

# Phoenix College Preparatory Academy



## STUDENT & PARENT/GUARDIAN HANDBOOK

This handbook and subsequent updates can be found online at [bit.ly/PCPASTudentHandbook](https://bit.ly/PCPASTudentHandbook) or by scanning this QR code. Handbook will be updated online annually.



Este manual y sus actualizaciones posteriores se pueden encontrar en línea en [bit.ly/PCPAManualDelEstudiante](https://bit.ly/PCPAManualDelEstudiante) o escaneando este código QR. El manual se actualizará en línea anualmente.



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## Welcome to Phoenix College Preparatory Academy

Dear Students and Families,

Welcome to the 2025-2026 school year at Phoenix College Preparatory Academy! As your principal, I am excited to start another year filled with opportunities for learning, growth, and success. Our school is committed to providing a safe, supportive, and engaging environment where every student can thrive.

At PCPA, student and community success is at our core! We nurture a growth mindset, and communicate and maintain high expectations all in a safe and positive learning environment. Here at PCPA we value all students.

Please know that our dedicated teachers and staff are here to support you in your academic journey. We offer a rigorous curriculum that prepares you for college and career success. Take advantage of the resources available to you and remember, your education is a partnership between you, your teachers, and your family.

As a student of Phoenix College Preparatory Academy, we are counting on you to uphold our school's standards. This includes adhering to the code of conduct, attending classes regularly, and giving your best effort in all your endeavors. Your actions contribute to the reputation and culture of our school, so please make choices that reflect our shared values.

If you ever have questions or need support, do not hesitate to reach out. Our doors are always open to students and their families. Stay informed by checking our school website, and newsletters regularly. Your success is our priority, and we are here to help you navigate any challenges you may face.

Let's make this school year the best one yet. Embrace the opportunities, overcome the challenges, and celebrate your achievements. Together, we can achieve great things.

Again, welcome to Phoenix College Preparatory

Academy! Sincerely,

Lisa F. Thomas

Principal, Phoenix College Preparatory Academy

# PHOENIX COLLEGE PREPARATORY ACADEMY VISION

## **Core Purpose**

To empower successful, productive members of the community.

## **Core Values**

- Nurture a growth mindset
- Communicate and maintain high expectations
- Practice and support self-advocacy and integrity
- Create a collaborative community
- Provide a safe and positive learning environment
- Support an atmosphere where all are valued

## **Big Goals**

- Earn and maintain an A letter grade
- Parents/guardians will be provided with a minimum of three annual events that support their child's education
- 85% enrollment into a college, trade school, or career readiness training upon graduation.

## **Educational Outcomes Of Phoenix College Preparatory Academy**

The faculty at PCPA has verified that the school's objectives are consistent with the curricular guidelines established by the Arizona Department of Education. The following educational outcomes receive priority:

- High standards of literacy, demonstrated by performance levels in both written and oral expression
- Technological competence
- Mathematical confidence and skill
- Research skills
- The ability to examine world problems in and from a global perspective

We intend to create a campus where the values of integrity, critical thinking, communication, emotional intelligence, collaboration, and being a resilient achiever are embraced and practiced by all members of the campus community.

Our faculty members work collaboratively in curriculum development, relating and linking content across the disciplines, and in providing broad-based academic and experiential assessment opportunities to support student success.

Our students flourish at PCPA by utilizing effective self-management while working toward sound personal & academic goals. Through their efforts, they will show they are aware that a college preparatory school requires high standards of work ethic, academic accomplishment, and personal responsibility, in order to prevail.

# Phoenix College Preparatory Academy Calendar



## PHOENIX COLLEGE PREPARATORY ACADEMY

### 2025-2026 School Calendar

A- Monday/Wednesday

B- Tuesday/ Thursday

Fridays: All 8 class periods A then B (except where noted)

#### July 2025

Sun	Mon	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5 A	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### October 2025

Sun	Mon	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### November 2025

Sun	Mon	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 B	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

#### December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July	
31	Open House (Back to School Night)
August	
4	First day of school.
8	Early Release
September	
1	No School - Labor Day
5	A schedule
26	Early Release
October	
8-10	Fall Break
17	Early Release Parent/Student Conferences
November	
10	No School - Veteran's Day
14	B schedule
21	Early Release
26-28	Thanksgiving Break
December	
15-18	High School Final Exams
19	Early Release
22-31	Winter Break
January	
1-2	Winter Break
5	No School - Teacher work day
9	A schedule
19	No School—Martin Luther King Jr. Day
23	A schedule
30	Early Release
February	
16	No School - President's Day
20	A schedule
27	Early Release
March	
16-20	Spring Break
27	Early Release Parent/Student Conferences
30	No School - Cesar Chavez Day
April	
1	ACT Testing for Juniors (early release for 11th Grade)
3	A schedule
8	Pre ACT Testing for Sophomores (early release 10th Grade)
15	ACT Aspire Testing For Freshman (early release for 9th Grade)
17	No School (Testing Break)
25	Prom
May	
1	Awards Ceremony
7	NHS Banquet & Induction Ceremony
14	Athletics Banquet
14—19	Final Exams for Seniors
18—21	High School Final Exams for grades 9—11
19	Senior Breakfast & Graduation Practice
20	Senior Parent Appreciation
21	Graduation; Final Exams for grades 9, 10, 11
22	Picnic / Exam Make-Ups
June	
1	Summer School begins

	No HS Classes
	Testing
	Early Release (ER)
A	Mon/Wed Schedule
B	Tues/Thurs Schedule
	Special Event

#### January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 A	10
11	12	13	14	15	16	17
18	19	20	21	22	23 A	24
25	26	27	28	29	30	31

#### February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 A	21
22	23	24	25	26	27	28

#### March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 A	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



# Supply List

While the school will provide access to technology, these are heavily used and require students to log in with every usage, taking away valuable instructional time. **Thus, we strongly advise that each student come to school each day with their own personal computer (laptop) and charging cable.**

## Required Supplies:

- Agenda (*provided by the school*)
- 3-ring binder—2", 2½", or 3" with pocket inserts (*provided by the school*)
- 5–6 colored tab subject dividers to separate classes (*provided by the school*)
- Zipper pouch to store supplies (A 3-hole-punched, heavy-duty, re-sealable plastic bag will also work.)
- Notebook / focused note paper
- 2 or more pens & 2 or more pencils
- Highlights in yellow, blue, pink and green

## Binder Organization (Order of Materials):

- Zipper pouch with supplies
- Agenda/daily planner/calendar
- Notebook paper
- Divider for each class

## Divider Organization (Behind Each Divider):

- Focused notes
- Handouts/worksheets/classwork
- Tests/quizzes
- Returned assignments

## Highly Suggested Supplies:

- Laptop computer (or tablet with mouse and keyboard)
- 3-hole punch for the binder

## Organizational Check Rubric

	10	7	5	No points / parent contact
<b>Backpack Check</b>  <b>and/or</b> <b>Binder Check</b>	Clean, organized, and without random papers stuffed into it.  Student has: - Writing utensils - Blank paper - Class dividers - No papers shoved in pockets	Some things are sorted, but there is no sustainable organizational system.  Student is missing a required item.	A complete mess  Student is missing more than one item	Does not have backpack  Does not have binder
<b>Agenda Check</b>	All classes are represented and assignments for each class are listed  The agenda shows a system for tracking priority of assignments and which assignments are completed	Student has assignments written, but there is no system for tracking assignments.	May be missing information from one or more classes	Agenda is completely blank  Does not have or show an agenda

## DAILY & SPECIAL SCHEDULE

\*Schedule(s) are subject to change to accommodate college classes.\*

Monday - Thursday Schedule			Friday Schedule			Finals Schedule				
Period	Start Time	End	Period	Start Time	End		Monday	Tuesday	Wednesday	Thursday
1	8:20 AM	9:50 AM	1	8:20	9:00	8:20am – 10:20am	M/W Period 1	M/W Period 2	M/W Period 3	M/W Period 4
2	9:55 AM	11:25 AM	2	9:05	9:45	10:25am – 12:25pm	T/Th Period 1	T/Th Period 2	T/Th Period 3	T/Th Period 4
Lunch	11:30 AM	12:05 AM	3	9:50	10:30	12:30pm – 1:00pm	Lunch			
3	12:10 AM	1:40 PM	4	10:35	11:15					
4	1:45 PM	3:15 PM	Lunch	11:20	12:00					
			5	12:05	12:45					
			6	12:50	13:30					
			7	1:35	2:15					
			8	2:20	3:00					

## OFFICE HOURS & CONTACT INFORMATION

### OFFICE HOURS

Mondays –Thursdays: 7:30 am - 4:00 pm

Fridays: 7:30 am - 3:30 pm

#### MAILING ADDRESS

1202 W. Thomas Road OSE 105 (Osborn Site)  
Phoenix, AZ 85013

#### PHYSICAL ADDRESS

3310 N. 10<sup>th</sup> Avenue OSE 105  
Phoenix, AZ 85013

#### GENERAL OFFICE PHONE NUMBER

(602) 285-7998

#### ATTENDANCE

(602) 532-8144

*\*Please reference the attendance section for the procedure to report an absence/tardy.\**

#### PHOENIX COLLEGE PUBLIC SAFETY (Non-emergency/Emergency)

(480) 784-0900/(480) 784-0911

Staff Contact Information		
Lisa Thomas	<a href="mailto:lisa.thomas@phoenixcollege.edu">lisa.thomas@phoenixcollege.edu</a>	Principal, PCPA
Elizabeth Sandefur	<a href="mailto:liz.Sandefur@phoenixcollege.edu">liz.Sandefur@phoenixcollege.edu</a>	Registrar
Sophia Graves	<a href="mailto:sophia.graves@phoenixcollege.edu">sophia.graves@phoenixcollege.edu</a>	Academic Counselor
Shanton Harris	<a href="mailto:shanton.harris@phoenixcollege.edu">shanton.harris@phoenixcollege.edu</a>	Social Worker

\*All teacher emails are [first.lastname@phoenixcollege.edu](mailto:first.lastname@phoenixcollege.edu)\*

## TRANSLATION SERVICES

*For assistance with translation and/or interpretation services, please call our office at 602-285-7998. We will connect you with our point of contact for the appropriate language services for your translation/interpretation request. The language point of contact will make any necessary arrangements to ensure that translation/interpretation needs are met, including if you request translation/interpretation services for in-person campus visits.*

# Partnering for Student Success

At PCPA, we believe that student success is a shared responsibility. When families, students, and educators work together, we create a supportive and engaging learning environment. This infographic highlights the key expectations for our school community and how we can all contribute to a positive and enriching experience for our students.





# Institutional Information and Policies

## **Non-Profit Educational Institution**

Phoenix College Preparatory Academy is a non-profit educational institution accredited through AdvancED. Tax- deductible contributions are always welcomed. We participate in the Arizona State Tax Credit program where you can pay up to \$400 of your annual state income tax to Phoenix College Preparatory Academy instead of the AZ Department of Revenue. Please contact the office for the tax credit form.

## **Admissions Policy**

Phoenix College Preparatory Academy maintains an open enrollment admission policy and does not discriminate on basis of race, creed, color, national origin, sex, or handicap in its educational programs or activities, as required by law.

Phoenix College Preparatory Academy enrolls students on a first come first served basis under the following guidelines:

- In accordance with ARS 15-184, PCPA enrolls all eligible pupils who submit a timely application unless the number of applicants exceeds the capacity of a program, class, grade level or building.
- In accordance with the principles and practices established in our charter, there will be no more than 75 students per grade level. Enrollment application packets must be fully completed and on file in the office before students are placed on the waiting list.
- Siblings of enrolled students and children of staff members have first right of refusal.

## **Closed Campus**

Phoenix College Preparatory Academy is a closed campus. Students are NOT permitted to leave the campus for lunch except for seniors ONLY who have an approved Off-Campus pass on file with the office and at least 15 credits earned towards graduation.

- Underclassmen will not be given lunch passes to leave PCPA, except if they have a college class immediately before or after lunch.
  - If a student has a college class immediately before lunch, they may stay on the PC campus to get lunch from the college cafe only. They may not leave the PC campus. They must be back to PCPA on time for the start of their next class.
  - If a student has a college class immediately after lunch, they may leave PCPA early to get lunch from the college cafe only. They may not leave the PC campus.
- If a student needs to leave campus for any reason during the school day, a parent/guardian must sign them out in the front office.
- OPEN CAMPUS is ONLY for seniors **with parent/guardian approval** (as specified on the Open Campus form) will be allowed to leave campus for lunch.
- Students who leave campus without parent/guardian permission will face disciplinary action including possible suspension or expulsion.

## **Automobiles and Driving**

- All automobiles driven to school by students must have a valid parking tag issued by the Social Work department.
- Drivers are expected to follow the rules of safe driving and common courtesy.
- All student drivers must have a valid driver's license, current registration, and insurance.
- All student drivers must follow the additional rules outlined in the permission slip.

## **Visitors On Campus**

Visitors must check-in the office, sign the visitor clipboard, and wear a visitor badge visibly at all times.

## **Custody**

In most cases, divorced parents/guardians continue to have equal rights, such as access to information where their child or children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents. We expect that parents will faithfully follow the court order. We will not monitor nor accept responsibility for parents who violate designated pick-up days. The school does not wish to take part in custody issues nor their enforcement.

## **Emergency Authorization And Information**

Upon enrollment, parents/guardians sign an emergency medical form. It is the responsibility of the parent/guardian to keep all information on this form up to date. Parents/Guardians must call the school anytime there is a change in contact information and provide the new contact information to the office. This is very important to maintaining communication with families and in order to contact families in case of an emergency.

## **Complaints And Concerns**

We are grateful for your time and support and for entrusting us with the education of your children. Should you ever encounter a

problem at school, please discuss it with the teacher involved or principal as soon as possible. Doing this prevents uneasiness and tensions from building up. We are ready and willing, at all times, to be of service to the students entrusted to our care.

We will listen to you and do what is best for all concerned. The following complaint procedure is in place:

1. Contact the PCPA staff member (teacher, office staff, administrator etc.) directly involved and attempt a resolution to the problem. Express complaints against specific individuals first to the individual in question and then to the principal if you deem it necessary.
2. If necessary, arrange an informal meeting with the principal before seeking any other recourse. If the issue is not resolved in the meeting, the matter may be referred to the next level of review.
3. If the issue is not resolved to the parent's satisfaction, the proposed resolution, along with all data and other documentation pertinent to the matter at hand, shall be forwarded to the Superintendent for a due process hearing and final decision.

#### **Information Release**

PCPA will not release student information without written authorization. However, by law, we must release student's names and phone numbers/addresses to military recruiters unless a signed opt out form is submitted to the front office at the beginning of the school year.

#### **Phoenix College Preparatory Academy's Non-Discrimination Statement**

PCPA does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex-equity), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the school's programs and activities, including vocational education. Students, parents or guardians, employees, or members of the community who have any concerns about these regulations or who wish to file individual grievances should contact the PCPA Principal.

PCPA recognizes its obligation to provide overall program accessibility throughout the school for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

## **College Affiliation**

#### **Maricopa Community College District Non-Discrimination Policy**

(AR 2.4.2) It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

Students are permitted to attend Phoenix College Preparatory Academy free of charge for high school credit. We do not require any citizenship or immigration status information or documentation to enroll students in the high school. Students are not required to take college courses. Students are enrolled on a first come, first served, basis.

#### **Phoenix College Preparatory Academy's Relationship To Phoenix College**

Phoenix College Preparatory Academy is a charter school operating on the campus of Phoenix College. This partnership provides our students with the privilege for students to attend Phoenix College classes. Our school uses eligibility guidelines to determine if enrolled students possess the academic potential and maturity to attend college classes. Students and their parents must understand that college and high school staff hold PCPA students to a higher standard. The privilege to attend Phoenix College can be revoked at any time.

#### **College Classes**

We are excited for the opportunity you have as a PCPA student to take college courses. As a mature, serious, and hard-working student we feel you will take full advantage of the opportunity to succeed in your classes. You are receiving these college classes at no cost to you (example: regular tuition from \$97 per credit hour plus the cost of books).

However, if you do not attend and complete a college class you will not be eligible the following semester and may be asked to repay some or all the tuition and fees for the college class. Students are required to turn in the books for classes or you will be charged. If a student fails or doesn't complete college class(es) PCPA will not pay for the following semester of college class(es) and the student may be ineligible for financial aid for the rest of their academic career at PCPA and/or any of the Maricopa Community Colleges.

If a student has been deemed ineligible to have PCPA pay for college classes, students will not be allowed to take any college classes during PCPA business hours, regardless of funding sources.

## ELIGIBILITY FOR COLLEGE CLASSES

*Students demonstrate their readiness for enrollment in Phoenix College classes by meeting the criteria below.*

### College Class Enrollment

- Students will be enrolled in courses that typically contribute to an Associate's degree or the Arizona General Education Curriculum (AGEC) block of classes. Other courses must be approved.
- All Phoenix College enrollments are subject to school approval. Students may not enroll in Phoenix College classes without that approval.
- Enrollment in community college courses anywhere other than Phoenix College will be rare, and subject to prior approval by school administration
- To qualify for a college class, students must meet the following requirements:
  - No more than 5 tardies in the previous semester
  - No more than 5 absences in the previous semester
  - No record of academic dishonesty in the previous semester
  - No class or campus environment disruption reports in the previous semester
  - No suspensions in the previous semester
  - **No high school or college class failures (below 70%) in the previous semester**

*\* There may be additional GPA, reading, and math score requirements depending on the course*

Minimim Grade Level	Course Name	Description	Required GPA	Math Grade Level	Reading Grade Level	College Pre-recs
10	FYE103	First Year Experience	2.5	n/a	n/a	n/a
10	CIS105	Survey of Computer Information Systems	3	n/a	6	n/a
10	HIS110	World History to 1500	3	n/a	7	n/a
10	HIS111	World History 1500 to Present	3	n/a	7	n/a
10	COM100	Introduction to Human Communication	3	n/a	7	n/a
10	PSY101	Introduction to Psychology	3	n/a	7	n/a
10	ART111	Drawing I	2.5	n/a	n/a	n/a
10	ART161	Ceramics I	2.5	n/a	n/a	n/a
10	THE111	Intro to Theater	2.5	n/a	n/a	n/a
10	THP112	Acting 1	2.5	n/a	n/a	n/a
10	SPA101	Elementary Spanish I	3	n/a	6	EdReady Test pe
10	SPA102	Elementary Spanish II	3	n/a	6	SPA101
11	HIS103	United States History to 1865	3	n/a	7	n/a
11	HIS104	United States History 1865 to Present	3	n/a	7	n/a
11	ECN211	Macroeconomic Principles	3	n/a	7	n/a
11	ECN212	Microeconomic Principles	3	n/a	7	n/a
11	MAT142	College Mathematics	2.5	6	n/a	EdReady Test pe
11	MAT151	College Algebra/Functions	3	7	n/a	EdReady Test pe
11	MAT187	Precalculus	3	8	n/a	MAT151
11	ENG101	First-Year Composition	2.5	n/a	7	EdReady Test pe
11	ENG102	First-Year Composition	2.5	n/a	7	ENG101
12	POS110	American National Government	2.5	n/a	8	n/a
12	ENH110	Introduction to Literature	2.5	n/a	7	ENG101
12	MAT220	Calculus with Analytic Geometry I	3.5	9	n/a	MAT187

### **Withdrawing From Phoenix College Classes**

All students must adhere to the terms in the Statement of Agreement to enroll in PC courses. Students who request a withdrawal from a college course must exhaust all options for support and improvement prior to the final decision to withdraw is granted. Students must meet with a school counselor prior to final approval of withdrawal. Failure to follow this process may result in a loss of access to college classes for the duration of the student's high school career. Students withdrawn for attendance or discipline issues may be withdrawn as "failing" (coded as a "Y" on the college transcript which will impact your college GPA.) (See page 19 for specific requirements.)

***The following steps are mandatory prior to being withdrawn from a college course:***

- A conference with the counselor outlining difficulties/reason for requesting withdrawal
- Documentation of tutoring
- A parent/guardian conference with the counselor to discuss the impact of this decision and future access to college classes.

***Students who do not confer with the Academic counselor prior to withdrawing may be placed on academic probation.***

### **Commitment to demands of the program:**

- Complete challenging college level coursework
- Strictly adhere to all attendance, academic, and disciplinary requirements as outlined in the college handbook and class syllabus. **Courses meeting during PCPA breaks must be attended as per college guidelines.**
- Participate in tutoring for additional academic support.
- All students may be asked to report to their assigned teacher weekly to turn in attendance verification forms.
- All students must turn in a copy of their syllabus at the beginning of each semester to their teacher/counselor.

### **Students and parents/guardians acknowledge the following:**

- All tuition and book costs for Phoenix College courses are provided by Phoenix College Preparatory Academy (PCPA) for eligible students.
- All textbooks MUST be returned on time to PCPA upon completion of the course
- A grade earned in a college course is a permanent part of a student's college transcript.
- Students who request a withdrawal from a college course must exhaust all options for support and improvement prior to the final decision to withdraw is granted. Failure to follow this process may result in a loss of access to college classes for the duration of the student's high school career. Students withdrawn for attendance or discipline issues will be withdrawn as "failing" (coded as a "Y" on the college transcript which will impact your college GPA.)
- PCPA staff have full access to students' college records as long as they are enrolled in PCPA and parents may access this information through the PCPA staff.
- Students in classes and other activities with college students may be exposed to adult material, subject matter, and language.
- Students enrolled or taking classes in another school will be ineligible to have PCPA pay for college classes.
- Classes below 100 level, Summer, Saturday, internet courses, and open entry courses may not be paid for by PCPA

## **ACADEMIC POLICIES**

### **COURSE REQUIREMENTS FOR GRADUATION**

*A passing score in the required areas of state mandated assessments and completion of the following coursework:*

<b><u>Minimum Graduation Requirements</u></b>		<b><u>General High School Credit Requirements for Arizona Universities</u></b>	
<b>Content Area</b>	<b>Credit(s)</b>	<b>Content Area</b>	<b>Credit(s)</b>
English	4.0	English	4.0
Mathematics	4.0	Mathematics	4.0
Science	3.0	Science	3.0
Social Studies	3.0	Social Studies	3.0
Career & Technical Education/Fine Arts	1.0	Foreign Language	2.0
Electives	7.0	Career & Technical Education/Fine Arts	1.0
<b>Total</b>	<b>22.0</b>		



## **SERVICE HOUR REQUIREMENTS FOR GRADUATION**

Service hours include student volunteer activities at school and in the community. If you are in need of Service Forms see your Advisory teacher. Forms should be uploaded to the student e-Portfolio to be kept as records.

**Freshmen: 10 hours Sophomore: 10 hours Junior: 10 hours Senior: 10 hours = 40 hours**

## **SAMPLE Educational Plan**

Arizona Law now requires students from the Class of 2013 & beyond to complete an Educational Career Plan to be updated yearly. The following is a sample of our graduation plan for the PCPA Program (actual plans will vary from student to student):

	Freshman Year		Sophomore Year		Junior Year		Senior Year	
	Course	Credit	Course	Credit	Course	Credit	Course	Credit
Fall Semester	English 9A	0.5	English 10A	0.5	English 11A	0.5	English 12A	0.5
	Algebra 1A	0.5	Geometry 1	0.5	Algebra 2A	0.5	HS College Alg. 1	0.5
	Earth Science A	0.5	Biology A	0.5	Chemistry A	0.5	Government	0.5
	Elective/CTE/Art	2	World History 1	0.5	US/AZ History 1	0.5	Elective/CTE/Art	<b>1</b>
			Elective/CTE/Art	<b>1.5</b>	Elective/CTE/Art	<b>1.5</b>		
Spring Semester	English 9B	0.5	English 10B	0.5	English 11B	0.5	English 12B	0.5
	Algebra 1B	0.5	Geometry 2	0.5	Algebra 2B	0.5	HS College Alg. 2	0.5
	Earth Science B	0.5	Biology B	0.5	Chemistry B	0.5	Economics	0.5
	Elective/CTE/Art	2	World History 2	0.5	US/AZ History 2	0.5	Elective/CTE/Art	<b>1</b>
			Elective/CTE/Art	<b>1.5</b>	Elective/CTE/Art	<b>1.5</b>		
	<i>Total credits</i>	<b>7</b>	<i>Total credits</i>	<b>7</b>	<i>Total credits</i>	<b>7</b>	<i>Total credits</i>	<b>5</b>

*We assume that students who attend PCPA are college bound, and thus encourage all students to complete no less than one college class per year, starting in 10th grade. Academic progress will be reviewed during designate class periods and/or with the counselor and other advisors as needed.*

## **Notes on Scheduling**

- Independent study opportunities may be offered. Approval of the principal is required.
- Most college classes will be scheduled by cohort (grade level) for scheduling purposes.
- Senior students are required to take at least four (4) high school and/or college classes.

**Incomplete:** When a student receives an incomplete in a class, the student has two weeks from the end of the quarter or the date set by the teacher. If the work is not completed in that time frame, the incomplete becomes an "F" letter grade.

## **Grades, Credit, and Reporting**

### **Grade Scale**

**100-90%=A      89-80%=B      79-70%=C      69% or below=F (PCPA does not issue "D"s)**

- **College course credits** are only **transferable (to the university level)** when students earn a **"C" or greater**.
- Incomplete grades for any course must be completed within two weeks after the course has ended. It will become an "F" by default unless prior arrangements are made with the teacher and principal.
- A student that receives a **D or F in a college or high school class**, or is **withdrawn** from a college class after the drop period may be **ineligible for financial aid** for the rest of their academic career at PCPA and/or any of the Maricopa Community Colleges.
- All incoming students will be assessed for their reading levels. If determined to be below proficient with regard to college preparatory expectations, they will be assigned to a reading support class.

### **Grade Point Average (GPA)**

- Academic Phoenix College classes are given Honors ranking; an extra point calculated for college grades A, B, or C.
- Courses designated as Pass/Fail do not count toward GPA Calculations.
- If a course is retaken, the new grade is calculated into the GPA.

### **Credit**

College credits are transferred to the high school on the following ratio:

High School Credit(s)	0.22	0.33	0.5	0.66	1.0
College Credit Hour(s)	1	2	3	4	5

- **At least a C (70%) is required** to pass a class and **receive credit** at PCPA and Phoenix College.
- Individual circumstances may suggest a student be enrolled in an academic class for audit/credit only.

### **Grade Reporting And Progress Reports**

- **Phoenix College Grades**
  - Phoenix College does not mail grade reports. Grades are available on-line at the end of each semester through [www.my.maricopa.edu](http://www.my.maricopa.edu).
- **High School Grades**
  - Teachers post grades on-line through our student management system. Grades are an evaluation of what has been learned. They become part of a permanent record. Institutions of higher learning, potential employers, and the various military services are interested in student records.
  - Academic grades encompass an evaluation of homework, test grades, class work, quizzes, reports, projects, portfolios, and class participation.

### **Make-Up And Late Work**

**Rationale:** The expectation is that all students turn in assignments on time. When this does not occur, awarding of full or partial credit for late work takes into account the following at the teacher's discretion:

- If the work is eligible for being made up
- If the work was late due to valid reasons (excused absences or prior discussion with the teacher)

**Make-up Work:** Make-up work is defined as any assignments or tests students need to complete due to an excused absence. Students will be allowed the same amount of days equal to the number of excused absence days to make up assignments for full credit.

**Late Work:** Late work is defined as any work completed and turned in after a designated due date. Work becomes late when an absence is unexcused, for truancy or when a student turns in assignments after the equal number of days allowed for excused absences. Late work will be accepted according to the information on the teacher's syllabus. Teachers do not have to accept work from an unexcused absence

### **Academic Probation**

Students' eligibility to enroll in college courses will be reviewed each semester as a part of the course selection process. This will include a review of high school and college grades, attendance and tardies, assessment data and teacher input. A student who is deemed ineligible to participate in off-campus activities, to play sports, or who is ineligible to take a college course is considered to be on academic probation.

#### **Academic Eligibility (No Pass, No Play)**

Students who are not maintaining at least a grade of "C" or better in each of their classes will be ineligible to participate in certain extracurricular events until grades improve. Students earning an F in any class will not be eligible to participate in any official off-campus activity. Approval to take Phoenix College classes may be withheld until grades improve.

#### **Mandatory Tutoring**

In order to foster student success, students who have below a 70% (C) in their high school classes will be required to attend tutoring sessions during Travel Advisory. Correspondence regarding mandatory tutoring attendance will be provided the morning of Travel Advisory via email to the student.

### **Academic Honor Roll & Principal List**

Students will be placed on the Academic Honor Roll at the end of each semester (grading period) if they achieve a grade point

average of 3.5-3.74. Students will be placed on the Principal List at the end of each semester (grading period) if they achieve a grade point average of 3.75 or higher. The Honor Roll and the Principal's List are based on the weighted GPA.

### **Class Rank**

Grade Point Average (GPA) and class ranking are based on all coursework taken during your high school career. Concurrent enrollment and other college courses taken while at PCPA and PC are also included in grade point average computations. If you fail a course and subsequently retake and complete the course satisfactorily, the passing grade will be used in computing the grade point average and rank-in-class. The failing grade will then be removed. Students are ranked at the end of the junior year, at the end of the first semester of the senior year, and at the end of the senior year.

## **ATTENDANCE**

Attendance is a critical aspect of learning and a crucial part of success at PCPA. Our school will maintain a strict policy regarding attendance so that students will be able to take full advantage of the extraordinary opportunity extended to them.

All students are expected to be regular and punctual in their attendance. Unwarranted or excessive absences from PC and/or Phoenix College classes may result in the student being dropped from those classes per community college rules. Punctual transportation to and from school is a student's responsibility. A missed bus, missed ride, or car problem is not considered an excused absence (as college class attendance is determined by each college instructor). Please note that the college attendance guidelines are different from PCPA attendance rules. As students and families consider absences, please be mindful of this impact on collegiate success.

### **ATTENDANCE REPORTING LINE (602) 532-8144 or (602) 285-7998**

*Students must have a parent/guardian call attendance line by 9:30 a.m. on the day of absence.*

If parents/guardians do not call the attendance line, or have failed attempts to call the attendance line, **a note is required the day the student returns**. The note needs to be an **original note from the student's parent/guardian, doctor, court of law, etc.**, and should **include the student's name, date(s) of absence(s), specific reason for absence(s) and parent's/guardian's signature**.

*Please remember that it is the student's responsibility to request makeup assignments from teachers.*

*Contact teachers through email, Canvas, or Infinite Campus.*

### **Definitions**

**Ditching**- Not attending any class after being present on campus.

**Truant**- The act of not being present on campus.

**Absence**- Failure to be present during a class period.

**Unexcused Absence**- Absent without written permission from parent or guardian.

### **Absences**

**Excused Absences** are as follows:

- Illness
- Medical/Dental related, including appointments Must be pre-arranged and excused prior to absence. School-sanctioned activities. If a college activity or field trip conflicts with a high school class, parents must call in to excuse the absence. Students can also fill out a field trip permission slip form, signed by parents and teachers.
- Absences related to the legal system must be pre-arranged and excused prior to absence.
- Family Emergency
- Bereavement/Funeral (immediate family member only)
- Religious Observances (should be pre-arranged with PCPA Administration)

**It is a student's responsibility to arrange for all make-up work following an excused absence.** After a student has been absent for three days due to illness, the office will assist in obtaining assignments. If this service is necessary, a request should be made to the Administration office at 602-285-7998. **Please allow 24 hours for teachers to prepare materials.**

### **Medical Conditions**

Any medical condition should be evaluated by a medical professional. Absences due to medical issues must be registered through

the office by submitting the proper medical forms as this will protect your student through a 504 plan. Excessive absences without proper medical documentation will not be considered excused.

### **Pre-Arranged Absences**

Parents may request a pre-arranged absence from school for up to five (5) days of instruction for such things as medical/dental appointments, court appearances, or emergencies. Pre-arranged absences will not be allowed for vacation. Vacation absences will be unexcused. Students should pick up the form in the PCPA Administration Office. After teachers have signed the form indicating any homework or comments on how the absence will affect grades, the student should take the form home for a required parent's signature and then return it to the PCPA Administration office for final review and approval by the Principal.

### **Appointments**

When scheduling student appointments outside of school (doctor, dentist, etc) please remember that the number of absences allowed in a college course may be limited by the professor-multiple absences may affect a grade in a college class. It would be in the student's best interest to avoid having appointments at times when college classes meet. Your student should know when their classes start/stop but if you need that information please contact the office for more information.

If a student has an appointment with a doctor or dentist during the school day or if they need to be excused for any other valid reason, a parent or guardian must contact the PCPA office by telephone or send a note with their student to school. Failure to do so is considered an unexcused absence, and is subject to a zero for class work and disciplinary action. Written verification will be required from the doctor, dentist, or place of appointment for the time away from school to be excused. This note must be brought back from the appointment or returned the next school day.

### **Unexcused Absences**

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence. This type of absence is also defined as truancy. Teachers do not have to accept work from an unexcused absence

**If no parent phone call is received on the day of absence, students must provide a written note excusing the absence signed by parent/guardian the day of return. A student's absence will be considered excused only when verified by a parent/guardian. Falsely representing a parent/guardian in any way will result in disciplinary action.**

**IMPORTANT NOTE: Students who are over 18 years old and live with their parent/guardian are STILL required to have a parent/guardian excuse their absences.**

Consequences of **Consecutive** Unexcused Absences (for full days of school):

- 1st absence = Automated Parent/Guardian Notification
- 3rd absence = Phone call from attendance clerk to Parent/Guardian
- 5th absence = Registered letter home
- 7th absence = Meeting between principal and parent/guardian
- 10th absence = With no improvement in attendance, possible unenrollment from school

### **Tardies**

- **FIRST** Students are required to check-in to the front office if tardy. A tardy slip is required to enter the classroom.
- Tardy(s) are not excused unless accompanied by an original doctor's note, official documentation, or phone call from the parent/guardian.
- 3 tardies within a two-week period with no consequences – this includes the period after lunch, as well.
- Students who exceed 3 tardies within a two-week period will receive mandated Saturday Detention.
  - Students who are in the ACE study program will serve their mandatory Detention during the 2-hour study hall on the main PC campus on Saturday afternoon following the ACE classes

## **STANDARDS OF STUDENT CONDUCT**

### **Before School**

Students should not arrive before school opens at 7:45am.

### **After School**

Students must leave the campus **within 15 minutes of their last class period of the school day** unless participating in high school sanctioned activity.



## **Dress Code**

Much attention has been drawn to schools about safe environments that are free of intimidation or harassment that comes either verbally, physically or visually. **The standards outlined in this handbook have been implemented to help ensure a safe environment and are not intended to diminish personal taste or values.** Extreme fads or expressions that detract from instruction represent a standard of inappropriateness for school. Such types of dressings may be perceived as attempts by individuals to incite others to react and to create an antagonistic confrontation. At that point the safety and welfare of the general school environment may be considered as compromised.

We realize that our students are on a college campus, where the style of dressing is more varied than at a regular high school campus; however, because PCPA is a high school committed to preparing students for college and career readiness, students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, or on field trips. Attire that does not meet the dress code must be corrected before returning to class. Any clothing which by word, statement or graphic representation that is derogatory, demeaning, or taunting in nature which states or implies to incite or upset students or staff members is not acceptable. Students in violation of the dress code will be asked to correct the dress concern with the simplest solution at hand. **If the student has to go home for a clothing change, an unexcused absence may be issued. Repeated dress code violations may result in suspension from school for dress code violation and insubordination issues.**

### **Dress code guidelines:**

- Students must **wear** their student ID's at all times.
- Shorts may be worn, providing that they are of appropriate length and appearance. The check for this will be to extend arms down; short length should be beyond fingertips.
- Apparel advertising and/or showing pictures, logos, or messages promoting tobacco, alcohol, illegal substances, sexploitation, discrimination, violence, activities that are illegal for minors, and/or offensive slogans are not acceptable attire at school or at school sponsored functions. Slogans considered offensive would include double meaning sexual jokes or sayings, profanity, promotion of cultic groups or clans, Gang- identifying clothing, gang identifying colors, symbols or sayings, racial or social slurs.
- Sayings or graphics that are rude or crude are inappropriate.
- Pants must be worn above the hips - **NO SAGGING**. (Pants cannot sit below the cleft of the buttocks.)
- The wearing of clothing, related apparel, jewelry or manner of grooming, that by virtue of its association with memberships to groups, cults, gangs or represents or attempts to copy gang-like behavior will not be tolerated in the school or at any school activity. Examples that have come to light in school settings include trench coats, armbands, satanic pentagram (star), and swastika emblems. Additionally, jewelry or apparel worn to represent self-mutilation or murder is not acceptable in this school setting. Wearing chains (interlinked, animal collars), choke chains and spikes are not acceptable as supplementary or accent jewelry.
- Headwear (all caps/hats, bandanas, beanies, stocking caps, etc.) may not be worn inside unless such item has religious affiliation. You can wear them outside of the building at any time.
- Sports bras, swimsuits, halters, midriff shirts above the belly button, spaghetti strap tops, and mesh and/or see-through material (without additional opaque shirt worn underneath), backless tops, plunging necklines and tube tops are considered inappropriate attire for school.
- Additional inappropriate clothing include clothing with excessive holes, clothing that is skin tight, clothing that exposes underwear or underwear worn as outerwear, short shorts or micro-mini skirts (Inseam shorter than 4 inches).

Dress Code Consequences	
1 <sup>st</sup> Warning	Report to the office for appropriate attire (the office will supply a shirt or a belt & contact parent/guardian)
2 <sup>nd</sup> Warning	Be sent home, may return after a parent/student meeting with administration.

We hope that you find these regulations to meet your needs, or that you can adjust to these while you are on campus. If, in the opinion of the faculty or staff member, any student's dress, manner, appearance or conduct distracts, disrupts, or interferes in any way with the classroom procedures or the educational processes, the violator will be asked to leave the classroom or the campus. The violator may not return until the condition is corrected or the case is reviewed by the school administration.

### **Public Displays Of Affection (PDA)**

PCPA is considered a "hands-off" campus; therefore, public displays of affection are not allowed on campus or at school-sponsored activities.

### **College Areas**

Our unique position as a high school on a college campus allows students the privilege of access to college facilities such as computer labs, library/ learning center, and the Center for Student Life. Students are expected to behave as they would in a classroom, respectful to adults and to each other. You are to keep your voices low and never use vulgar language. If a college or high school staff member asks you to leave, you must do so immediately and quietly. **Access to college areas may be restricted due to disciplinary action.**

### **Cell Phone Policy**

All electronic devices including cell phones, smart watches, laptops, gaming systems and listening must be silenced off placed in backpacks during class time. Staff **may** ask students to place cell phone devices in a holding pouch located in the classroom. These items will be confiscated and returned in accordance with the school's discipline code.

### **Music**

Music may not be played in the open. Headphones are OK, but you cannot play your music so that others can hear it. You will be asked by college staff to leave the center if you play music out loud. Students may not wear headphones during direct instruction.

### **Eating/Drinking**

No eating or drinking is allowed in the **classrooms during class time or computer labs at any time**. Students should plan their time appropriately when eating so that they are not late to class. Only bottled water is allowed in the classroom.

### **Bus/Light Rail Rules**

As representatives of PCPA, students are expected to act appropriately at all times while riding either the Maricopa Community College District vans or the Valley Metro buses or light rail trains. For the safety and security of all passengers, students are expected to follow the following policies:

- Eating and smoking are not allowed on the light rail or bus
- You may bring your drink on if it is in an approved, covered plastic container
- Fighting, throwing, pushing, playing loud radios or stereos, rough behavior, shouting, and vulgar language are not allowed.

### **School Property**

Students who damage school property at school or while under school jurisdiction may be subject to disciplinary action. The student, parent/guardian shall be liable for damages.

All students are expected to respect and care for all property of both PCPA and PC including facilities and books. Willful destruction or defacement of school district property at any time is cause for disciplinary action up to and including expulsion from the program. Student grades and transcripts will be withheld until all costs from damages have been paid. When the pupil and parent/guardian are unable to pay for damages, a program of voluntary work for the student will be provided in lieu of monetary payment.

### **Textbooks**

***Both High School issued textbooks and Phoenix College textbooks are the property of PCPA.*** Books are to be returned to the PCPA Administration office at the end of the semester. Students who do not return high school or college textbooks may lose eligibility for placement in future college classes. Rental books may have a fine attached to them if they are turned in late.

### **Student Property**

Students are encouraged to use good judgment in what they bring to school. They should not bring items of great value to school. If they do so, they bring them at their own risk. The school assumes no responsibility for loss to students' personal property. Items that may cause a distraction in the classroom are subject to confiscation by administration and will be returned to the student after parent/guardian notification has been made.

### **Lost And Found**

Students who find lost articles should take them to the PCPA office. Students who lose articles should first check with the office and then check with the PC College Safety Office.

### **Emergency Evacuation Drills**

Emergency Evacuation Drills must be taken seriously by all students. Each classroom has a map indicating the emergency exit routes. Students should become familiar with these. Students are to follow staff instructions and remain in assigned areas until further instructions are given.

### **Skateboarding on the campus of Phoenix College is not allowed.**

Students who use a skateboard as a primary means of getting to school must complete a skateboard policy form. Forms are available in the office.

For the safety and protection of the PCPA community and visitors, the following regulations apply: Skateboards shall not be used on PCPA campus ground. Members of the PCPA community and visitors, on the grounds of the campus or in its buildings, may have skateboards in their possession. If skateboards are carried into PCPA or other Community College buildings, they shall not be placed in areas such as hallways, aisles, or other areas which will create hazardous conditions.

The faculty, staff, and administrative personnel of Phoenix College Preparatory Academy will report violations of the skateboard policy to the College Safety Department of Phoenix College. Any student who violates the skateboard policy will be subject to disciplinary action, including but not limited to suspension from school.

What will happen if you skateboard on the campus of Phoenix College?

- If you are seen by faculty, staff, or administrative personnel, they will contact the Phoenix College Safety Department.
- You will be contacted by a PC College Safety Officer.
- The College Safety Officer will complete an incident report which will become part of your permanent record at PCPA and may confiscate your skateboard.
- You will be subject to disciplinary action which may include suspension from school.
- Your eligibility to take college classes may be negatively affected.
- You lose the right to bring a skateboard to school.

#### **Electronic Media/Internet Acceptable Use. Terms And Conditions**

Internet access is available to students as an educational tool. The school's goal in providing this service is to promote educational excellence by resource sharing and gathering information and news from research institutions. We are pleased to offer students access to computers in the Phoenix College Library and Computer Commons. To use the internet in the Phoenix College Library, all minor students must obtain parent/guardian permission. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. **However, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.** To that end, Phoenix College Preparatory Academy will support and respect each family's right to decide whether or not to apply for access.

Phoenix College Preparatory Academy, in partnership with Phoenix College deploys and enforces a technology protection measure to prevent minors from gaining access to visual depictions that are pornographic, harmful to minors or obscene. (A.R.S. 34-501 and 34-502)

#### **Computer Access and Guidelines (For PCPA students under 18)**

- One student per workstation unless students have been assigned to small groups by the instructor.
- Students must log in using their MEID. Please see the office or counselor for help in setting up your MEID.
- Full Internet Access (except as noted above).
- Microsoft Office (Word, Excel, PowerPoint, and Access)
- Printing in college areas, such as the Library, IKON or the Computer Commons is limited to students with MEID's.

#### **Internet & Social Media Guidelines**

***Violations may result in a loss of access as well as other disciplinary action.*** The following are not permitted:

- Sending or displaying offensive messages or pictures
- Visiting websites of a sexual nature
- Downloading files without teacher permission (i.e. music, video, clip art, pictures, etc.)
- Disseminating unauthorized material (tests, homework, information)
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another's password or MEID
- Trespassing in another's folders, work or files
- Deliberate damage to hardware or software
- Use of District computers for illegal activities

**PC reserves the right to take disciplinary action which may result in expulsion from the college campus.**

## **ANTI-BULLYING POLICY**

### **Prohibition of Harassment, Intimidation, and Bullying**

HB 2368 directs school district governing boards to adopt and enforce procedures that prohibit pupils from harassing, intimidating and bullying other pupils. Phoenix College Preparatory Academy is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy. Phoenix College Preparatory Academy Principal is authorized to direct the development and implementation of procedures addressing the elements of this policy.

### **Bullying**

Bullying may occur when a student or group of students engages in any form of behaviors 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.

### **Harassment**

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, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

### **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.

### **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.

#### **Any Offense Will Be Dealt With As Follows:**

- Notification to parent(s) or guardian(s);
- Notification to police, depending on the severity of the offense;
- A student who has committed the offense shall receive detention, suspension, or expulsion, depending on the severity of the offense; and
- Student will be placed on a behavior contract and counseling will be required upon return to campus

### **Racial/Ethnic Insults And Intimidation**

A healthy school environment must be free from racial/ethnic insults and intimidation. Under the heading of "Harassment and Verbal Abuse," any behavior intended to intimidate or demean others violates school rules. However, behavior, which intentionally intimidates or demeans another person or group on the basis of racial or ethnic background, has a uniquely destructive effect on school climate, often eroding an entire group's feeling of safety. For this reason, intentional racial/ethnic insults or intimidation will never be tolerated in the school environment. (See ANTI-BULLYING POLICY)

### **Hazing Prevention**

Hazing is currently 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:

- A. 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.
- B. The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

### **Report Incidents Of Bullying**

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal, administration or another school employee verbally or in writing. The principal or the principal's designee shall investigate all reports of bullying.

You may report bullying to any administrator, teacher, or support staff.

- o Any school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator.
- o School personnel shall maintain confidentiality of the reported information. If your report is verbal, you will be asked to fill out a form within one (1) day of reporting the issue listing all the relevant information. The form is available in the front office.
- o Administration or designee will investigate and review the results with the alleged victim and shall notify the student's parent(s) of the report.
- o If the principal or the principal's designee determines that bullying has occurred, discipline will be administered.

The student who has allegedly been bullied will be given a written copy of student's rights, protections and support services available. Parents will be notified. Administration will address the issue of the report and notify parents of the outcomes (within FERPA



guidelines found on pg. 24 - 20 U.S.C. §1232g). Regardless of the outcome of the investigation the principal or the principal's designee will meet with the involved students to review the findings of the investigation. Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable policies and administrative regulations.

Documentation related to reported bullying and subsequent investigation shall be maintained for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

PCPA has established procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary relevant District policies shall be followed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

#### **Maricopa Community College District Sexual Harassment Policy**

**(AR 2.4.4 and 5.1.8-17)** The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy. Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

#### **Fighting Vs. Rough Or Inappropriate Play**

Fighting, defined as physical contact with another person intended to cause harm, is never appropriate on a school campus. This is distinguished from the type of play —especially that of younger students — in which participants may exceed the bounds of good judgment without intending to injure one another. Response to inappropriate play must be measured by the age of students and type of endangerment that results.

#### **Self-Defense**

Self-defense is defined as the act by a non-aggressor/victim using reasonable force to avoid being hit in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule even though another person provoked the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.

## **MISCONDUCT & CONSEQUENCES**

Students must accept the reasonable authority of all teachers, administrators and other staff members to control student conduct at school and school activities. Violations of stated school policies may result in discipline, suspension, or expulsion. Failure to comply with reasonable requests shall be construed as insubordination and cause for disciplinary action.

It is the responsibility of the staff and administration to set the tone for the educational progress of the students within the building. Students should be aware that the regulations related to students' dress, expected behavior, or procedures are not necessarily limited to the guidelines in this pamphlet. Extreme fads, or circumstances not covered will be treated as inappropriate by the administration. Students will be expected to do their part in maintaining the appropriate atmosphere and will be required to follow all directions given by any staff member.

Failure to do so will be considered as insubordination and will unfortunately subject the student to disciplinary action. If students have questions regarding any circumstances not listed, the student should check with the principal.

#### **Phoenix College Policy #5470: Student Removal and Suspension**

**General:** The Education Code provides that students may be suspended from a community college for "good cause", provided that the suspension is the result of a hearing conducted pursuant to the requirements of the Code.

The reason for which the student is to be removed or suspended must be related to College activity or College attendance. Students shall be informed about College rules, regulations, and penalties through annual publication in the College Student Handbook and through other such means as may be deemed appropriate by the Vice President for Student Services.

### **Grounds For Suspension And Expulsion**

The principal may suspend or recommend for expulsion a student for any infraction of the rules outlined in this handbook while on school grounds, going to or from school, during the lunch period whether on or off campus, or during, or while going to or coming from a school sponsored activity.

### **Detention**

Detention is another consequence assigned to students. Individual teachers may host their own detention during lunch, before, or after school. In the situation that a student fails to report to detention for an assigned teacher, administrative action may be requested and enforced.

### **Saturday School Detention**

Saturday School Detention (SSD) is another potential consequence assigned to students. The decision to assign SSD is at the sole discretion of the PCPA administration. The following examples would include, but are not limited to, the possible rule violations that can result in SSD:

- Excessive tardy violations (3 or more excused and unexcused tardies in a 2-week period)
- Leaving class without teacher's permission
- UA- Unexcused absences (any single period verified as ditching)

**SSD is held in a classroom from 8:00 to 10:00 AM on select Saturdays throughout the year.** No student will be admitted after 8:00 AM. Students who fail to report or are tardy to their assigned Saturday School Detention (SSD) will be assigned one day of Out of School Suspension (OSS). Parents will be required to pick up a disruptive student(s) immediately after which the student will receive a two day suspension.

### **Suspension**

Students will be issued a suspension for the following infractions:

- Leaving campus without administrative permission
- Using a food delivery service to have food delivered to campus
- Repeated occurrences of infractions whose original consequences are listed above in Detention

### **Cheating And Plagiarism**

Students who are found guilty of cheating and plagiarism will be dealt with severely. Students will receive no credit for the assignment or exam or may be subject to disciplinary procedures. Acts of academic dishonesty which will not be tolerated at PCPA are listed below:

- Cheating on tests.
- Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise).
- Unauthorized collaboration.
- Plagiarism. **Plagiarism** is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from another student's web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. This includes cutting and pasting materials from the internet in your assignments and papers. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information *within your paper* using an **internal citation**.
- Theft, alteration or unauthorized dissemination of tests, schoolwork or materials.

Offense	CONSEQUENCES
	Parent/Guardian Notification
1st	Zero for assignment, parent contact
2nd	Zero for assignment, student-parent-admin meeting, suspension
3+	'F' for the semester grade (summer school may be required); possible expulsion, parent meeting.

*Please note that these guidelines regarding plagiarism are different for your college classes. Please make sure to reference the policy in your college class syllabi.*

### **Gang Association Or Activity**

"For the purposes of school discipline, a gang shall be defined as a group of three or more persons who (1.) have a name, (2.) claim a territory, (3.) have rivals/enemies, (4.) interact together to the exclusion of others, and (5.) exhibit antisocial behavior often associated with crime or a threat to the community. "Gang behavior that initiates, advocates, or promotes activities which threaten the safety or well-being of persons or property on school grounds, or which disrupts the educational environment, is strictly forbidden. Any student wearing, carrying, or displaying Gang- identifying clothing, gang identifying colors, symbols or paraphernalia; exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action."

**The following will be used to prohibit inappropriate and/or gang-related behavior on campus:**

- Graffiti symbolizing gang membership or identification can inflame hostility between gangs and create a potentially violent

situation. Students using graffiti may receive a suspension from school. Throwing signs may result in suspension.

- Before or after school altercations will be reported to the police immediately. School personnel, if necessary, will do follow-up.
- Weapons will be turned over to the police. Students will be suspended. Fighting will result in automatic suspension.
- Intimidation will warrant suspension.
- Students traveling to and from school who attend gang fights, and are identified by police, may receive detention by school personnel and/or a citation for loitering by the police.
- Students who continue to disrupt the educational process or pose a threat to other students due to gang-related behaviors will be recommended for long-term suspension or expulsion

### **Prohibited Items**

The following items have no place at school: knives, weapons or replicas of weapons of any kind, fireworks of any kind, lighters, matches, cigarettes, tobacco products of any kind, drugs, alcohol, pornography, portable radios, laser pointers or pens, water guns, baseballs, and hardballs. These items and anything else that disrupts the learning and school environment will be confiscated and disciplinary action will follow. The classroom teacher has the discretion to prohibit any item that is disruptive to the instructional environment.

### **Smoking**

Smoking (including the use of **electronic cigarettes or vaping pens**) and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

State law prohibits tobacco products on school grounds, in school buildings, in school parking lots or playing fields, in buses or other vehicles or at off-campus events sponsored by the school. These provisions affect all traditional public, charter, and private schools serving students in K-12. PCPA students are prohibited from smoking anywhere on the community college campus.

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

### **Drugs, alcohol, and Inhalants**

The possession, use, or being under the influence of non-prescribed drugs or alcohol on or near school property or school sponsored events by students is prohibited.

Student involvement with drugs, including alcohol, within 300 feet of school property, or at school-sponsored events, will be treated according to the following procedures. It shall be the responsibility of all school employees to report all reasonably suspected instances of the non-medical use of drugs to the principal or his/her designee.

Offense	Use Consequences
	<b>Parent/Guardian Meeting (Possible Police Notification)</b>
1st	Suspension up to 10 school days. Possible long term suspension hearing
2nd	*Long-term suspension or Expulsion.

<b>Distribution, Purchase, Selling Consequences</b>	
<b>Police Notification</b>	
1st	Expulsion.

### **Return to School**

Whenever a student has been determined as using drugs for non-medical purposes and has returned after the appropriate suspensions, an effort should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:

- Utilization of community-based programs.
- Ongoing contact with student's counselor to determine need for additional support from community agencies.
- An effort made by the student's teachers or counselor to help him/her emphasize the positive alternatives to drug-using behavior.

### **Weapons: Zero Tolerance**

Disciplinary action at PCPA will reflect zero tolerance of weapons on or near school property or at school activities, including guns that shoot pellets, BB's, or other similar material. Accordingly, a student who possesses any type of gun on or near school grounds or at school-sponsored activities before, during, or after school hours will be subject to long-term suspension or expulsion. Disciplinary action in this area will also reflect zero tolerance for possession or use of any other instrument in a dangerous, intimidating or combative manner.

**Regulation:** It is strictly prohibited to possess firearms, any type of explosive devices, knives, or other dangerous instruments on district school grounds or at a school sponsored activity. A.R.S. 13-3 101 through 13- 3110 further prohibits the concealment of weapons and possession of explosive devices and sales thereof.

1. Police will be notified and student may be prosecuted.
2. Parents will be notified.
3. Student will be suspended up to ten days to await a hearing.
4. If found guilty, the school shall make a recommendation for either a long-term suspension or expulsion.

### **Safe Harbor Provision**

A student who inadvertently possesses or finds a prohibited object shall immediately notify school staff and surrender the object. A student may approach a school staff member and voluntarily surrender an object prohibited by the Code of Student Conduct without being subjected to discipline so long as the object is one that the student could lawfully possess off school grounds. This rule does not apply to firearms or destructive devices. If a student discovers an illegal item (i.e., drugs or weapons) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely for making such a report. School officials shall make a determination after an investigation of the report. The Safe Harbor Provision may not apply if a search is ongoing in any location at the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff. With respect to objects that have been turned over to school staff, the parent/guardian must make arrangements to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

### **Search of personal property**

Inspection of personal property including but not limited to, clothing pockets, cars, backpacks may be conducted by Principal or designated school staff with reasonable suspicion with no parent notification.

### **Discipline Code**

At times, consequences not set forth in the chart below may be developed if the proposed alternatives are viewed by the school official and parent as useful and appropriate.

<b>TIER 1 INFRACTION CONSEQUENCES: Confiscation → Detention → Short Term Suspension</b>	
<b>ELECTRONIC DEVICES</b> Possession or use of electronic devices likely to disrupt the school environment or educational process. This includes but is not limited to bluetooth devices, earphones, mobile phones, laser pointers	<b>TRUANCY (The Maricopa CUTS program is in effect at PCPA)- UA</b> Absent from one or more classes that has not been excused by parent guardian & confirmed by school personnel in accordance with guidelines.
<b>BUS VIOLATIONS</b> Failure to comply with rules established for the use of school transportation.	<b>FAILURE TO CARRY I.D.</b> Violating school safety rules, not carrying school issued I.D.
<b>DRESS CODE</b> Failure to comply with the school dress code	

<b>TIER 2 INFRACTION CONSEQUENCES: Consequence: Detention → Long Term Suspension</b>	
<b>ACCESSING COLLEGE ROOMS/ SPACES</b> Students may not access any college rooms or spaces during non-sanctioned activities. i.e. second and third floor of IE building, parking lots, unsupervised college rooms, etc.	<b>GANG ASSOCIATION, SYMBOLS</b> Gang-related behavior, association, apparel, symbols, paraphernalia, gang identifying colors, Gang- identifying clothing, and/or activities
<b>VULGARITY, PROFANITY,OBSCENITY, DISRESPECT</b> Vulgar, profane, obscene, or disrespectful behavior or language; possession or display of vulgar, profane, or obscene material.	<b>INAPPROPRIATE USE OF TECHNOLOGY RESOURCES</b> Inappropriate use, failure to comply w/ electronic information services guidelines



<b>HARASSMENT, VERBAL ABUSE</b> Statements or actions that intimidate or demean others. This especially includes any form of sexual harassment	<b>"GOOD NEIGHBOR" VIOLATIONS</b> Failure to obey school rules, traffic/pedestrian laws, and act as a good neighbor in the community
<b>DISORDERLY CONDUCT</b> Behavior disruptive to school climate or the educational process	<b>TRESPASSING</b> Unauthorized presence on district property and/or refusal to leave district property upon request of school authorities.
<b>GAMBLING</b> Possession of materials associated with gambling; participating in games of chance for the purpose of gain	<b>INSUBORDINATION / NONCOMPLIANCE</b> Failure/refusal to comply with the reasonable rules or requests of school personnel.

Tier 3 INFRACTION CONSEQUENCES: Short/Long Term Suspension → Expulsion	
<b>OFF-CAMPUS VIOLATION</b> Leaving campus without permission. Only seniors with 15 credits & a signed Off- Campus form on file in the office are allowed to leave campus during <b>lunch</b> . Also includes transporting unauthorized students off campus, excessive tardiness after lunch, & driving violations.	<b>INSTIGATING</b> Challenging a student or encouraging others to fight through any means including social networks. Bystander(s) may be subject to disciplinary action. Offenders may be charged with the appropriate offense and subjected to legal consequences. <b>Participants in fights may also be subject to arrest.</b>
<b>DESTRUCTION OF PROPERTY</b> Defacing or damaging school property or the personal property of others	<b>ABUSE OF STAFF</b> Verbal disrespect or injury to staff members acting in their capacity as district employees.
<b>BEING KNOWINGLY PRESENT</b> Knowingly Present shall mean that a student was present or in attendance at a gathering of students during which a fight ensued.	<b>THEFT</b> Stealing or concealing school property or the property of others or participating as an accomplice, including copying copyrighted software.
<b>FIGHTING</b> Physical contact with another person intended to cause injury.	<b>RETALIATION</b> Any person found to have retaliated against another individual for reporting an incident in good faith.
<b>CUMULATIVE VIOLATIONS</b> Documented misconduct that occurs frequently enough to show a lack of intent to abide by school rules.	<b>REASONABLE STANDARD OF "RIGHT/WRONG"</b> Other behaviors that a reasonable person would consider to be wrong.

Tier 4 INFRACTION CONSEQUENCES: Expulsion	
<b>WEAPONS,EXPLOSIVE DEVICES,DANGEROUS INSTRUMENTS</b> Possession/use of any instruments of offensive/defensive combat, or used/ normally construed as a weapon; possession or use of fireworks, combustible substances, or explosives. Threats against school through email, phone, social media, etc.	<b>ASSAULT</b> Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any nonconsenting person.
<b>ALCOHOL, DRUGS</b> (possession)drugs on school property or at school events; possession of paraphernalia associated with drug use	<b>SALE OF ALCOHOL, DRUGS</b> Sale or distribution of alcohol or non- prescribed drugs on school property or at school events.
<b>ABUSE OF STAFF</b> Physical disrespect or injury to staff members acting in their capacity as district employees.	<b>REPEATED INFRACTIONS OF TIER 3</b> Documented misconduct that occurs frequently enough to show a lack of intent to abide by school rules

## Arizona Revised Statutes (Laws) Related To Public Schools

### Interference with or Disruption of an Educational Institution (A.R.S. 13-2911)

Under Arizona Law, there are very specific penalties for any person who commits "interference or disruption" to an educational institution. **A person commits interference with or disruption of an educational institution by doing any of the following:**

1. Threatening to cause physical injury to any employee of or any person attending an educational institution.

2. Threatening to cause damage to any educational institution, property of any educational institution, or property of any person attending an educational institution. \* A person found to be in violation of this law as described in paragraphs 1 or 2 above may be charged with a Class 6 Felony. It does not matter if the above actions were not directed to any specific individual, educational institution or property of an educational institutional.
3. Knowingly goes onto or remains on the property of an educational institution for the purpose of interfering with or disrupting the lawful use of the property, or in any manner that interferes with the lawful use of the property by others Knowingly refuses to obey a lawful order to leave the property by a school official, officer or employee of an educational institutional. \* A person found to be in violation of this law as described in paragraphs 3 or 4 as described above may be charged with a Class 1 Misdemeanor
4. Teacher's Authority to Remove a Student from Class (A.R.S. 15-841)  
A.R.S. 15-841 gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from his/her class by documenting abusive, threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher's recommendation to remove the student from class, the principal shall remove the student unless he/she can produce evidence that the basis for the recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal: (1) Arrange for placement of the student in another class or an alternative setting, (2) Contact the parents to inform them of their child's removal from class and an explanation of procedures, (3) Arrange for appropriate continuation of the student's instructional program by securing individual lesson plans, learning objectives, and activities from the referring teacher, and (4) Arrange for a meeting of the school placement review committee to be conducted within three days of removal.

#### **Sex Offender Notification (A.R.S. 13-3825)**

Legislation calling for community notification of sex offenders (A.R.S. 13-3825) took effect June 1, 1996. The legislation requires that law enforcement agencies, not schools, be responsible for notification of the neighborhood when a known sex offender resides in the area. The guidelines provide levels of notification based on the risk a particular sex offender poses to the community; there are three levels as determined by law enforcement officials. Level two and three sex offenders may present a danger to the community. When a level- two sex offender moves into a community, the law enforcement agency may notify the school district. In the case of level three sex offenders, the agencies shall inform the school district. PCPA will cooperate with law enforcement agencies by ensuring that principals and school staff members are notified as necessary. The Principal's office will maintain a file of the notifications that may be reviewed by community members. School staff will have access on site to a copy of the notification and any other pertinent information. Copies of the neighborhood notifications may be obtained from the local school. In an effort to maintain trust and better inform the greater school community, PCPA may send letters home with students.

#### **School Property (A.R.S. 13-2911)**

Any student who cuts, defaces, or otherwise injures any school property is subject to suspension or expulsion and, upon complaint of the school; the parents of such students shall be liable for the damages.

#### **Smoking and Use of Tobacco Products (A.R.S. 36-798-03)**

*A.R.S. 36-798-03 prohibits the possession of tobacco products on all school grounds, buildings, parking lots, playing fields, buses and at off-campus school sponsored events. This law applies to all students, staff and visitors. Violations of this law are a "petty" criminal offense, punishable by a fine of up to \$300.* Smoking or possession of tobacco products is not permitted on or within 300 feet of school property (school grounds, inside school buildings, in school parking lots or playing fields, in school vehicles) or at off-campus school sponsored events.

#### **The "Good Neighbor" Policy: Student Conduct within the School Community (A.R.S. 13-201)**

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour. Failure to act as a good neighbor within the school community may result in disciplinary action (A.R.S. 13-201).

#### **Suspected Child Abuse Notification (A.R.S. 13-3620)**

School personnel will comply with laws regarding child abuse and reporting to the department of Child Protective Services.

#### **Abuse of Staff (A.R.S. 15-507)**

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a Class 3 Misdemeanor. In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of threat, verbal, written, or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion or possible referral to the police department. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

#### **Alcohol and Drug Violations and Arizona Drug Law (A.R.S. 13-3411)**

Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the district's "good neighbor" policy will result in disciplinary action by school officials, notification of parents, and possible involvement of police. The following provisions of Arizona's Drug Law (A.R.S. 13-3411) are offered as a warning. Arizona judges have no discretion

to impose less than mandatory prison sentences and fines.

Here is what could happen if you are under the influence, in possession of, or sell drugs on or within 300 feet of school property: If 18 or older, you will be tried as an adult. If convicted as an adult, your crime will be classified as a felony carrying a minimum mandatory prison sentence of 3 years and 9 months and a minimum fine of \$2,000. (If convicted as a minor, you may be placed in the custody of the Department of Corrections until the age of 18.) If convicted of a drug offense, your driver's license will be suspended until age 18; if you do not have a driver's license, you may be denied a license until the age of 18.

#### **Parental Involvement Regarding Drug Violations (A.R.S. 15-843)**

Whenever there is a reasonable suspicion that a student is suspected of violating the school drug policy and is questioned by the school principal or designee, his/her parent(s) or legal guardian(s) shall be notified that such questioning took place.

When it has been determined that a student has violated the school drug policy, his/ her parents shall be notified. Additionally, parent conferences are not only encouraged, but shall be required throughout any disciplinary procedures (see A.R.S. 15-843) relating to this section.

#### **Drug Use by Persons Other Than Students or Employees (A.R.S. 13-2911)**

Persons other than students or employees suspected of distributing, possessing, or under the influence of such substances, shall be reported to the principal or the person in charge. If the principal or person in charge is reasonably certain it has occurred, he/she shall inform law enforcement authorities, (see A.R.S. 13-2911) except that if it appears that the individual is an adult and is under the influence of alcohol and is not disorderly, then the principal or the person in charge shall use his/her discretion in notifying law enforcement authorities and shall take action as seems appropriate.

#### **Duty to report abuse/neglect of minors (A.R.S. 13-2911)**

Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under section 36-2281 shall immediately report or cause reports to be made of this information to a peace officer or to child protective services in the department of economic security, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only. A member of the clergy, Christian science practitioner or priest who has received a confidential communication or a confession in that person's role as a member of the clergy, Christian science practitioner or a priest in the course of the discipline enjoined by the church to which the member of the clergy, Christian science practitioner or priest belongs may withhold reporting of the communication or confession if the member of the clergy, Christian science practitioner or priest determines that it is reasonable and necessary within the concepts of the religion. This exemption applies only to the communication or confession and not to personal observations the member of the clergy, Christian science practitioner or priest may otherwise make of the minor.

## **Medication Guidelines**

Prescribed medication will only be administered to students at school when there is a signed letter by the parent and a physician's prescription on record in the office.

#### **Prescription Medication**

All prescription drugs given in school shall be prescribed by a licensed physician on an individual basis as determined by the student's health status and must comply with the following:

- 1) Medications must be brought to school in the original pharmacy labeled container and shall display:
  - a) Student's name
  - b) Prescription number
  - c) Medication name and dosage
  - d) Administration route or other directions
  - e) Date
  - f) Licensed physician's name
  - g) Pharmacy name, address and phone number
- 2) The same procedure applies to non-prescription medications (i.e. Tylenol, Advil, etc.)
- 3) Medications must be delivered to the office by the parent/guardian of the student unless the medication is to be retained by the student for immediate administration (asthmatic inhalers)
- 4) Changes in prescription medication shall have written authorization from the licensed physician and signed consent from the parent/guardian.

The State Department of Health does not allow the school to administer over-the-counter medications to students unless written

parental permission is provided. Please do not ask us by phone to administer any medication to your child.

#### **Medical Drugs (Medication) (A.R.S. 32-1901 and A.R.S. 15-345)**

Students who need to have access to medical drugs (as defined in A.R.S. 32-1901, Paragraph 39) in school must leave them with the school office, along with parental permission and the written directions of a physician concerning their use (see A.R.S. 15-345). In case a student needs to use such drugs at a school sponsored event away from school property, at least a parent's note should be given to the teacher on duty and the drug left with him/her except when needed. Students who are in the possession of medically approved drugs, but have not followed the directions prescribed above, shall be warned for the first offense. All succeeding offenses he/she should be disciplined according to normal school disciplinary policies. Students who distribute such drugs to others will be considered under the policy as distributing drugs for non- medical purposes.

## **HEALTH AND ILLNESS POLICIES**

The health of our students, faculty, and staff is our number one priority. To ensure the health and safety of our students, we have implemented the following guidelines.

#### **Hand Hygiene and Respiratory Etiquette**

- PCPA will continue to request handwashing with soap and water for at least 20 seconds
- Hand sanitizer stations will also be available throughout campus and in classrooms
- Staff and students are encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash, and hands washed with water and soap immediately afterwards for 20 seconds.

#### **We encourage our students to follow these personal-safety best practices:**

- Stay home if you are feeling sick (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>)
- Avoid touching your eyes and face
- Cough and sneeze into tissues or your elbow
- Wash your hands for a minimum of 20 seconds with soap (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>)
- Report exposure and confirmed cases right away (<https://together.maricopa.edu/covid-19-reporting>)

#### **If you are sick with or think you might have COVID-19 or the flu, follow the steps below to care for yourself and to help protect other people in your home and community.**

- Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Avoid, if possible, public transportation, ride-sharing, or taxis.
- Separate yourself from other people. As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a mask.
- Tell your close contacts that they may have been exposed to COVID-19 or the flu. An infected person can spread COVID-19 or the flu starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting your close contacts know they may have been exposed to COVID-19, you are helping to protect everyone.
- Additional guidance is available for those living in close quarters and shared housing.
- Monitor your symptoms. Symptoms of COVID-19 and the flu include fever, cough, or other symptoms.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

#### **Students and Faculty Exhibiting Symptoms**

##### **Individuals who test positive for COVID-19 or the flu:**

Wear a mask at all times and/or isolate yourself for a minimum of 5 days and monitor your symptoms. You are able to return to in-person classes/work without a mask when all 4 of the following CDC criteria have been met:

- At least 5 days since symptoms first appeared and
- At least 24 hours with no fever without the use of fever-reducing medication and
- Other symptoms of COVID-19 or the flu are improving or have completely resolved (and no new symptoms appear) and
- Continue to wear a mask/face covering around others for 5 additional days after isolation is discontinued

## Special Education

It is Phoenix College Preparatory Academy's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children born through 2 years of age.

We are responsible for identifying, locating, and evaluating all children with disabilities within our school and for making appropriate referrals to:

- Arizona Early Intervention Program (AzEIP) for children birth through 2 years of age for evaluation & services if needed; and
- School district of residence for children aged 3 through 5 for evaluation and services if needed.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities at public expense, under public supervision and direction and without charge to the parents. For all new students to the school, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help.

PCPA provides special education and related services, at no additional cost, designed to meet the needs of students with disabilities under the Individuals with Disabilities Education Act. To initiate a special education referral, please contact our office at 602-285-7998.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

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

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

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

This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

## PARENT NOTIFICATION UNDER NCLB: YOUR RIGHT TO KNOW

Public Law 107-110, "No Child Left Behind Act" (NCLB) encourages parents to be actively involved and knowledgeable about their schools and their children's education.

Report Cards on statewide academic assessment. Each year parents will receive a report containing academic assessment information

Teacher qualifications. Any parent may request information regarding the professional qualifications of their student's classroom

teacher(s) and/or any paraprofessional who provides services. If a parent requests information about a teacher's qualifications, PCPA will provide whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; baccalaureate degree major of the teacher and any other graduate certification. Teacher certification information may be found on-line at <http://www.ade.az.gov> Parents will be notified if a non-qualified teacher is in their child's classroom more than twenty consecutive days.

Individual achievement on state assessment. Each year parents will receive a report of their child's scores on state assessments.

English Language Learner Programs. No later than 30 days after a student enrolls, parents will be notified of their child's eligibility based on state mandated testing which includes level of English proficiency, how that level was determined, and the status of the child's academic achievement. If a child qualifies, available programs, services, and parental rights will be explained.

Schools identified for improvement, corrective action, or restructuring. PCPA has not been identified for improvement, corrective action, or restructuring. In the event that PCPA qualifies for any of the above, parents will be notified promptly and given opportunities to understand the school's academic issues and become involved in addressing them.

Supplemental educational services. If PCPA fails to make adequate yearly progress according to certain statutory timetables, the school must make supplemental educational services available to eligible students in the school. PCPA will then provide annual notice to parents and explain the available services.

Parental involvement policy. School-parent compacts are disseminated and explained to parents upon enrollment. Parents sign their agreement to support regular attendance and call school on the day of an absence; provide time and space for students to study and do homework; attend and participate in school functions; keep on Early College activities by reading all materials sent home; expect and follow up on progress reports and report cards; participate in student-led conferences twice annually; encourage and expect students to attend college following graduation; contact Early College with any questions or if there is a gap in the information coming home.

Voluntary Public School Choice Program. If, in the future, PCPA fails to make adequate yearly progress, parents will be notified and given educational options for their child.

Safe and Drug Free Schools Program. PCPA participates in the Federal Title IV Safe and Drug Free Schools Program. The school will inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing to their child's participation, the district will withdraw the student from the program or activity.

National Assessment of Educational Progress. From time to time, schools and students are selected to participate in the National Assessment of Educational Progress. If PCPA or your student is selected, you will be informed prior to the assessment. If you choose for your child not to participate, he/she will be excused.

Student Privacy. Student privacy is protected through FERPA as described in the student handbook. Title I: The Title I program is the largest federally funded program developed for schools in the United States. Title I funds are used to provide help for students who need additional support in order to succeed. At PCPA the Title I program serves children in 9<sup>th</sup> – 12<sup>th</sup> grades. A variety of programs are available depending upon the needs of the students including small group pull-outs for more intense instruction, and one-on-one remediation for those who are most readily at risk for failure. A variety of teaching methods are used to reinforce the skills being taught in the regular classroom. PCPA is making every possible effort to leave no child behind.

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

(FERPA - 20 U.S.C. §1232g) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest: A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks; A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school; Other schools to which a student is seeking to enroll; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

## RIGHTS OF HOMELESS STUDENTS

**Phoenix College Preparatory Academy** shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

**Immediate enrollment:** *Documentation and immunization records cannot serve as a barrier to enrollment in school.* As stated in state statute Charter schools are not required to enroll students when they have reached their physical capacity.

### **School Selection**

McKinney Vento eligible students have a right to select from the following schools:

- The school he/she/they attended when permanently housed (School of Origin) The school in which he/she/they was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

**Remain enrolled** *in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.*

**Participate in programs** *for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.*

**Transportation Services** *A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.*

**Dispute Resolution** *If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.*

For more information contact: Shanton Harris, Homeless Liaison, PCPA, 602-285-7650 or Rita Rodriguez, Arizona State Coordinator for Homeless, (602) 542-4963, [homeless@azed.gov](mailto:homeless@azed.gov)

## **STUDENT COUNSELING**

Members of the professional staff desire to offer a helping hand relationship and referral when necessary. Staff persons must understand and recognize their personal and professional limitations and they are encouraged to refer students to appropriate resources. A list of resources shall be made available by the PCPA social worker.

Persons who have received appropriate and documented training and demonstrate expertise in this area should conduct student counseling. Counseling should emphasize prevention as well as treatment and therefore should make an effort to be available to all pupils who desire this service.

Whenever a student seeks out an employee, other than a trained mental health counselor or social worker to discuss his/her problems, the particular staff member should make an effort to direct the pupil to appropriate counseling.

### **Counseling Services, Confidentiality and Duty to Warn**

PCPA provides counseling services in a variety of ways: through individual sessions or group sessions by the licensed social worker. There are certain circumstances under which the counselor will not be able to maintain the confidentiality of the student as clearly defined by counseling ethical standards and/or state law.

State and local laws require that the counselor report all cases of physical or sexual abuse or neglect of minors, a disabled person or the elderly. According to State Law (ARS 13-3620), failure to report child abuse is a misdemeanor. School employees must report non-accidental injury, suspected sexual molestation, abuse and neglect to the Maricopa County Sheriff's Department or Child Protective Services. The PCPA staff will work discretely with any parents who wish to report suspected or observed child abuse.

State and local laws require that the counselor report all cases in which there exists a danger to self or others. Confidentiality of records collected about the student will be held or released in accordance with a court order. Counseling is a cooperative effort between the counselor and the individual. Each individual receiving services makes a commitment to work with the counselor to resolve issues. It may be necessary to discuss issues that are upsetting during the course of counseling. This may be necessary to help individuals resolve problems.

Furthermore, it has been established that parents and guardians have a legal right to communications between a minor and counselor. In an effort to fulfill this obligation while maintaining a respect for confidentiality, every effort will be made to have such a conversation occur with both the minor and the parent or guardian present.

### **Staff Education**

Each school year, the counselor will arrange a staff in-service meeting that shall include information on relevant prevention issues: the identification of drug use, violence or other risky behaviors, and an approach that recognizes the dignity and worth of each student.

### **Student Education**

Tobacco and drug abuse prevention shall be taught as part of the Health Class curriculum. A primary goal of the program is to equip the learner for decisions they must make about drugs and tobacco and their lives.

The principal shall encourage the use of other educational information, including, but not necessarily limited to, assemblies, speakers, printed materials and bulletin board materials.

PCPA exists to empower students to empower successful, productive members of the community.

*"Learning is not about being perfect, it's about being **BRAVE**."*

# Phoenix College Preparatory Academy

## REQUIRED FORMS

The most up-to-date version of the handbook can be found online at [bit.ly/PCPASTudentHandbook](http://bit.ly/PCPASTudentHandbook) or by scanning this QR code. Handbook will be updated online annually.



### Phoenix College Preparatory Academy Parent/Guardian & Student Handbook Acknowledgement

#### Students and parents/guardians acknowledge the following:

1. All tuition and book costs are provided by Phoenix College Preparatory Academy (PCPA) for eligible students.
2. All textbooks MUST be returned on time to PCPA upon completion of the course
3. A grade earned in a college course is a permanent part of a student's college transcript.
4. Students who request a withdrawal from a college course must exhaust all options for support and improvement prior to the final decision to withdraw is granted. Failure to follow this process may result in a loss of access to college classes for the duration of the student's high school career. Students withdrawn for attendance or discipline issues will be withdrawn as "failing" (coded as a "Y" on the college transcript which will impact your college GPA.)
5. A conference with counselor outlining difficulties/reason for requesting withdrawal
6. A parent conference with the counselor to discuss the possible impact of this decision and future access to college classes.
7. Parents and PCPA staff have full access to students' college records as long as they are enrolled in PCPA
8. Students in classes and other activities with college students may be exposed to adult material, subject matter, and language.
9. Students enrolled or taking classes in another school will be ineligible to have PCPA pay for college classes.
10. Classes lower than 100 level, Summer, Saturday, internet courses and/or open entry courses will NOT be paid for by PCPA
11. Students may be required to attend a study hall to ensure full time enrollment in school. Failure to attend study hall may result in withdrawal from college classes.
12. If a student fails a college course the parent or student is responsible for paying the tuition fee to retake the course.
13. If a student fails a college course, the student will not be eligible for a college class the subsequent semester.

#### The signatures below indicate that:

- I have read and reviewed the Phoenix College Preparatory Academy Handbook with my parent/guardian.
- I understand and agree to abide by all policies and procedures explained in the handbook.
- I have read the Notification of Rights under FERPA (Family Educational Rights and Privacy Act) and Elementary and Secondary Education Act" (ESEA).
- I understand and will abide by the Terms and Conditions for use of electronic media. I further understand that any violation of the regulations may revoke my access privileges.
- I understand that college computers do not have filtered browsing and that students may have access to adult web content. (Please refer to the policy regarding internet access/use)

---

Parent/Guardian Signature

---

Date

# Student Expectations for College Classes

Parents/Guardians, please sign, date, and return this form to the PCPA office ASAP.

One of the great opportunities that Phoenix College Prep Academy provides is attending college classes while in high school. This opportunity comes with a much-needed commitment from our parents/guardians and students to attend all registered classes. The safety of our students is of utmost concern to us. Students are required to be in the classes they have been assigned to, whether they are high school or college classes. We need to know where students are at all times in case of an emergency.

I **understand** my student \_\_\_\_\_, may be required to leave PCPA High School campus **to attend college classes at the Phoenix College campus.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

---

## OPEN CAMPUS LUNCH (SENIORS ONLY)

**Starting the first week of September, open lunch will be AVAILABLE ONLY TO SENIORS from 11:20 am-12:00 pm.** This means they can leave campus to get lunch, but they must return for any scheduled classes.

Freshmen, Sophomores, and Juniors are required to stay on campus for lunch. Again, safety is our priority! Our seniors enjoy open lunch, but we want parents/guardians to remind their students to be responsible and to make good decisions. Please help us to remind students to register for a parking decal if they are driving to school, encourage them to wear seatbelts if they drive, to go in groups (if driving, approved passengers only), and get back on campus safely and on time.

I **allow** my senior, \_\_\_\_\_, to leave campus for Open Lunch.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# STUDENT PARKING DECAL FORM

Student Name \_\_\_\_\_

Graduation Year \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

## **Agreement**

### ***Each student driver will...***

- Register their vehicle by completing this form and providing a valid drivers license and auto insurance
- Ensure their decal is visible in their front windshield
- Park and drive in authorized areas and may not park in areas designated for staff
- Only transport any passengers with administrative and parent/guardian approval
- Refrain from using/visiting their vehicle during school hours without administrative approval
- Turn in a written, signed, and verifiable release from a parent/guardian or have a parent/guardian sign them out if they need to leave school early
- Immediately report any accidents (including minor fender benders), or other incidents of concern to campus security or administration so that they are aware and can assist as needed
- Abide by all school rules and procedures to maintain eligibility or decals will be revoked for parking or driving violations or other disciplinary infractions

Complete Information	Vehicle #1	Vehicle #2
Make of Vehicle		
Model of Vehicle		
Year of Vehicle		
Color of Vehicle		
Vehicle License Plate		

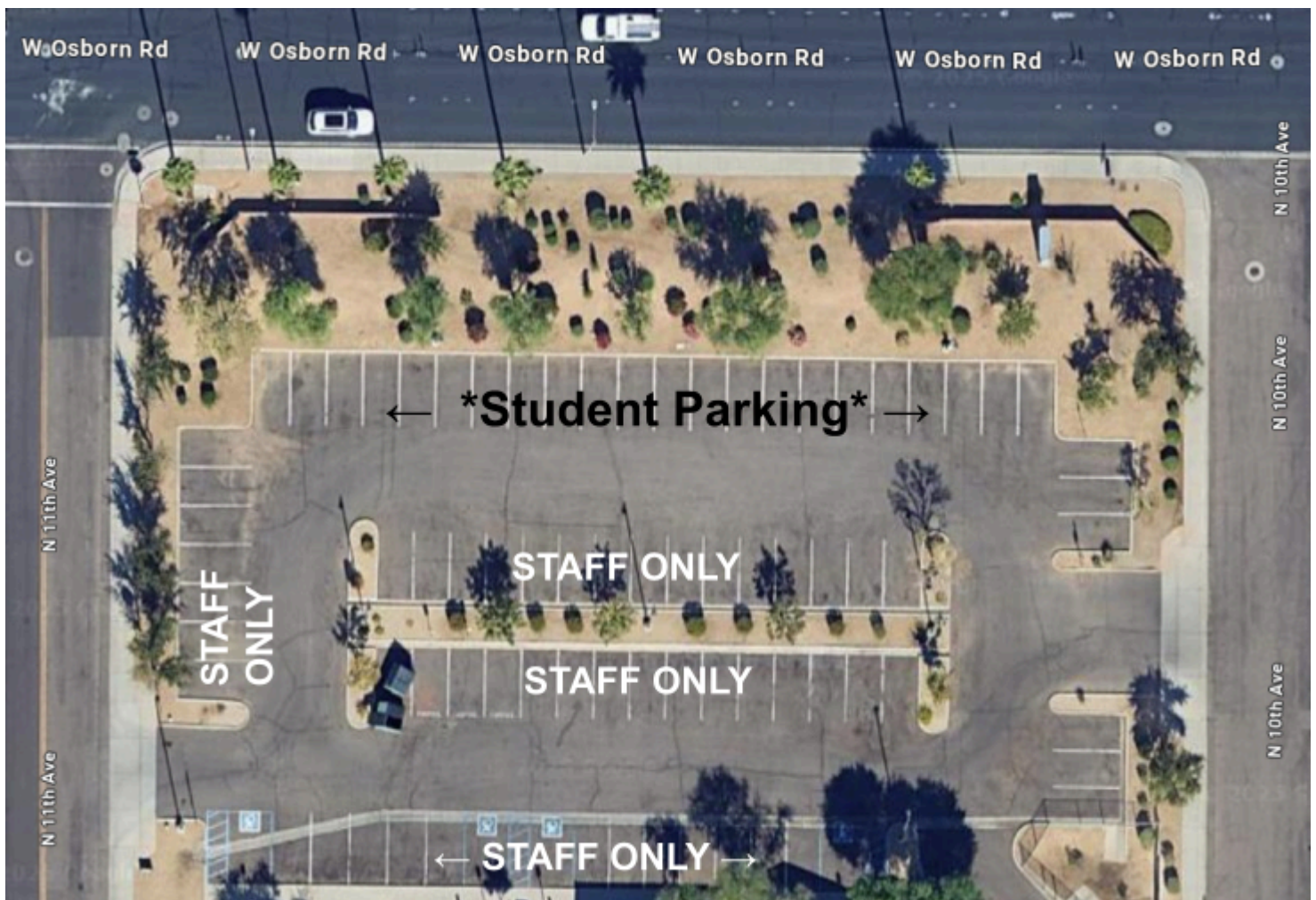
	Name	Relationship	Parent/Guardian Signature (if different than parent/guardian of the student driver submitting the form)
Passenger 1			
Passenger 2			
Passenger 3			
Passenger 4			

## OFFICE USE ONLY:

Decal Number: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By (print name) \_\_\_\_\_ Approved by (signature) \_\_\_\_\_





## Consequences of Driving Without a License in Arizona

A quick ride to the store with only a learner's permit may seem like an innocent enough offense, but the weight of a class 2 misdemeanor is heavier than many people realize. The potential consequences of being caught driving with a permit by yourself in Arizona include:

- Up to 4 months in jail
- Up to 2 years of probation
- As much as \$750 in fines
- Community service



# MEDIA RELEASE FORM

## Dear Parent/Guardian:

Phoenix College Preparatory Academy is proud to celebrate student accomplishments and community engagement. Accordingly, we may periodically exhibit photos, videos, recordings, and other likenesses of our students on Phoenix College Preparatory Academy and/or Maricopa County Community Colleges' social media platforms, school websites, marketing materials, yearbooks, or press releases to the media. Our intent is to be informative, recognize student achievement, and celebrate our school community.

I authorize the Maricopa County Community College District and those acting within its authority to, at no charge:

- Record my participation, appearance, or performance on video tape, audio tape, film, photograph, or any other medium.
- Use my name, likeness, voice, and biographical material in connection with these recordings.
- Copy the recording, in whole or in part, and distribute it, including through podcasts on the Internet, solely for educational and promotional purposes by the Maricopa County Community College District and those acting under its authority, as they deem appropriate in perpetuity.

Student Name \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Student Signature

Parent / Guardian Signature  
(if student is under 18)

\_\_\_\_\_

Witness Signature *(optional)*

# Phoenix College Preparatory Academy

## EMERGENCY INFORMATION AND MEDICAL FORM

<b>Child's First Name</b> <i>el primer nombre del estudiante:</i>	<b>Last Name</b> <i>Apellido:</i>	<b>Student Cell:</b>
<b>Home Address</b> <i>/ Domicilio (#, Street, City, State, Zip Code):</i>		<b>Home Phone</b> <i>/Numero de telefono:</i>
<b>Email address</b> <i>/Correo electrónico:</i>	<b>Date of Birth</b> <i>/Fecha de nacimiento:</i>	

<b>Parent or Guardian Name</b> <i>/Nombre de padre/tutor:</i>	<b>Home Address if different than above</b> <i>/Domicilio (#, Street, City, State, Zip Code):</i>
<b>Cell Phone</b> <i>/Numero de celular (optional):</i>	<b>Contact Telephone Number</b> <i>/Numero de contacto:</i>

<b>Parent or Guardian Name</b> <i>/Nombre de padre/tutor:</i>	<b>Home Address if different than above</b> <i>/Domicilio (#, Street, City, State, Zip Code):</i>
<b>Cell Phone</b> <i>/Numero de celular (optional):</i>	<b>Contact Telephone Number</b> <i>/Numero de contacto:</i>

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted***/Autorizo a las siguientes personas a recoger a mi hijo/a en caso de emergencia o si no puedo ser contactado: (Pursuant to R9-5-304.B, at least two contact persons are required/Se requieren al menos dos personas de contacto.)*

<b>Name</b> <i>/Nombre:</i>	<b>Relationship</b> <i>/Relación</i>	<b>Contact Telephone Number</b> <i>/Numero de contacto:</i>
<b>Name</b> <i>/Nombre:</i>	<b>Relationship</b> <i>/Relación</i>	<b>Contact Telephone Number</b> <i>/Numero de contacto:</i>
<b>Name</b> <i>/Nombre:</i>	<b>Relationship</b> <i>/Relación</i>	<b>Contact Telephone Number</b> <i>/Numero de contacto:</i>

**If Medical care is necessary, call***/Si necesitan atención medica, llame al:*

<b>Health Care Provider</b> <i>/ Proveedor de cuidado de salud*</i>	<b>Name</b> <i>/Nombre:</i>	<b>Contact Telephone Number</b> <i>/Numero de contacto:</i>
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*\*A Health Care Provider is a physician, physician assistant or registered nurse practitioner/ Un proveedor de atención médica es un médico, un asistente médico o una enfermera registrada.*

<b>In case of injury or sudden illness, I request that this individual be called first</b> <i>/En caso de herida o enfermedad repentina, solicito que este individuo sea llamado primero:</i>	
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The following individual(s) may NOT remove my child from the facility*/Las siguientes personas no pueden remover a mi hijo/a de la escuela:*

<b>Name(s)</b> <i>/Nombre(s):</i>
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Custody papers have been provided and are on file at the facility. ☐ Yes ☐ No

Documentos de custodia se han proporcionado y estan en el archive en la escuela. ☐ Si ☐ No

## Medical Information

Is your child allergic to food or other substances to the extent that they may require medical intervention if encountered? **If yes**, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs (location of EpiPen).

*¿Es alérgico el niño o la niña a alimentos u otras sustancias hasta el punto de que pueda requerir intervención médica si las encuentra? Si la respuesta es sí, describa los síntomas, nombre los alimentos o sustancias que deben evitarse y el procedimiento a seguir si ocurre una reacción (ubicación del EpiPen).*

☐ No ☐ Yes/ si

Is child usually susceptible to infections and if so, what precautions need to be taken? **If yes**, list precautions.

*¿Es el niño usualmente susceptible a infecciones y, de ser así, qué precauciones se deben tomar? **En caso afirmativo**, enumere las precauciones.*

☐ No ☐ Yes/ si

Is child subject to convulsions? **If yes, provide medical documentation** and specify procedure in the event of occurrence.

*¿El niño o la niña sufre de convulsiones? Si la respuesta es sí, proporcione documentación médica y especifique el procedimiento a seguir en caso de que ocurra una.*

☐ No ☐ Yes/ si

Are there any physical or medical conditions that may affect the child's ability to participate in a 85 minute class or complete a full school day without difficulty? Examples: heart trouble, foot problem, hearing impairment, bladder issues, etc. **If yes, provide medical documentation** and specify procedure in the event of occurrence.

*¿Existe alguna condición física o médica que pueda afectar la capacidad del niño o la niña para participar en una clase de 90 minutos o completar una jornada escolar completa sin dificultad? Ejemplos: problemas cardíacos, problemas en los pies, discapacidad auditiva, problemas de vejiga, etc. Si la respuesta es sí, proporcione documentación médica y especifique el procedimiento a seguir en caso de que ocurra un incidente.*

☐ No ☐ Yes/ si

Medication monitoring and distribution (by the front office) allowed for:

*Se permite el monitoreo de medicamentos para:*

☐ Acetaminophen  
☐ NONE

☐ Ibuprofen

☐ Prescription medication (with prescription label)

Additional comments/ *Comentarios adicionales:*

\*Please note that the information on this form will remain **confidential**, in that the minimum information necessary will be shared with the child's educational team in order to keep them safe and comfortable. *\*Tenga en cuenta que la información en este formulario se mantendrá confidencial; solo se compartirá la información mínima necesaria con el equipo educativo del niño o la niña para garantizar su seguridad y bienestar.*

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by.

*Esta Tarjeta de registro de información e inmunización de emergencia es precisa y completa, anverso y reverso, y fue proporcionada por*

Parent/Guardian <b>PRINTED</b> Name/ <i>Nombre impreso del padre / tutor:</i>	<b>SIGNED</b> Name/ <i>Nombre FIRMADO:</i>	<b>DATE</b> / <i>Fecha:</i>
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