

ARCHES Academy
1150 W. Superstition Blvd
Apache Junction, AZ 85120
(480) 881 -7114

Welcome Parents!

We are honored to serve you and your family and thank you for entrusting the education of your children to us. Working with your children throughout the year is truly a blessing. As we walk along the road into the future with our students, the Board, Administration, and Staff want to partner with you in building strong character, outstanding academic skills, responsibility, and success in these future leaders of our world.

Our Vision

Inspiring scholars by honoring the gifts within each.

Our Mission

“Our mission is to help each learner achieve mastery of the standards by use of authentic learning experiences, coaching and mentoring, freedom of choice, service to others, and personal responsibility. Students will learn academics and life skills in a value-rich environment stressing Honor, Courage, Strength, and Discipline. We believe that our methods will produce outstanding individuals who not only have acquired exceptional literacy in the arts and sciences, but mastery over self and true leadership ability.”

Notice of Non-discrimination

ARCHES Academy does not discriminate based on race, color, national or ethnic origin, religion, sex, disability, or age in its hiring and enrollment practices, or in the administration of any of its programs or activities.

Other Notices

Notices of public meetings and other legal notices are posted both online at the school's website (arches-academy.com) and on campus in the front office. If there is something in particular you are looking for and do not see it, please ask the receptionist on duty and they can direct you to the appropriate information.

Our Title IX Coordinator is Michelle Edwards. If you have any Title IX related concerns, you may reach out to her either in person or via email.

Community Relations

It is important to us that we work in harmony with families, keeping an open line of communication. Our desire is to develop a relationship of mutual trust and cooperation between home and school so that our children develop positive attitudes towards school. If questions or conflicts arise, we ask that parents go directly to the staff member involved in order to gather accurate information and try to resolve any concerns.

The administration is committed to being proactive in resolving issues and is always open to listen to suggestions and concerns. Together, we should be able to gain an understanding of almost any problem and reach a favorable solution- thereby avoiding suspicion and mistrust. Staff members are expected to set a good example by handling student and family concerns with respect, discretion, and impartiality.

Discussing problems with those directly involved is more likely to benefit everyone.

Rules

All of the policies and rules adopted by the school are based upon safety, compliance with state and federal laws, and fulfillment of our goals and responsibilities in educating your children. Therefore, we ask that parents and students familiarize themselves with, and abide by, campus policies so that we may be successful in our efforts to maintain a safe, healthy, and productive educational environment.

Absence Reporting

Arizona Law Concerning Student Absences: ARS 15-807

- In case of absence from school, the parent/guardian is required to notify the school attendance personnel in advance of or at the time of the absence.
- The parent/guardian is required to furnish the school with at least one telephone number where the parent/guardian may be contacted during the school day. If there is a change in telephone numbers during the school year, the parent/guardian is to promptly notify the school office. Attendance is taken twice daily- at the beginning of the day and again in the afternoon.
- ARCHES Academy is responsible for reporting all absences and tardies to the Department of Education.

Attendance

- Students will be recognized for perfect or outstanding attendance and for being on time.
- Perfect attendance means Zero days missed and no days tardy.
- Outstanding attendance means no more than 1 absence and/or 3 times tardy. Excused absences/tardies count, and an early pick up is counted as tardy. Excused absences include illness, doctor's appointments, family emergencies, religious observance days, and bereavement. These absences will only be considered excused if

the parent/guardian notifies the school prior to or at the time of absence. Absence due to family vacation or any that exceeds the 10% threshold will be counted as unexcused. Students with 10 consecutive unexcused absences will be withdrawn from the school but may be re-enrolled upon return.

It is important that parents and students recognize the direct relationship between regular school attendance and academic success. When students are absent, the benefit of class presentations, discussions, and class participation is lost forever. Habitual tardiness and absenteeism are undesirable habits that children learn early and practice for a lifetime.

If a student is absent 5 times during the year, a report is generated informing you of the absences. At 8 absences, a second report is generated, and the parents will be contacted to schedule a meeting with the principal at which time an attendance contract will be put into place. At 10 absences or more, a report will be sent and consideration for truancy action will be initiated. In cases of excessive (10 or more) student absences or tardies, parents may be contacted by a Truancy Officer and may be issued citations as outlined in ARS 15-802 and ARS 15-803. Citations require a court appearance and may result in fines and court costs. Although students should be absent or late only when necessary, students who are ill should not come to school, especially if their illness is contagious. In case of chronic illness, please contact the school nurse/health aide and provide documentation from a health care professional so that we may make appropriate accommodations.

Bicycles, Skateboards and Individual Transportation

If students ride personal transportation such as bicycles, skateboards, skates, or scooters, parents and students must assume responsibility for all risks involved and parents will need to sign a permission slip releasing school of any liability for damage, theft, or injury. For safety, we recommend that younger students riding bikes or other personal transportation to and from school be accompanied by an adult and wear appropriate protective gear.

Students must **WALK** their bicycles or scooters onto school property when they arrive, off the campus as they leave, and at all times while on school grounds. Immediately after students arrive, bicycles or scooters are to be parked and locked in the appropriate and designated area. Skateboards must be carried, not ridden, to the office and secured. No personal, individual transportation or recreational equipment may be used on campus at any time, 24 hours per day, 7 days per week. ARCHES Academy is private property.

The school does not furnish locks nor assume responsibility for the security of bicycles, scooters, or other personal equipment. The bike rack is not locked after school or on weekends. Personal equipment should not be left in that area during any time outside of school hours.

Birthday Celebrations

Birthday parties are **NOT HELD AT SCHOOL**, but students are recognized at school on their birthday.

Families should celebrate birthdays and other special events outside of school. Class time and lunch periods cannot be used because of schedule constraints. Balloons, flowers, or other decorations distract from the learning environment in the classroom and should be reserved for home celebrations. Latex balloons, fresh flowers, and other items may trigger allergy or asthma attacks in some students and cannot be taken into classrooms. In addition, food items generally used for these celebrations contain high levels of sugar, fat, salt and/or artificial colors/flavor, which are not healthy for children nor conducive to a learning environment and, due to sensitivities/allergies, often leave some children not able to partake.

Responsibility for the distribution of birthday and other private party invitations or announcements cannot be assumed by school personnel, nor may school time be used for distributing invitations. Privacy laws prevent school personnel from giving out names, class lists, addresses, or telephone numbers of students or other parents. Further, distributing selective invitations at school often results in hurt feelings and other social distractions that take away from the learning environment.

Bullying

Bullying is defined by the Oxford dictionary as “seeking to harm, intimidate, or coerce someone perceived as vulnerable”. It is distinguished from “meanness” by the presence of a “power over” situation – something that gives the bully “power over” the person being bullied and gives them an advantage. This advantage can be in number (several people bullying one or a smaller number), age, strength, social standing, etc.

Bullying requires intent. In other words, it cannot happen on accident. In order to be “bullying” the bully must be intentionally trying to “harm, intimidate, or coerce”. If the intent is not present, it may very well be mean or at least thoughtless behavior, but it is not bullying.

At ARCHES, we take bullying behavior very seriously. We act on every allegation. We thoroughly investigate the accusation and seek to determine the intent of the person accused as well as what may be causing the behavior reported. Appropriate assistance is then given to both the accused and the accuser (to the accused to help him/her recover and the accuser to eliminate the perceived need to bully). All of this is done privately and with parental support.

See Discipline for more details regarding how bullying is handled from a discipline perspective.

Campus Environment/Public Order

Arizona Law (ARS 13-2911) requires the governing board of all publicly funded schools to adopt rules for the maintenance of public order on school campuses, and to provide a program for the enforcement of its rules. “This law may be enforced by any peace officer in the State of Arizona wherever or whenever a violation occurs.” Violation of this law constitutes a Class 1 misdemeanor or a Class 6 Felony, depending on the violation.

The rules adopted by ARCHES Academy to govern the conduct of students, staff members, parents and other members of the public while on the property are as follows:

- The Administrative Council, including the Principal, Dean of Students, and Business Manager, and their designated representatives are charged with the responsibility of maintaining order at ARCHES Academy.
- They may order anyone whom they consider to be interfering with or disrupting the order and reasonable peacefulness of the educational environment at ARCHES Academy to leave the property immediately.
- Law enforcement officers will be called if anyone threatens the safety or peaceful operation of the school or refuses to leave the property when ordered to do so.
- E-mail/Correspondence Warning: E-mail, electronic messages or other documents sent to/from the school, Governing Board Members, Administrators or any ARCHES Academy employee are considered a public record and released upon appropriate request pursuant to the Arizona Public Records Law. Such records may be used in a court of law.
- “Interference with or disruption of an educational institution” includes causing an employee of an educational institution to take any action to protect the educational institution or the employees, students, or property of the institution.
- A person commits interference with or disruption of ARCHES Academy as an educational institution by doing any of the following (in person, on, or off campus, by telephone or electronic transmission, written communication, or any other means):
 - Refusing to abide by the policies of ARCHES Academy that relate to student safety, building, classroom, playground and campus security, the emotional peace and security of students, staff, and parents, and the educational environment in the classroom.
 - Threatening to cause physical injury to any employee or person attending ARCHES Academy.
 - Knowingly going on or remaining on the property of the school for purposes or interfering with or disruption of the lawful use of the property or in any manner, deny or interfere with the lawful use of the property by others.

- Knowingly refusing to obey a lawful order given by a designated representative of ARCHES Academy.
- To constitute a violation of this section, the acts that are prohibited are not required to be directed at a specific individual, specifically at ARCHES Academy, or any specific property of the school.
- Interference includes off-campus threats or actions and applies to the described persons and property outside of school hours.

Carpools

ARCHES Academy does not set up carpools or provide transportation to or from school other than busing. Parents may fill out a form and add it to the file in the office containing information about others who are interested in forming a carpool. ARCHES Academy does not update the list, verify information, nor plan or make telephone calls to help set up carpools.

ARCHES Academy does not endorse anyone on the list or in any way guarantee the driving record or personal responsibility of those who have completed carpool sheets. We cannot assume responsibility of those on the carpool sheets. We cannot assume responsibility for the character and behavior of those on the carpool list, even though you may have met them through the school. Due to parent requests, we will provide forms, keep the file in the office and make it available to anyone who asks for the information; however, it is incumbent on parents to contact and evaluate prospective carpool drivers.

Cell Phones

Cell phones and paging devices are inappropriate for student use at school since they create disruption in the learning environment. Cell phones cause a distraction if they ring or vibrate in class. Students may not talk on phones during class nor use photo, game, or text messaging functions. Students may not keep phones on their person or at their desks or in backpacks at school. Cell phones found on campus will be taken to the office where parents may retrieve them. The cell phone policy also applies on the bus and on the playground. If parents feel there is a reason for an exception, they should contact the principal.

We also ask that visitors refrain from using their cell phones in the office, hallways, or in school buildings during school hours. It is distracting to staff members in the office who are conducting business and it disturbs students when cell phones ring and cell phone users are engaged in conversations in the halls, in the cafeteria, at assembly, or at times in other rooms. Thank you for being considerate and a good model of appropriate conduct in public for our students.

Change of Address, Email, and Phone Numbers

It is vital that parents keep addresses and all telephone numbers current so that the school may reach a family member in case of emergencies. Important information is sent out using this information. Please report immediately any changes in emergency contact information (relatives or friends you may have listed). The office has update forms, or information may be called into the office.

Child Find

In accordance with ARS 300-125 and AAC R702-401, school procedures include:

- Promoting public awareness of resources available to all parents who have reason to believe their child is not progressing at an appropriate level of development. Infants and preschool age children through the age of 36 months may receive special help through AzEIP, a program run by the Arizona Department of Economic Security.
- Service coordinators at AzEIP will assist parents in finding programs for children with developmental needs who are between 36 months and 5 years of age by referring them to local school districts, a Head Start program, or a local childcare center.
- AzEIP is available online or you may call (602) 532-9960 or (800) 237-3007, toll free in Arizona.
- Screening activities for disabilities or special needs are conducted for all newly enrolled students at ARCHES Academy, including those transferring into the school without sufficient records. Screening is accomplished within 45 calendar days of enrollment.

- Screening activities include consideration of academic or cognitive skills, vision, hearing, communication, emotional, and psychomotor domains. The school maintains documentation and annually reports the number of children with disabilities. Office staff will assist anyone who needs assistance. Reporting is done within each disability category that has been identified, located, and evaluated.

Communicable Diseases

Communicable diseases constitute a serious health threat to students, teachers, and school families. Anyone with a communicable disease should not come to school during the time that they are contagious. Please refer to the section entitled “Nurse” for specific information.

Curriculum

ARCHES has been very selective in choosing the curriculum used in our classrooms. We did extensive research to determine those that were aligned to our state academic standards, matched the way student brains work, and provide multiple ways for students to access the information. We have found the best in each content area by determining which shows the greatest outcomes for students, especially those that have previously struggled. We are committed to remaining vigilant and monitoring all of our students’ performance data to ensure each of these is having the impact we want. If not, we will find ways to make the needed changes, whatever they may be.

Custody and Other Legal Issues

Parents must notify the school in writing if there are custody issues or other considerations that affect students and their oversight and management. The most current court documents regarding divorce decrees, legal separation, restraining orders, custody rights, adoptions, and name changes must be kept in student files in order for school personnel to honor requests regarding release of students or information. School personnel may not physically restrain anyone from visiting with or picking up a student; however, written instructions from the custodial parent should be on file in the office regarding the action desired on the part of the school (call 911, etc.) if an unauthorized event occurs. School employees cannot accept the responsibility of supervising visits in custody cases. Students’ legal names must be used on all official, permanent records such as report cards, enrollment files, and state reports.

Daily Schedule

- Daily Office Hours are from 7:30 a.m. until 4:00 p.m.
- Staff supervision for students at no charge is from 7:30 a.m. until 7:50 a.m., and from dismissal time for the students which on Monday through Thursday is 3:30 p.m., (unless they are participating in After School Programs, then it is 5:00 p.m.) and on Fridays at 1:30 p.m. until 1:50p.m.
- Teachers meet students at the playground at 7:50 a.m. and proceed to classrooms following morning assembly.
- Parents who arrive with their students after 7:55 a.m. will need to go into the office and sign their child in.
- After School Programs will be offered for a nominal fee, the fee is to cover the cost of supplies, snacks, and the teachers’ time.

Discipline and Student Conduct

ARCHES Academy has an orderly atmosphere. Every student should demonstrate respect and courtesy daily. To ensure orderliness, teachers establish and teach both school and class rules. Students are to follow the dress code and all rules adopted for the purpose of maintaining safety and order. No one is permitted to interfere with the learning of others or to disregard classroom, campus, playground, or dress-code rules all of which are clearly communicated. Students are given positive reinforcement when they are observed doing things right. Students will be recognized for positive behaviors and will have the opportunity to earn special rewards and privileges for going above and beyond expectations. Consequences for inappropriate behavior are clearly spelled out and are enforced as appropriate. Every effort is made to keep parents informed should their intervention be warranted.

ARCHES Academy uses the Warrior Ethos as part of its character education program to teach and model appropriate and expected behaviors. The Ethos will be used in consultations about both positive and negative behaviors and will be reinforced through modeling and conversation across the campus daily as well as through recognition and awards. Students are expected to embrace these values and behave accordingly at all times on the ARCHES campus and at all school-related/school-sponsored activities.

Teachers will contact parents if a child’s behavior needs improvement. For subsequent or more serious offences, students will be sent to the office with a Principal Referral form. (See appendix.) The principal will counsel with the student about the inappropriate behavior and the form is then sent home to inform parents of the outcome of the conference. The administration makes the final decision on all behavior/discipline problems and the principal is the only staff member who assigns points for infractions. Recommended point values for specific infractions are as follows:

Infraction	points	Infraction	points
Not following rules	2	Gang activity	10
Excessive talking in class	2	Possession of or drinking alcohol	10
Dress code violations	2	Possession of dangerous objects	10
Leaving area without permission	3	Possession of fireworks/lighters/matches	10
Restroom violation	3	Possession of pornography	10
Severe teasing/ name calling	3	Putting self/others at serious risk	10
Swearing/inappropriate language	3	Smoking	10
Throwing food or other objects	3	Stealing	10
Cheating/lying/deception	4	Vandalism (minor)	10
Horseplay/rough-housing	4	Violating state or federal laws	10
Disturbing the learning of others	5	Accessing/viewing obscene, vulgar, violent, or other inappropriate content on campus	10
Endangering/hurting others	5		
Disrespect for adults/students	5	Arson/serious vandalism	30
Ignoring/disobeying authorities	5	Possession/distribution of drugs	30
Vulgar language/gestures	5	Possession/distribution weapons/explosives	30
Bullying*/harassment/threats	10	Sexual harassment/acts/abuse	30
Fighting	10	Violence/serious	30

When a student accumulates discipline points during the school year, consequences will be given as follows:

- 10 points – Suspension for up to 5 days
- 20 points – Suspension for up to 10 days
- 30 points – Recommendation to the Board for Expulsion

Note: Principal Referral/ Discipline Action forms sent home must be signed by the parent/guardian and returned to the school the following school day. Parent signature acknowledges receipt of the information but does not necessarily indicate agreement. Space is provided on the form for parent comments. A written appeal should be submitted to the school Board if parents disagree with disciplinary decisions after talking with administration.

In addition to the above, the ARCHES Academy Board of Directors has adopted the following parental notification policy: In the event of any student illness or injury that is beyond school staff ability to provide appropriate aide or student discipline situation involving public displays of inappropriate affection or suspicion of inappropriate relationships, threats or displays of violence, any incident requiring the removal of the child from regular classes for an extended period of time, or any illegal activity (as defined by Arizona Revised Statutes Chapter 13), every effort will made to contact and receive communication in return from a parent/guardian within one hour of becoming aware of the situation.

*Bullying is defined on page 4 of this handbook.

Search of Student Property

The number one priority for ARCHES staff is to keep students safe and learning. To do this, it is occasionally necessary to know what students are carrying with them in their backpacks and other bags they bring to school. School policy states that only needed items should be brought to the school and carried with the student. ARCHES Academy reserves the right to search student backpacks and other bags as necessary to ensure the safety and security of students and staff on campus and to preserve the learning environment.

If staff determines that a search is necessary, students will first be asked to submit voluntarily to a search. ARCHES does reserve the right to compel a search if circumstances necessitate.

Suspension/Expulsion Due Process

The ARCHES Academy Board of Directors has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Principal/Board of Directors shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. Full Due Process Policies are available in the front office upon request.

Supervised Suspension - Classroom

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom. The Principal/Board of Directors may establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated above, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated. School may implement, in place of a supervised suspension classroom program, programs involving use of conferences between staff, parents/guardians, and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Decision Not to Enforce Expulsion Order

The order for expulsion may be suspended by the Board, on case-by-case basis, pursuant to the requirements of law.

Dress Code

Uniform tops are collared, Polo shirts in light blue, light green, light yellow and white with the school name/logo imprinted on the front. Pants, shorts, skirts, skorts or jumpers must be either navy blue or khaki and may be purchased at local discount or department stores. The lower portion of the uniform may not be gray, black, green, royal blue, pastel blue, red or any color other than navy blue or khaki. It also **MUST** extend to the top of the student's kneecap. Jeans/denim may not be worn as uniform attire. Please call the front office for the latest information on ordering uniforms. Stripes, plaids, flowers or other designs or colors such as pink, green, purple, anything neon, or hues that clash with the uniform colors may not be worn as the bottom portion of the uniform or as accessories.

Accessories such as sweaters, pullovers, light jackets, sweatshirts, vests, jumpers, tights, leggings, socks, t-shirts with long sleeves exposed or other articles of visible clothing must match the uniform's colors. Neutral gray accessories are acceptable. Coats and jackets that are worn only on the playground or outside in cold weather may be any color, fabric, or design (except for those designs listed as inappropriate).

Uniform tops are not required to be tucked in, nor are belts required. Suspenders may not be worn outside of clothing. Shorts, skorts, skirts, and hem length of dresses or jumpers must extend to the top of the student's kneecap in length and have a "finished" hemline.

Underclothing must not be exposed, partially or otherwise, and see-through attire is not permitted. Uniform shorts are to be worn under dresses or skirts on physical education days and at any time when girls are climbing or playing on the playground equipment. Shoes with closed toes and heel straps are encouraged. For safety reasons, high heels, platform shoes (including raised-heel tennis shoes), cowboy boots, hiking boots, footwear with rollers or cleats, other recreational footwear, soft cloth, bedroom slippers, clogs, or flip-flops may not be worn to school anytime. As with other coordinating accessories, shoes may not be bright, neon colors.

P.E. Attire: Conventional Velcro fastened, or lace-up tennis shoes must be worn for physical education classes and are recommended as daily wear for all students since schedules may be changed unexpectedly. Time does not allow for individual evaluations of alternative footwear anytime, especially during P.E. classes.

Hats, caps, and sunglasses are appropriate outdoors, but may not be worn indoors by boys or girls. All headwear must be worn in conventional style, not sideways or backwards. Do rags, skull caps, sweatbands, stocking caps, and similar headgear are not permitted. Sun block is encouraged but must be applied at home. School staff cannot apply sunblock at school, nor may students keep it with them.

Hair should be neatly groomed and clean. Distracting hairstyles are not permitted, including, but not limited to: unnatural colors; Mohawks; "fauxhawks," spikes; cut or shaved designs; partially shaved or cut; shaggy or excessively unkempt hair. Hair must not hang below eyebrows or impair normal vision. Boys' hair should not fall below the bottom of the shirt collar line, be pinned up or worn in a ponytail.

Jewelry, makeup and nail polish: Girls may wear earrings in/on the ears only. Girls may wear lightly applied makeup. Nail polish may not be black or dark purple. Boys may not wear earrings, makeup, or nail polish. Piercing, other than girls' earrings, may not be visible on exposed areas of the body.

Tattoos, transfers, writing, or markings on exposed areas of the skin are not permitted.

Enforcement: Students out of dress code may not attend class. Parents are responsible for ensuring that their children are properly dressed for school each day and will need to bring proper attire to school for their student if the student is out of dress code. Since no dress code can address all of the changing fads in clothing and attire, the final decision regarding dress code issues rests with the administration.

Parents and students sign the dress code as part of the enrollment agreement each year. Thanks for helping keep us all focused on learning and maintaining a positive, safe environment for everyone.

One objective of wearing uniforms is to create an environment that raises student awareness that we are in a school setting which focuses on learning and academics. We believe that concentrating on developing character and positive personality traits (rather than being distracted by an emphasis on style and clothing fads at school) will serve students better in becoming more interesting and successful in the future.

Drug/Alcohol Free Zone A.R.S. 13-3411.

ARCHES Academy is a drug free zone with zero tolerance. Students accepting, purchasing, selling, distributing, or using illegal drugs or substances will be expelled. Students in possession of illegal drugs or found to be abusing prescription drugs or other substances will be expelled. If a situation involving illegal use of drugs arises with students or any other person on campus, on school property, or within school jurisdiction, the police will be called.

Tobacco Free Zone A.R.S. 36-798.03.

Tobacco use by anyone, students or adults, is prohibited anywhere on school property, including the parking lot and playground, at any time (before, during, or after school hours). The law states:

“A. Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at Off-campus School sponsored events. For purposes of this subsection, "school" means any public, charter, or private school where children attend classes in kindergarten programs or grades one through twelve.

B. Subsection A of this section does not apply to an adult who employs tobacco products as a necessary component of a school sanctioned tobacco prevention or cessation program established pursuant to section 15-712. C. A person who violates this section is guilty of a petty offense.”

Parents/staff may not smoke or consume alcohol on or around the school property. Students accepting, purchasing, selling, or distributing any illegal substance will be expelled. Students in possession of illegal drugs will be expelled.

Weapon Free Zone A.R.S. 13-3101 – 3122 Weapons and Explosives

Weapons and explosives of **ANY** kind are not permitted on school grounds at any time for any reason.

FERPA Rights

This section constitutes your Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information. Confidentiality of education records is a right of public-school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, "educational 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 public school. The types of information gathered and maintained includes, but is not limited to: the student's 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, among other things, 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 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 a student and the student's parents and 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 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. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

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. They are:

1. 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 principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

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 right 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.

3. 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, is as follows:

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 personnel); a person serving on the school 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. Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by a school 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

600 Independence Avenue

SW Washington, DC 20204

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows: The student's name, address, telephone listing, date and place of birth, major field of study,

participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notices of these rights are available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

Grades

The grading scale at ARCHES is very simple. If a student scores at or above 80%, they have achieved mastery and they may move on. If not, they will be given more instruction and another chance to demonstrate mastery. This will continue to happen until they have reached mastery on each task. We will not be generating Report Cards in the traditional sense. Instead, families will have continuous access to the student Passports, which will show which tasks students are currently working on and which are still available for them to complete, and to the online grading portal where they will be able to see their student's progression from standard to standard, including which is next on the list to be mastered and a score showing where that student currently sits on the road to mastery of that standard. This will provide exactly what a parent needs to know in order to help their child along the path at any given time.

Recognition

Every Monday morning ARCHES will hold a recognition assembly. Students will work in groups to present those assemblies each week under the direction of a staff member. During the assembly, students from across the school will be recognized for any number of positive achievements including academics, behavior, progress towards advancement, and extra-curricular activities. Consistent positive recognition motivates students to work harder and achieve more, plus it improves morale and keeps everybody looking for the best in each other. There will never be a limit on how many students may receive recognition, the more the better!

Student-Led Conferences

Three times each year, families will be invited to come to the school for Student-Led Conferences. These provide an opportunity for students to demonstrate to their families the accomplishments and achievements they have made since the last conference, share goals and progress toward goals, review action plans and consult with both teachers and parents on ways to be more effective as a student. And instead of parents and teachers talking about the student, the student leads the conversation. This requires the students to own their own education and take responsibility for their achievement which always produces better results.

Harassment, Threats, Bullying

Aggressive behavior, including harassment, threats, bullying, or sexual harassment have no place in an educational environment. Such actions violate state and federal laws and will not be tolerated at ARCHES Academy. Teasing, name-calling, and making fun of others falls into the category of harassment. The Discipline Policy makes provisions for dealing with these violations which may result in immediate suspension or expulsion.

Anyone who believes they are a victim of harassment, threats, or bullying at ARCHES Academy, or knows of someone else who is, should report it immediately to a staff member. Parents or students are encouraged to file a formal, written complaint concerning these issues. All threats are taken seriously, evaluated by the Threat Assessment Team, and law enforcement or other legal authorities are contacted in cases of viable threats.

Parental Complaint/Grievance Procedure

A key sign of quality in an organization is its willingness to listen to criticism and challenge from the users of its services and its ability to respond positively to these in order to bring about improvement.

The aims and objectives of the complaints procedure are:

- To enable complainants to express dissatisfaction
- To ensure that anyone making a complaint is dealt with sympathetically and courteously
- To take complaints seriously and investigate them fairly and thoroughly
- To ensure that, if there is a fault, it is remedied to the satisfaction of the complainant whenever possible
- To ensure that complainants are dealt with in a just and fair manner
- To learn from complaints and make improvements to practice and procedures

ARCHES Academy prohibits retaliation for the filing of any complaint or the reporting of instances of any improper activity or for participation in the complaint process. Administrators responsible for conducting an investigation into a complaint may, at their discretion, keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. Participants in a complaint or investigation process are required to maintain appropriate confidentiality and to abide by specific directives from administrators regarding confidentiality. ARCHES will not investigate anonymous complaints unless the Board of Directors or designee deems such an investigation to be necessary and appropriate.

The following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage.

Informal stage: expression of dissatisfaction to a member of ARCHES staff. Most difficulties can be resolved by treating the complainant courteously, by handling the complaint seriously, and by responding quickly. It is essential to give time to and be patient with the complainant, so that they feel they have been properly heard.

- Complaint can be written or made by phone or in person
- The member of ARCHES staff who receives the complaint should guide the complainant to the right channel or personnel such as direct discussion or ARCHES Administrators. ARCHES is not responsible for any staff member who acts on his/her own to resolve any informal complaint which may not be satisfactory to the complainant.
- Attempts should be made to resolve the complaint quickly and informally if possible (within 5 school days) and ideally on the spot.
- Where possible, full details of the complaint and any action taken should be noted and kept so that they can be passed on to the next level if necessary.
- Complainant's desired outcome and possibilities of redress should be discussed (this is not an admission of liability)
- Complainant should be provided with information on how to proceed to formal complaint stage if the complaint remains unresolved. Complaints will not normally be investigated if more than 60 days have passed since the incident or event took place.
- Preventative or learning actions should be noted.
- If the complaint centers on a student, the student should also be interviewed. Students would normally be interviewed with their parents or guardians present. In some situations, circumstances may prevent this where this would seriously delay the investigation of a serious or urgent complaint or where particular circumstances mean that a student has specifically said she/he would prefer that parents or guardians were not involved. In such circumstances another member of staff with whom the student feels comfortable should be asked to attend. Consideration should always be given to the necessity of obtaining parental consent for such an interview.

Formal stage: if the complaint cannot be resolved at an informal level described above, the complainant may submit a written complaint.

- All formal complaints shall be submitted in writing to the principal. If the complainant is unable to prepare the complaint in writing, ARCHES staff shall help him/her to do so. Complaints related to a principal or Board member shall be initially filed in writing with the Board of Directors President or designee through the Business Manager or Board Clerk.
- A written complaint must include, but is not limited to, the following information.
- The name of the person and any other persons involved.
- A brief but specific summary of the complaint and the facts surrounding it
- A specific description of any prior attempts to resolve the matter,

- The remedy requested or desired,
- The signature of the complainant attesting that all information is true and correct to the best of the complainant's personal knowledge
- The date of the complaint is filed.
- The person against whom the written complaint was filed may request a copy of the written complaint. In appropriate situations, the principal may provide a copy of the written complaint to him or her with names and identifying information deleted or a summary of the complaint.
- The principal/designee (an appointed administrator) will acknowledge receipt of written complaint and will appoint an administrator to be responsible for investigating the complaint. The administrator will attempt to resolve the complaint in a timely manner to the satisfaction of the person(s) involved within a reasonable period.
- Complainants should consider and accept the principal's or designee(s)' decision as final. However, the complainant may appeal a decision made by the principal to the Board of Directors. Once a request has been made to appeal, the Board will decide whether or not to address the complaint further. If the Board decides not to address the complaint, or if there has been no request to appeal the decision to the Board, the decision of the last appropriate administrator shall be the final decision. Any decision of the Board shall be the final decision.

Vexatious complaints: Definition: causing or intending to cause trouble by harassing or interfering and/or by unjustifiable claims or legal actions without sufficient grounds for the purpose of causing trouble or annoyance to the target. Vexatious complaints are often characterized by introducing new or overlapping issues and making it difficult for the issues to be separated and a final conclusion to be reached.

It should be noted that research has shown that vexatious complainants often focus on expressing personal vindictiveness and seeking retribution. They are often searching for outcomes that the resolution process cannot deliver, for instance the dismissal of a teacher, or even an unwarranted specific apology, rather than a general good one, for the infraction they feel they have suffered.

Confidentiality: all those involved in a complaint, whatever role they are playing, should ensure that the matter is kept confidential, especially while it is being investigated. Even at the informal stage, it should not be discussed with anyone who might later be part of the formal procedures. However, all parties to a complaint will need to be aware that some information may have to be shared with others involved in the operation of the complaint procedure.

Anonymous complaints: any complaint lodged in the form of an anonymous letter or telephone call cannot be pursued using normal procedures. Although generally such complaints will be ignored, the person receiving the complaint should refer it to the principal to decide whether the seriousness of the anonymous complaint warrants an investigation.

It should be noted that ARCHES is only involved in conflicts involving a student and a staff member, parent, curriculum, or other school-related issue. ARCHES does not get involved in the resolution of parent-parent conflicts, or student-student conflicts that are not directly related to the school.

Harassment of Employees

ARCHES encourages the interaction with parents and the community and believes that students benefit when the relationship between home and school is a positive one. The vast majority of parents, guardians, and others visiting the school are eager to work with the staff and are supportive of the school. However, a tiny minority of parents have a negative attitude towards the school and sometimes, this can result in aggression, verbal and/or physical harassment towards school staff. ARCHES expects its staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of Administrators. ARCHES recognizes that all employees have the right to work in an environment which is free of harassment. The purpose of this policy is to ensure that harassment does not occur. If, however, it does occur, ARCHES undertakes that allegations of harassment will be dealt with seriously and confidentially, using the procedures set out in this Policy, and that employees will be protected against victimization for making or being involved in a complaint.

Definition of Harassment

There is no single, simple definition. Harassment may, however, be summarized as conduct which is unwanted, unreasonable, and offensive to the recipient. This could be persistent behavior over a period of time or a single serious incident. It is the deed itself and the impact on the recipient which determines what constitutes harassment rather than

the intention of the perpetrator. It is the view of the recipient which is most important and if the recipient feels that he or she has been harassed the complaint must be taken seriously and acted on in an appropriate way.

Forms of Harassment

Harassment may be directed at, and can be carried out by, an individual or a group of individuals. Harassment can range from extreme forms such as violence and bullying to less obvious actions. All types of harassment behavior are considered serious and unacceptable and will not be tolerated. This is not an exhaustive list but seeks to provide illustrations of unacceptable behavior.

- Shouting at school staff, either in person or over the telephone
- Physically intimidating a member of staff, e.g. standing very close to him/her
- The use of aggressive hand gestures
- Threatening school staff
- Verbal and written abuse through jokes, offensive language, name-calling, gossip, slander, and character defamation, etc.
- Abuse of management procedures to threaten, humiliate, or coerce
- Threats or promises affecting work performance or linked to employment prospects.

Dealing with Harassment

All complaints shall be submitted in writing to the Administrator, or immediate supervisor.

The procedure for dealing with harassment of school staff by parents is as follows:

Informal Procedures:

1. When a parent or member of the community behaves in an unacceptable way towards a member of the school staff, the Administrator will seek to resolve the situation through discussion and mediation.
2. Attempts shall be made to resolve the complaint quickly and informally if possible (within 3 school days) and ideally on the spot.
3. Complainant's desired outcome such as a warning letter to the parents, and possibilities of redress should be discussed (this is not an admission of liability).
4. Complaints will not normally be investigated if more than 60 days have passed since the incident or event took place.

Formal Procedures:

1. If the misconduct continues, or it is not appropriate to resolve the problem informally, either because the serious nature of the complaint or where informal attempts at resolution have failed, the issue shall be raised to the formal stage.
2. The perpetrator shall be notified that he or she is under observation for a period of time. If the misconduct continues,
3. The perpetrator will be restrained from entering the ARCHES premises for a period of time, subject to review. All communication from the parent will be blocked and ceased. If this restriction is breached, the Police will be notified.

Conclusion

Students learn best when there is a positive partnership between home and school. While every effort will be made to work with parents, this will only be possible where parents behave in an acceptable way. Unfortunately, where a parent's behavior is either unacceptable or serious it will not be possible to continue working with him/her and, as a final resort, legal action may be taken.

Homelessness & the McKinney-Vento Act

ARCHES Academy seeks to identify enrolled/enrolling families in order to provide them with services they are entitled to under the McKinney-Vento Act. Upon enrollment, the enrolling parent is asked to provide residence information which serves to provide this identification. Thereafter, we follow-up on information periodically provided from students or families in order to make this identification. The following rights apply to any identified as homeless through this or any other process:

- ARCHES Academy will enroll homeless children identified by school personnel and through coordinated activities with other agencies or entities.
- Homeless children are enrolled in and have a full and equal opportunity to succeed in ARCHES Academy.

- Homeless families and children will receive educational services for which such family's children are eligible including referrals to health care services, dental services, mental health services, and other appropriate services, including assistance with uniforms and school supplies if needed.
- Parents or guardians of homeless children are informed of the educational and related opportunities available to their children. Parents of homeless children are encouraged to participate in the education of their children. Any enrollment disputes are to be mediated in accordance with Title X, Part C. Section 722(g)(1)(A) paragraph (3) (E).
- Parents of homeless children are informed of all available transportation services at the school.

Immunizations

Parents must give copies of immunization records to the school. The State of Arizona has revised the immunization requirements for children entering school. Parents should contact their physicians, the Arizona Immunization Program Office at (602) 230-2552, or the school nurse if they have any questions or need clarification.

Inadequately immunized children must have at least one current dose of each vaccine to attend school. Additional vaccine doses must be received when they are due for children to continue attending school.

If there is a personal, medical, or religious beliefs exemption, the parent must sign an Arizona Department of Health Services form provided by the school or health department. If there is a physical/medical exemption, the same form must be signed by both the parent and physician. The school includes this form in the registration packet. In the event of an outbreak of a vaccine preventable disease, children who are exempt from immunization will not be allowed to attend school until the risk period ends.

Insurance

The school does not carry medical or dental insurance for students. Consequently, if they are injured during school activities, their parents must be responsible for medical or dental costs and for the cost of medical transport if an ambulance is called.

Age Requirements

Children entering their first year of school, what we call Novice, must be five years of age prior to December 31st of the current school year in order to be enrolled. Parents and guardians are required to furnish proof of their children's date of birth. Any child whose 5th birthday falls between August 1st and December 31st will be screened for readiness to enter school. If screening results show that the child is not socially/emotionally and academically ready, enrollment may be postponed until the following year. Decisions made by the school principal concerning school readiness shall be final.

Lost and Found

Please put your child's first and last name on clothing and personal belongings that will be brought to school (lunch boxes, backpacks, coats, hats, etc.). There are many look-alike items and many students with the same first names. Names should go on the outside of lunch boxes (and anything other than clothing) for easy identification. Our Lost and Found is in the Nurse's Office. Periodically, we donate all unclaimed articles.

Nurse

- A health assistant is on duty during regular school hours. All medications must be checked in at the office, be in the original container, and have a form filled out with dosages and times for administration clearly stated.
- Students may not keep any medication with them at school, whether it is prescription or over the counter. The health aide will answer questions concerning laws about medications.
- We ask that all parents complete an Emergency Card for each of their children. Cards must be filled out completely. In addition to filling out the card, we ask that you tell the school about any allergies or serious health issues or concerns.

- We want to do what is best for your children. If we cannot reach you in an emergency, we will call paramedics who may decide that an ambulance should be called. The cost of this service is the responsibility of parents.
- Children may not return to school until 24 hours have passed after: diarrhea, vomiting, or having a fever of 100° or higher, unassisted by anti-diarrheal, anti-nausea, and fever reducing medication. Children must remain out of school for the recommended time period for specific illnesses, be on medication for the recommended period of time, and be free of symptoms before returning.
- Students who become ill or have an emergency at school must be picked up within a half hour of parent/emergency contact being notified. The school medication policies are:
 - Parents must deliver to and pick up medication from school. Students may not bring in their own medications, keep any form of medication with them, or self-medicate.
 - A medical consent form must be completed and signed by a parent/legal guardian in order for medications to be given at school.
 - Medications must be in the original prescription container. A separate prescription container for school can be obtained from the pharmacy when ordered by the physician.
 - If medical instructions change, a written order from the physician must be sent to the school unless the medication is brought in a new prescription container from the pharmacy reflecting the changes.
 - A student may carry an inhaler if the physician and parents sign a consent form.
 - The school may dispense non-prescription medication on a one-time basis only with the verbal consent of the parent/guardian. After the initial dose, a medication consent form must be signed by the parent/guardian and the non-prescription medication must be brought to school in its original container by an adult. The medication will be locked in the nurse's cabinet with the student's name on it and dispensed by the nurse or health aide, as needed. Non-prescription medication includes cough drops.
 - The school reserves the right to refuse to give any medication.
 - All medications, prescription or non-prescription, will be destroyed one week after the last day of school if not picked up by the parent/legal guardian.

Lunch

Students eat lunch in the dining room whether they bring a lunch from home or purchase hot lunch. If you are bringing lunch for your student, please be sure you know the time your child has lunch. Parents are always welcome to come and have lunch with their children at the Visitors Table, but children may not have classmates or students from other classes join their family for lunch. All visitors must sign in at the office and get a visitor's pass.

ARCHES Academy is actively working towards participating in the National School Lunch Program which offers lunches free or at a reduced price. Free and reduced-price lunch applications are sent out at the beginning of the school year and are also available in the office. Students on free or reduced lunch must fill out a lunch order with the days marked in order to receive hot lunch. We will update families when we receive word that the process has been completed.

Phone Calls

Please have your children arrange rides home, sleepovers or visits to friends' homes outside of school hours. School and office telephones are very active business lines and should only be used by students for emergencies. Students may not use cell phones during school hours.

Physical Education and Excused or Limited Participation

Students at all levels participate in Physical Education in accordance with Arizona State Standards. Students must come to school dressed appropriately for physical education activities on the days they are scheduled, which include lace up or Velcro tennis shoes and clothing that meets regular dress code. Slip-ons, flip-flops, boots, sandals, hard soled shoes or other types of footwear are dangerous and not permitted for P.E. classes. Lack of participation due to inappropriate P.E.

attire affects the student's grade. Students who need to have their physical education activities excused or limited must submit for approval a written note from their parent or physician with a valid reason.

Picking Up Children and Afternoon Dismissal

A detailed plan for picking up students after school is in place and should be followed closely in order to avoid congestion on the parking lot and other safety hazards at dismissal. A map and schedule of release times is printed and distributed. Please do not come onto the parking lot early and block the flow of traffic or come into the office to check your child out a few minutes before their normal release time in order to avoid traffic. The lines move very smoothly and quickly if everyone cooperates. Disruptions delay everyone. Arriving five minutes after your child's scheduled release time will usually enable you to get through the pick-up line with little delay. If you arrive in the area before your child's release time, please wait off campus until your student's scheduled release time. Please do not try to wait in our parking lot. If you need to pick your children up before their regular release time, please call the office as early as possible (before lunch, if possible). Students will not be called to the office until you arrive, but they will have their belongings ready and teachers can be alerted. You may be delayed if they are at recess, in P.E. or another special class and we need to locate them. You or anyone else picking children up early will need to come into the office personally and sign them out. Photo identification will be required if office staff members do not readily recognize you or the person picking them up. If someone else is picking up your children, you should send a written note or call the office using your password in order for your children to be released. Anyone picking students up should be listed in our office files. Students should not be picked up early except on rare occasions when they have a doctor's appointment or an emergency since early pickups are considered the same as being tardy.

Prohibited Items at School, on the Bus, and at All School Functions

The school-wide policy is that only such materials as are needed for school or after-school activities should be brought to school with students. Electronics, toys, and other non-essential items should be left home or turned in at the beginning of the school day for staff to look after until the school day is over. This prevents the possibility of theft, breakage, loss, or inappropriate use.

Items that might disrupt class or create problems on campus, on the bus or at any school function must be left at home. ARCHES Academy cannot be responsible for the breakage or loss of any of these items which include, but are not limited to, the following:

- Cameras/TVs/Radios
- Money
- Skates/Shoes with wheels
- Cell Phones/Tablets
- Valuable Jewelry
- Computers/Electronic Games
- Trading Cards
- Toys/Toy Weapons
- CDs/Audio or Video Tapes
- Playing Cards
- Chewing Gum
- CD or MP3 Players/IPods
- Anything for sale
- Squirt Guns/Toy Guns
- Magazines/Catalogs/Comics
- Real Animals
- Rubber Bands

Items that may cause serious injury, elicit fear in others, represent a threat to the safety and peace of mind of others, or create other serious problems on campus, on the bus, or at any school function will result in suspension or expulsion. Such items include, but are not limited to, the following:

- Prescription Drugs
- Illegal Drugs/Substances
- Drug Paraphernalia
- Fireworks

- Explosives/Ammunition
- Flammable Substances
- Pornography
- “Adult” Oriented Material/Items
- Gang Related Items
- Alcohol or Tobacco Products of Any Kind
- Lighters/Matches
- Weapons
- Items Related to Violence/Crime
- Any Dangerous Object

Rules for Student Behavior on Campus

Rules are an important part of the educational environment. A school wide discipline plan is in place which provides consistency in establishing and enforcing rules. Rules for students that apply at all times and in all places on campus include:

- Follow directions from adult authorities immediately
- Respect others and their property
- Use “inside voices” inside all buildings and on the bus
- Walk on sidewalks, in hallways, and inside all buildings
- Keep hands, feet, and objects to yourself. Horseplay at school is never appropriate.
- Bicycles, skateboards, and scooters are to be walked, not ridden, at all times on campus
- Place trash in proper receptacles, not on grounds or sidewalks
- Be careful using playground equipment and use it correctly
- Writing or marking on school walls, doors, or furniture is never allowed (Arizona law holds parents responsible for restoring vandalized/defaced school property.)
- Remain in areas on campus that are supervised by school staff

Safety on Campus

- Parents/visitors may not enter buildings without permission and a visitor’s pass.
- Visitors are welcome at our weekly Assemblies, but they must obtain a visitor’s pass and go directly to and from the assembly area.
- Visitors may not wander the campus or drop into classrooms without prior approval.
- Parents/visitors may not engage in play with children on the playground.
- Vehicle drivers should not talk on cell phones while driving through the drop off or pick-up lines on our parking lot.
- The speed limit is 5 miles per hour on the parking lot at all times.
- Vehicles should not stop or park in the path of pedestrian crosswalks and block the way for children and other parents. Children may never drive or sit on driver’s laps to “guide” vehicles on our parking lot.
- Children may never be left alone in vehicles—with or without the engine running.
- Vehicle engines may not be left running without a driver at the wheel.

Staff Information

Resumes for all teaching staff members are on file in the office and available for parents to review upon request. All school staff working in any capacity on campus must possess a valid Fingerprint Clearance Card.

Tardy Policy

Students should not be tardy unless it is absolutely necessary, since arriving late to class is not only awkward for the student who is late; it is a disruption for the entire class. Late students miss important information at the beginning of the day and feel pressured and embarrassed (the same uncomfortable feeling parents get when they are late to work). Being late is sometimes unavoidable, but it should not be a bad habit children learn in their formative years that will likely stay with them throughout life. When students are late, valuable instruction time is taken away from other students while the teacher goes back over directions and others wait for that student to join in or catch up with class activities. Respecting others' time is an important attribute child should learn. If students are tardy, parents must come into the office, sign them in and provide a reason. A school staff member will write out a late pass and walk or send the student to class. It is not possible for parents to go to the classroom to tell the teacher why the student is late. We are required to report attendance information, including excused and unexcused tardies, to the State. A formal letter will be sent to parents from the school after the fifth tardy.

Testing

ARCHES Academy uses a variety of achievement screenings to assess all students upon entry to the school. As a public school, ARCHES Academy also administers standardized achievement tests established by the State in the spring of each year. All public schools are mandated to administer these standardized tests and our students' scores are reported to the Arizona Department of Education and published in the newspaper.

Visitors

In accordance with Arizona law, all visitors are required to report to the office as soon as they arrive on campus unless they are dropping off or picking up a student on the parking lot in compliance with established procedures. For each visit, visitors sign in and get a visitor pass from school staff before going into the classroom building, out to the playground, or to any area on campus. We encourage parents to come to weekly assemblies or to come and have lunch with their children anytime. The educational objectives of the school require that students and teachers focus on their work and be free of distractions so that teaching/learning time is maximized. Classroom visitations should be brief, infrequent, and create as little interruption as possible so that student learning continues. Siblings or friends of students are not permitted to visit classrooms during the regular school day or attend class activities or functions. For the safety of our students and in consideration of legal liabilities, we ask that all visitors always follow the established policies and procedures on our campus.

- Visitors who want to see a classroom or spend time with their children at school should call ahead to arrange the most beneficial time for the visit.
- Classroom observations/visitations should be no longer than 15-20 minutes.
- Visitors should not attempt to engage teachers in conversation during class time or when teachers are on duty. Their full attention must be given to students during school hours and teachers are always happy to schedule a personal or telephone conference later.
- Younger children may not accompany adult visitors or volunteers into classrooms during school hours for observations, parties, or other activities.
- Visitors should not accompany students onto the playground, nor may they interact with students or participate/engage in activities with students (other than their own) except on Field Day. Other parents do not want their children interacting with adults they do not know without their permission.

- Visitors who eat lunch with their student should sit at the designated visitors' table with their student. Other students are expected to sit at their assigned tables with their classes, not at the visitors' table with their friend's parent.
- Lunch visits should never be an interruption that prevents staff members from keeping order, attending to the safety of the student body or adhering to rules and schedules that enable lunch periods to run smoothly.
- Visitors may not accompany students to the playground, wander halls to look into classes, or drop in on classes in session. Enrolled students only are allowed on the playground. For safety reasons, parents, babies, younger children, and other visitors are asked to remain outside the fence on the sidewalk to observe the playground.
- Visitors should be appropriately dressed in attire that would be acceptable student wear according to the school dress code with respect to modesty and images/messages on clothing.

Visitors and volunteers should never:

- Pick up a student; place a student on their lap; hold a student close physically; massage, caress, or kiss them; or express affection toward any student physically or verbally (other than their own child).
- Verbally or physically punish their own child in front of other children.
- Yell at, grab, touch, strike, or be physically or verbally antagonistic toward any child (including their own), staff member, or other adult.
- Correct, discipline, question, or give orders to any student other than their own child, except to prevent immediate injury.
- Physically examine any child in any way (hair, mouth, feet, areas beneath clothing, etc.).
- Pick up or move a student who has fallen, been injured, or has become ill. It is imperative that proper first aid procedures be followed when any emergency situation occurs. Visitors or volunteers should summon the nurse or another school staff member to take care of the problem unless they have professional knowledge, experience, and training regarding the situation at hand or unless a life-threatening condition exists.
- Allow themselves to come into contact with the blood, saliva, or other body secretions of students or anyone else on campus, field trips, or school related activities. The use of gloves and taking other precautionary measures to protect themselves is imperative.
- Parents and visitors should not accompany students to classes in the morning or attempt to visit with students or teachers after 7:50 a.m. when teachers are starting classes and getting students focused on their work.

Volunteers (See Office Staff for our Volunteer Agreement)

Volunteers are welcome and appreciated at all levels. Their help and special skills may be used to enhance the classroom environment. Volunteers must thoroughly read, then sign the Volunteer Agreement before working with students. If volunteers will be working with children out of the immediate sight and supervision of the teacher (or other appropriately fingerprinted member of school staff), they must be fingerprinted. Fingerprint information is available in the office. The fingerprint card will belong to the volunteer and thus the cost of getting fingerprinted is the responsibility of the volunteer. Volunteers should always arrange their schedule with the teacher ahead of time to allow the teacher an opportunity to plan the best way to use their help. Use of volunteers is at the discretion of the teacher, and volunteers must check in at the office, sign the register, and obtain a badge. This badge must always be worn in a visible way on your person while you are on campus.

Water Bottles

Students are encouraged to bring water to school in plastic or metal bottles (with lids) with their names on their bottles. Bottles may be refilled at the drinking fountain, but the school does not supply bottled drinking water.

Teacher Salary Information and Public Meeting Notices

Teacher salary information is located under the Notices Section of our school website www.arches-academy.com as well as in the school office upon request.