imagined. "Present" means that which currently exists as opposed to what does not yet exist or has ceased to exist.

Cyberbullying

Cyberbullying is, but not limited to, any act of bullying committed by 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.

Dating Abuse

All students have the right to be free from sex discrimination and sexual harassment at school. Dating abuse is a form of sexual harassment. Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to:

- Physical Abuse: Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.
- Emotional Abuse: The intentional infliction of mental or emotional distress by threat, coercion, stalking, humiliation, destruction of self-esteem, or other unwanted, hurtful verbal or nonverbal conduct toward former or present dating partner.
- Sexual Abuse: Any sexual behavior or physical contact toward the former or present dating partner that is unwanted and/or interferes with the ability of the former or present dating partner to consent or control the circumstances of sexual interaction.
- Threats: The threat of any of the aforementioned forms of abuse, threat of disclosing private information to parents, peers, or teachers, or any other threat made with the intent of forcing the former or present dating partner to change his or her behavior.

Defiance of Authority

A student shall obey the reasonable inquiries and directions of teachers, administrators, and other District employees and shall respond to requests for information from these persons in a truthful manner. For example, a student engages in refusal to follow directions, talks back, or delivers socially rude interactions.

Disruptive Conduct

A student shall not engage in any conduct that might disrupt any school function, process, or activity. Classroom disruption is any disruption that occurs within the classroom during instructional time. Campus disruption is any disruption that occurs before, during, or after school, but not occurring in the classroom. Verbal provocation is the use of gestures or language including rumors that may incite another student(s) to fight. Minor aggressive act occurs when a student engages in non-serious, inappropriate physical contact such as slapping or pushing with the intent to cause harm. It also includes other conduct that demonstrates low level hostile behaviors.

Dress and Appearance

A student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene words, inappropriate slogans, or graphics shall not be worn or displayed. Immodest or indecent attire is not acceptable and footwear must be worn.

Due Process

Due process consists of a set of constitutionally required procedures designed to ensure that every student is treated fairly in determining whether or not the student's conduct justifies discipline.

Emergency Alarms and Fire Controls

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists warranting use of the device. The student and/or parents or guardian(s) shall be responsible for any fees assessed by the city, or county or government agency.

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Endangering the Health and Safety of Others

A student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other persons.

Fights

A student shall not mutually engage in a physical fight with any student, school employee, or any other person.

Gambling

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Harassment, General

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs, and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, gender expression, gender identity, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Gun-Free Schools Act

The *Gun-Free Schools Act* (GFSA) requires that each state or outlying area receiving federal funds under the *Elementary and Secondary Education Act* (ESEA) have a law that requires all local educational agencies (LEAs) in the state or outlying area to expel from school for at least one year any student found bringing a firearm to school or possessing a firearm at school. Their laws must also authorize the LEA chief administering officer to modify, in writing, any such expulsion on a case-by-case basis. In addition, the GFSA states that the law must be construed so as to be consistent with the *Individuals with Disabilities Education Act* (IDEA).

Hazing and Initiation

Hazing is prohibited. All initiations that might involve verbal, physical, sexual or any other actual or threatened abuse are absolutely prohibited. Initiations related to any social club, athletic team, or other group is subject to the above prohibitions, whether or not the conduct occurs on school grounds. Hazing is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution; and
- The act may contribute to a substantial risk or actually cause physical injury, mental harm or personal degradation. Organization means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that Educational Institution

Illicit Drugs

Illicit drugs include but are not limited to ecstasy, cocaine or crack, hallucinogens, heroin, marijuana, methamphetamines, other illicit drugs, or other unknown drugs.

Intimidation

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

Multiple and Repeated Violations

Multiple violations: If the student's discipline file contains violations of multiple rules, this may result in more severe penalties than the guidelines for a single offense.

Repeated violations: If the student's discipline file contains two or more violations of the same rule, this may result in more severe penalties than the guidelines for a single offense.

A student's discipline record is cumulative and will be used as evidence in all discipline matters until graduation

Obscenity, Profanity, Defamation, or Abusive Language

A student shall not use profanity or defamatory or obscene language or gestures in oral, visual, or written form or knowingly distribute defamatory or obscene materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, or are false and have a tendency to impugn a person's occupation, business, or office. Obscene materials may include but are not limited to those that an average person, applying contemporary standards of the school community, would find, taken as a whole, appeal to prurient interests and lack serious literary, artistic, political, or scientific value. The standard to be used is of the school community, recognizing that students are, as a group, younger and more sensitive than the general adult population.

Off-Campus Suspension (OCS)

Temporary removal of a student from the school building for a specified period of time. A suspended student shall be ineligible to participate in school-related activities including but not limited to graduation ceremonies, athletic events, after-school organizations, or school-sponsored activities. Off-Campus Suspension should be used as a last resort and only when no other in-school interventions are available.

Restitution

Repaying or compensating for loss or damage.

Sexting

Sexting is the act of sending sexually explicit messages or photos electronically, primarily between cell phones and other mobile devices (National Crime Prevention Council).

Sexual Harassment

Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when made by a student to another student or staff member. Sexual harassment may include, but is not limited to touching, pinching, grabbing, impeding or blocking movement, and lewd gestures. Continuing to express sexual interest after being informed that the interest is unwelcome and dating abuse is a form of sexual harassment. A substantiated charge against a student or staff member in the District shall subject that student to disciplinary action which may include suspension or expulsion.

Sexual Misconduct

When on campus or at a school event, a student shall not engage in sexual conduct which a school community or the general public would likely find offensive, indecent, or grossly inappropriate. Such conduct includes acts such as inappropriate exposure of a private body part; intimate contact with a private body part of another individual; or intensely affectionate kissing, fondling, or caressing. A private body part in this context is defined as an area of the body which is generally associated with sex and normally covered by clothing when in public.

Suspension

Suspension is defined as the temporary withdrawal of the privilege of attending a school for a specified period of time.

- Long-term: the exclusion of a student from class for a period of more than ten school days.
- Short-term: the exclusion of a student from class for a period of ten school days or less.
- Students with a disability, as defined by IDEA, shall be entitled to a review of placement prior to a long-term suspension or expulsion.
- A suspended student shall be ineligible to participate in school-related activities including, but not limited to, graduation ceremonies, athletic events, after school organizations, or school sponsored activities.
- The length of suspension is defined below:
- A one-semester suspension is the remainder of the suspension.
- A two-semester suspension is the remainder of the current semester, in addition to the next immediate semester.
- A two-semester suspension equals a one-year suspension.

Technology, Improper use of

Improper computer usage, network infraction, improper usage of telecommunication device or any other technology may include, but is not limited to, any of the following: Threatening or abusing any student, school employee, or any other person through electronic messages, i.e. cyberbullying, sexting; Using a school computer in any way to gain access to obscene materials; Allowing obscene material to remain on computer system without immediate notification to appropriate school personnel; Providing or using another student's computer identification number and password; Inappropriately using a school computer identification number and password while off school premises; Entering into school's computer directories, files or programs without written authorization from appropriate school personnel; and Copying computer software from the school's computer system. Use of technology that might disrupt any school function, process or activity.

Theft, Extortion

Theft: A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property.

Extortion: A student shall not take, use, or borrow any property by misrepresentation, deception, or expressed or implied threat.

Threat

A threat occurs when a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.

Threat Assessment

A gathering of available information to determine relevant causal factors via a multi phased procedure as adopted by the School Safety and Prevention Division of the Arizona Department of Education including an initial incident investigation to be followed-up (as deemed necessary) with a collection of education records, interviews with others involved or knowledgeable of the situation, a possible brief screen and/or full clinical risk and protective factors assessment. All the above is reviewed by the Threat Management Team to determine not only the degree of potential danger posed but also the appropriate recommendations considered necessary to manage the student and/or situation.

Threatening an Educational Institution

Threatening an Educational Institution is defined as interfering with or disrupting an educational institution by engaging in any one or more of the following, including but not limited to:

- A student shall not, by word or conduct threaten to cause physical injury to any employee of an educational institution or person attending an educational institution;
- Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
- Going 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 by others; and
- Refusing to obey a lawful order to leave the property of an educational institution.

Albert Einstein Academy AZ is required by law (A.R.S. 13-2911) to expel from school for at least two (2) semesters, a student who is determined to have threatened an educational institution. An expulsion requirement may be modified on a case-by-case basis if the student takes responsibility for the threat.

School-Visit Requirements and Acknowledgement

Albert Einstein Academy AZ publishes this notice to guide those who visit an ALBERT EINSTEIN ACADEMY AZ school (visitors).

1. No person may enter onto school premises, including to visit or to audit a classroom or attend another school activity, without the principal's prior approval. Parents are encouraged to visit their students' school for scheduled special events and activities. In order to avoid conflict with scheduled events or the disruption of critical educational activities (such as testing), a parent must submit a request for a classroom visit to the principal in advance so that the principal can schedule a date and time. The principal or a designee will accompany the parent during the classroom visit.
2. During the school day, a visitor must report to the school office upon arrival, provide appropriate ID, and sign in on the visitor log. A visitor must remain in the office area until the principal or designee grants permission to leave that area.
3. A visitor must comply with direction from any ALBERT EINSTEIN ACADEMY AZ employee. The principal, an assistant principal, or a member of the school's security staff will typically provide such direction, but other ALBERT EINSTEIN ACADEMY AZ employees may also do so in unusual or unforeseen circumstances. A visitor to a classroom must comply with the teacher's requests and instructions.
4. A teacher's first responsibility is to the class as a whole. Therefore, a teacher will typically be unable to converse at any length with a visitor. A parent may arrange for a conference with a teacher by contacting the principal's office.
5. Before or after the school day, a visitor may enter ALBERT EINSTEIN ACADEMY AZ property only to attend an event to which the visitor was invited or to use facilities that the ALBERT EINSTEIN ACADEMY AZ has designated for limited public use. A visitor attending a special function must remain in the area the ALBERT EINSTEIN ACADEMY AZ designates for the function.
6. A visitor who engages in disorderly conduct of any kind is subject to removal and exclusion from ALBERT EINSTEIN ACADEMY AZ facilities.
7. AN ALBERT EINSTEIN ACADEMY AZ employee may direct a visitor who violates ALBERT EINSTEIN ACADEMY AZ 's requirements for visitors or any other ALBERT EINSTEIN ACADEMY AZ policy to leave ALBERT EINSTEIN ACADEMY AZ property. Failure to comply with a request to identify oneself or any lawful direction of an ALBERT EINSTEIN ACADEMY AZ employee is a violation of ALBERT EINSTEIN ACADEMY AZ policy. Failure to obey such lawful instructions may subject a visitor to prosecution for a violation of Arizona statutes (i.e., A.R.S.§13-2911, Interference with an Educational Institution).

Complaint of Bullying

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

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

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- Exposure to social exclusion or ostracism,
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and Damage to or theft of personal property

Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Albert Einstein Academy, AZ is committed to ensuring a positive, safe learning environment and will respond promptly and appropriately to complaints of bullying. Any student can file a complaint by talking to any Albert Einstein Academy Staff Member and/or completing this form and returning it to any staff member at Albert Einstein Academy. Any staff member may also complete this form on behalf of a student or parent/guardian who reports bullying.

PLEASE PRINT:

Name of Complainant: _____

Grade of Complainant: _____

Name(s) of Person(s) Accused of Bullying: _____

Description of Complaint (use specific dates, times, witness names, etc., if possible):

Signature of Complainant: _____ Date: _____

NOTE: All complaints will be followed by an investigation. Those accused as well as the parent(s)/guardian(s) of students involved will be informed of complaints, witnesses will be interviewed, and all information will remain confidential except for that which must be shared as part of the investigation.



GUIDELINES FOR VOLUNTEERING AT ALBERT EINSTEIN ACADEMY, AZ

Volunteers in the school provide additional help and assistance to the school staff in providing services to students.

Volunteers who will serve in the schools on a regular basis or may work with students in an unsupervised capacity (this includes field trip chaperones), must sign ALBERT EINSTEIN ACADEMY, AZ ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER GUIDELINES, complete a Background Check and be listed on the Albert Einstein Academy, AZ approved volunteer list. The Acknowledgment of Receipt of Volunteer Guidelines is located on our Website. [Albert Einstein Academy, AZ Acknowledgement of Receipt of Volunteer Guidelines](#)

Volunteers for school celebrations or field day do not have to have a completed background check, but must sign the ALBERT EINSTEIN ACADEMY ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER GUIDELINES and must remain in the presence of school staff at all times.

Volunteers will act within the policies of Albert Einstein Academy, AZ , which includes refraining from promoting commercial products, religious beliefs, or a political agenda.

Volunteers should model the kind of speech and dress and overall behavior which students would be expected to emulate. Volunteers will follow the following guidelines:

A. Confidentiality

Volunteers must understand that information based on contact with students, staff, or others at school is considered confidential and may not be used in conversation at school or outside school. Students and their parents have the right to expect that the student's conduct, classroom performance and achievement, and other characteristics of the student will not be the subject of rumor or gossip. Respect for the confidentiality rights of students and others within the school is essential.

B. Reporting Requirements

Volunteers are required to report cases of suspected child abuse or neglect to school officials.

Volunteers must report illegal or improper behavior on the part of the student as well as any information that might indicate that a student or others may be at risk of harm.

Volunteers must also report to school officials any incidents involving property damage or bodily injury.

C. Risk Avoidance

As a volunteer in our school, you must keep in mind that your intentions may not be perceived accurately by students or others. What children go home and report to parents may not always be an accurate portrayal of events. What is perceived, factual or not, has the potential of causing problems for all involved. A heightened level of awareness can help to avoid potential pitfalls. Awareness can be increased by paying close attention to verbal and nonverbal signals, and by taking a moment to consider the possible unintended consequences of specific actions. Additionally, volunteers must AVOID:

- 1. Privacy – Volunteers should not normally meet with individual students or small groups in an empty room with the door closed. Meetings should occur in open areas that are visible to others, especially other adults.**
- 2. Secrecy – Volunteers should not share (give or receive) secrets with students. No school staff members have an unlimited right to confidentiality even though some personnel have specific training which allows them a greater right than others. Volunteers have no such right, and they place themselves in a particularly vulnerable position by engaging in confidential communication.**
- 3. Touching – Physical contact with students is discouraged; however, a common sense approach is the expectation. For instance, coaches may pat a player on the back for a job well-done and place a student's body in a position as part of a coaching demonstration/lesson. Volunteers must be aware that the line between appropriate and inappropriate contact is often unclear and may be subjective, based on the perception of others.**
- 4. Outside Contact – Volunteers may not arrange to meet with students outside school without parental permission. This does not apply to a chance meeting in some public place. In such a situation, a friendly greeting and brief conversation may be appropriate, especially if the parent is present. The school is not responsible for any problems which may arise from outside contact.**

These guidelines are designed to protect our volunteers as well as the students, staff, and parents with whom they may work. Volunteer efforts are appreciated .

All volunteers must sign the attached form to acknowledge receipt. This acknowledgement will be retained at It will be carried over from year to year, unless the Guidelines are revised.

Receipt for Student Attendance, Discipline & Due Process Procedures

I have read and understand the following Policy Regulations of the Albert Einstein Academy AZ and further understand that these violations could result in exclusion from school. I *a/so* understand that a Student's discipline record is cumulative and shall be used as evidence in all disciplinary matters until graduation. In addition, I understand that campuses or portions of campuses may be under electronic surveillance.

| | |
|----------------------------------------------------|---------------------------------------------------------|
| Academic Misconduct | Multiple & Repeated Violations |
| Alcohol, Drugs, Paraphernalia - Possession & Using | Obscenity, Profanity, Defamation or Abusive Language |
| Alcohol & Drugs Selling,Dispensing or Dealing | Sexual Harassment &. Sexual Misconduct |
| Arson | Technology, Improper Use of |
| Assault & Aggravated Assault | Theft, Extortion or Misrepresentation |
| Bullying/ General Harassment | Threatening an Educational Institution |
| Defiance of Authority | Tobacco/Smoking Supplies - Possession or Use |
| Disruptive Conduct | Traffic (motor vehicle) & Transit (school & city) Rules |
| Dress & Appearance | Trespassing |
| Emergency Alarms & Fire Control Devices | Unauthorized Entry/Burglary |
| Endangering the Health & Safety of Others | Unauthorized Visits to Other Campuses |
| Fights | Vandalism, Destruction of Property |
| Gambling | Violation of School Procedures & Rules |
| Hazing & Initiation | Weapons & Dangerous Items |

Date