K-8 Student Handbook

LEADING EDGE ACADEMY K-8 EAST MESA
Principal: Chad Kobold

LEADING EDGE ACADEMY FLAGSTAFF
Principal: Steve Butcher

LEADING EDGE ACADEMY GILBERT ELEMENTARY
Principal: Mindi Johnson
Assistant Principal: Niya Taylor

LEADING EDGE ACADEMY MARICOPA
Principal: Mat Reese
Assistant Principal: Sherries Morland
Assistant Principal: Amy Sundeen

LEADING EDGE ACADEMY MOUNTAIN VIEW
Principal: Kristin Boatright
Assistant Principal: Jennifer Lucas

MISSION STATEMENT

Leading Edge Academy will develop lifelong learners who lead with character and achieve academic excellence by educating the whole child and fostering community and parental partnerships.

CORE VALUES

- Character Above All Else
- Fiscal Sustainability
- Academic Excellence
- Staff Fit and Focus
- Safe Atmosphere
- Whole Child

NETWORK ADMINISTRATION

President – Delmer Geesey
Executive Director – Lori Anderson

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CHARTER SCHOOL BOARDS

LEAD BOARD
Delmer Geesey
Mat Reese
Vicky Schildgen
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MARICOPA BOARD
Delmer Geesey
Damon Norris
Tim Hall
Rusty Akers
Aeson Jonson

QUEEN CREEK BOARD
Steve Butcher
Joey Bilbrey
Tim Hall
Jessica Darley,
Kristin Boatright

Regular School Board meetings are held six to eight times a year. Meeting notices are posted at the Network office and online 24 hours in advance.

Welcome Parents and Students:

We are looking forward to an exciting and productive new school year with you and your children. This Parent/Student Handbook and Student Code of Conduct is a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

Section I - Information for Parents and General Policies and Procedures
This contains information all parents will need to assist their child and respond to school-related issues. This section also describes school operations and requirements, safety procedures, and the dress code.

Section II - Health Office
This section outlines Health Office Policies and Procedures.

Section III – Student Code of Conduct
All students and parents must review this handbook. A copy of this handbook is published at www.leadingedgeacademy.com under the "Resources> Handbook" section.

Please note that the term "the student's parent" is used to refer to the parent or legal guardian.

Both students and parents must be familiar with the Student Code of Conduct. Please be aware that the handbook is updated yearly, however policy adoption and revision may occur throughout the year. Changes in policy that may affect handbook provisions are made by the School Board in open meetings, which are publicized locally.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your children have questions about any of the material in this handbook, please contact the school office.

We are looking forward to a great school year of working with you and serving your children.

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SECTION I

I. GENERAL POLICIES & PROCEDURES

A. ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education – to benefit from Teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Actions taken by the school for absences:

a. When a student is absent for 10% of the school year a letter will get sent home. (i.e. If school has been in session for 50 days a letter will be sent home on their 5th absence as a reminder.)
b. When a student reaches 10 absences a parent meeting will be required to address ongoing attendance concerns.
c. When a student reaches 18 absences an attendance committee will be convened with the parent/guardian and the student to determine the most appropriate course of action. Pursuant to A.R.S. 15-802 (B)(1), students who are not in attendance at least 90 % of the school year are subject to possible retention. The student may be retained and/or placed on an attendance contract by the attendance committee.
d. Ten consecutive absences: Students absent for ten (10) consecutive school days, except for excused absences, shall be withdrawn from the school pursuant to A.R.S. 15-901 (A)(2).

Exceptions may be made for any student who is identified by a licensed physician as having a chronic health condition that would affect regular school attendance.

B. SCHOOL HOURS AND DROP-OFF/PICK UP PROCEDURES

PLEASE SEE APPENDIX F FOR INDIVIDUAL CAMPUS TIMES OF OPERATION.
Students should not be on campus until one half-hour before school start time. Students should be picked up from school promptly once school is dismissed and stay no longer than 20 minutes after dismissal. Staff will not be available to provide supervision outside of these hours. Parents will be charged $2.50 per minute per family. Parents may call the school ahead of time if they know they will be running late, but a late fee will still be charged. If a parent or authorized pickup person does not arrive or call by 10 minutes past the designated pick up time, staff will begin to call the student's emergency contact list. If no emergency contacts can be reached within one hour past the designated pick up time staff may contact the local police department who will pick up the child. Late fees will be due within one week to the front office. Exceptions may be granted for extracurricular activities as approved by the Administration and Sponsor. School is in session Monday through Friday of each week, unless holidays, conference days or training days have been pre-scheduled.

C. TARDINESS

All students are expected to report to their rooms at the designated start time for their campus (see Appendix E). Any arrivals after such time are considered late and will be required to go to the front office to sign in and receive a late pass. **A parent, guardian or person responsible for bringing them to school must accompany the student to the office and sign them in - no exceptions. If a student arrives late unattended, the parent will be called and required to return to school and sign in their child before the student will be allowed to proceed to class.**

Repeated tardiness will be handled in the following way:

- 3 days tardy in one semester - parents will be contacted
- 6 days tardy in a semester will require a parental conference
- 8 days tardy in a semester will result in a half-day in-school suspension
- 10 days tardy in a semester will require a parental conference to discuss student's continued enrollment

D. RELEASE OF STUDENTS FROM SCHOOL

Class time is important, so doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time, such as Friday afternoons. A student will not be released from school at times other than at the end of the school day unless the campus sign-out procedures are followed. They will be released only to those individuals who are listed on the student's permission to pick up form. However, students may be released at a predetermined time on specified days according to a parent signed release form.

A student who becomes ill during the school day should, with the Teacher's permission, report to the Health Office. The Health Assistant will decide whether or not the student should be sent home and will notify the student's parent.

E. PARENT CONTACT INFORMATION

It is imperative that all parent contact information be current at our office. This information includes: changes in address, email, home and work phone numbers as well as additions or changes in persons authorized to pick students up from school. Accurate parent contact information is important in the event that a child becomes ill or an emergency occurs and the school must contact the parent immediately.

F. PARENTAL INVOLVEMENT

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school; a partnership that thrives on communication. Your involvement in this partnership should include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested and ready to learn.

- Becoming familiar with all of your child's school activities and with the academic programs, including special programs. Discuss with the Principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact Teachers as needed.

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a Teacher, Counselor or Principal, please contact the school office for an appointment. A Teacher will usually return your call or meet with you during his or her conference period or before or after school.

G. VOLUNTEERS

School volunteers contribute valuable hours to enhance the education of students at Leading Edge Academy. Volunteers serve as assistants in the classrooms, in the office, on the playground, with fundraising and other areas as needed. Some volunteers serve as tutors and classroom speakers or assist with various special projects or events throughout the school year. School volunteers are essential to a successful school. If you are interested in volunteering, please contact the school office. Your time is greatly appreciated.

H. VISITORS TO THE SCHOOL

Parents and others are welcome to visit the school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school office, sign in and receive a visitor badge. Visits to individual classrooms during instructional time are permitted only with prior approval of the Principal and/or Teacher and as long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Prior to leaving the school grounds, visitors must return the visitor badge to the school office and sign out.

I. WITHDRAWING FROM SCHOOL

A student under the age of 18 may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal procedures checklist and a withdrawal form (which may be obtained by the parent from the school office) must be filled out and signed by the parent/guardian. Enrollment at another Arizona Public School is contingent on completion of this form. Students will be billed for any school property (i.e. library books) that is not returned upon withdrawal from Leading Edge Academy.

J. STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. Please see the copy of the Family Educational Rights & Privacy Act for more specific information (see Appendix B). All requests for educational records will be handled according to state and federal regulations.

K. MAKE-UP WORK POLICY

1. **Make-up work for excused absence**
   A student will be permitted to make up tests and to turn in projects due in any class missed because of an excused absence.

If there is to be an extended absence, parents may request that missed assignments be available for them to pick up. *Teachers need and appreciate a 24 hour advance notice to gather all necessary materials.*

For any class missed, the Teacher may assign to the student makeup work based on the instructional objectives for the subject or course. The needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements will also be considered.

A student will be responsible for obtaining and completing *all* makeup work. For every day absent, the student has two school days to make up the work missed. **A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment.**

2. **Make-up work for suspension**
   The parent/guardian is responsible for contacting the office and making arrangements for make-up work. Students do not receive credit for work missed during a suspension. However, students will be expected to make up the work to maintain class continuity and educational standards.

L. DRESS AND GROOMING

All students enrolled in Leading Edge Academy are expected to abide by the approved dress code while on campus and while attending off campus school sponsored activities including field trips, parties, and sporting events. School uniform should be modest, neat, clean and in good repair. All clothing should be hemmed and patched neatly. Clothing stained or damaged beyond repair may not be worn to school. Copies of the current year, campus-specific *LEADING EDGE ACADEMY DRESS CODE* are available at the school office and on the Leading Edge Academy website.

M. UNIFORM CODE

Uniforms are to be worn Monday-Thursday. Refer to the current year, campus-specific *LEADING EDGE ACADEMY K-8 DRESS CODE* available at the school office and on the Leading Edge Academy website. Fridays are dress down days and students must follow the general dress code rules. See appendix I for a comprehensive dress code guide.

N. FIELD TRIPS

Student field trips are considered a privilege at Leading Edge Academy. Teachers may deny a student's participation in a field trip because of inappropriate behavior. Please remember that permission slips must be signed and returned to the Teacher prior to the field trip. ***Students will not be allowed to call home on the day of the field trip to receive parental permission.*** Parents may contact the campus Administrator for additional information on field trip procedures.

*Parents are responsible for any damage their child may cause while attending field trips.

O. BUSES AND OTHER SCHOOL VEHICLES

Expected Student Behavior

1. Obey the driver at all times.
2. Be at the designated pick-up location 10 minutes prior to the scheduled pick-up time in the morning. Be on time to the designated pick-up location in the afternoon.
3. Stand at a safe distance from the curb or street.
4. Be courteous and respectful to the driver and other passengers.
5. When crossing the street, always cross in front of the school vehicle.
6. Always use the steps and handrail when boarding and leaving the school vehicle.
7. Be seated quickly and quietly in your seat. Remain seated facing forward in your seat while the school vehicle is moving. The aisle is not to be blocked at any time.
8. Always identify yourself when asked by the driver.
9. No eating, drinking (except water in plastic bottles), smoking, chewing gum or spitting inside the school vehicle.
10. Keep hands, arms, head, and all objects inside the school vehicle at all times.
11. Seat belts must be fastened at all times.
12. Talk in normal tones; loud, rude, vulgar, or obscene language is prohibited.
13. Keep the school vehicle clean and free of damage.
14. State law prohibits the following items on school transportation: alcoholic beverages, dangerous or narcotic substances, legally prohibited substances, animals, insects, reptiles, weapons, glass items, smoke or stink bombs, explosives, fireworks, tobacco, and other dangerous objects.
15. All items carried by the student (i.e. band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat. Instruments cannot occupy needed seating space or aisles.
16. Skateboards, scooters, and roller skates/blades are not allowed on the school vehicle.
17. Students are permitted to leave the school vehicle only at the designated stops. Any changes require a parent/legal guardian's written request, approved by a school official, counter-signed by a school official.
18. Students are permitted to ride only the assigned school vehicle. Any exceptions must be requested in writing by the student's parent or legal guardian and approved by a school official.
19. Remain seated while the vehicle is in motion and until it comes to a complete stop.

P. REPORT CARDS

Students are issued a report card outlining their academic progress, conduct, and attendance each semester. Students' progress, usually updated weekly, and semester report cards will be available online via ParentVue. Paper copies will be provided upon request.

Q. HONOR ROLL (Grades 3-8)

Principal's Honor Roll:

- All A's
- No N's in Character Trait Grades

Honor Roll:

- All A's and B's
- No N's in Character Trait Grades

R. PROMOTION AND RETENTION

Promotion from year to year will be based upon standards for each core subject area as established by the state. The standards that students must achieve in reading, written communication, and mathematics for promotion to the next grade are identified in the course of study.

Attendance of at least 90% of the total number of days that school is in session (no more than 10 days absent per semester) is required for promotion unless waived by the Principal in conference with the student's Teacher, and parents or guardians.

In addition to these standards, test scores, grades, Teacher/Principal recommendations, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

When circumstances indicate that retention is in the best interest of the student, individual consideration will be taken into account, and the decision will be made only after a careful study of facts relating to phases of the child's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place the student in the school program where he or she will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education plan.

Retention is considered when it is in the student's best interest, and is viewed not as a punitive measure, but as an enhanced opportunity to meet ultimate graduation requirements.

Pursuant to Arizona Revised Statutes, a parent may appeal to the School Board for reconsideration on any placement decision.

REGARDING LIMITED-ENGLISH-PROFICIENT STUDENTS: The decision to promote or retain will be based on the student's academic skills, and not upon English language proficiency alone.

S. STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take state assessment tests as well as routine testing and other measures of achievement.

English Language Learners- Arizona law requires that children with a home language other than English be assessed using the Arizona English Language Learner Assessment (AZELLA) for proficiency in oral language, reading comprehension, and written communication. Following parent/guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition. Leading Edge Academy offers an English Language Learning Program to serve students who need assistance in learning English. Full inclusion of English Language Learners is practiced.

T. STUDENT OR PARENT COMPLAINTS AND CONCERNS

If a conflict arises between a student and a Teacher, or if a parent or guardian has a complaint, the issue should be resolved as soon as possible. Parents or guardians are encouraged to set up a *conference time* with the Teacher and express their concern directly. In most cases, a misunderstanding exists and the conference will settle the issue to everyone's satisfaction. However, if this does not solve the problem, a conference should be requested with the Principal. If further concerns still exist, the parent should contact the Network Office.

U. ELECTRONIC DEVICES

Students are not permitted to possess such items as laptops, PDAs, pagers, radios, CD players, tape recorders, MP3 players, camcorders, DVD players, cameras, gaming systems, or any other electronic devices at school, unless prior permission has been obtained from the Principal and/or Teacher. If these devices are visible/evident, they will be confiscated, turned in to the office, and returned only to legal parents and/or guardians.

Cell phones may be in a student's possession at school; however the phone must be turned off during class hours. Teachers may at their discretion collect all cell phones while students are in their classroom. If a student uses a cell phone during class hours for text messaging or phone calls, the Teacher may confiscate the cell phone and turn it in to the office. The cell phone will only be returned to the legal parents and/or guardian of the student.

Students choosing to bring electronic devices, including cell phones, to school do so at the risk of confiscation, theft or damage; Leading Edge Academy is not responsible for the security of personal possessions, whether in the student's possession or in the school's possession.

V. SCHOOL FACILITIES

1. **Use By Students Before and After School**
   Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the Teacher or Sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a Teacher, students must leave campus immediately.

2. **Conduct Before and After School**
   Teachers and Administrators have full authority over student conduct at before or after-school activities on school premises and at school-sponsored events off school premises, such as play rehearsal, club meetings, athletic practice and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct.

3. **Hall Pass**
   Loitering or standing in the halls between classes is not permitted. During class time, a student must have a pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

4. **Pest Control Information**
   The school periodically applies pesticides inside buildings. Except in an emergency, notices will be posted 48 hours before application.

5. **Vandalism**
   To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

6. **Drills: Fire and Other Emergencies**
   From time to time, students, Teachers, and other school employees will participate in drills of emergency procedures. When drills are in progress, students are expected to follow Teacher/Administration directives and procedures outlined in the campus handbook.

7. **Safety**
   Student safety on campus and at school-related events is a high priority of Leading Edge Academy. Although the school has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:
   - Avoid conduct that is likely to put the student or other students at risk for injury.
   - Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Principal, Teachers or Bus Drivers.
   - Remain alert to and promptly report to a Teacher or Principal any safety hazards such as intruders on campus and/or threats made by any person toward a student or staff member.
   - Know emergency evacuation routes and signals.
   - Follow immediately the instructions of Teachers, Bus/Van Drivers and other Network employees who are overseeing the welfare of students.

8. **Music**
   Music played at Leading Edge Academy must adhere to the school's educational mission. All music played during any school function must be school appropriate. The music played at dances and sporting events must not be vulgar, offensive, obscene or libelous; demean others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; or promote alcohol, drug use or violence.

W. DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

1. **School Materials**
   Publications prepared by and for the school may be posted or distributed, with prior approval by the Principal. Such items may include school posters, school newspapers/newsletters, school yearbook, brochures, murals, etc. All school publications are to be under the supervision of a Teacher or the Principal.

2. **Student Non-School Materials**

   Unless a student obtains specific prior approval from the Principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

   Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

3. **Non-Student, Non-School Materials**

   Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the school or by an affiliated school-support organization will not be sold, circulated, distributed, or posted on any school premises by any school employee or by persons or groups not associated with the school, except by permission from the Principal. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the Principal or Designee for specific prior review. The Principal will approve or reject the materials within two school days of the time the materials are received.

X. STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own personal supplies such as but not limited to, pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Fees to participate in voluntary clubs, athletic teams or student organizations.
- Admission fees to field trips and extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Personal apparel used in extracurricular activities that becomes the property of the student.

Y. FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. All fundraising activities must have prior approval from the school Principal.

SECTION II

II. HEALTH OFFICE

A. EMERGENCY MEDICAL TREATMENT AND INFORMATION

Parents are required to keep their students list of health problems, allergies, and emergency contact information up to date in ParentVue. *Parents will also be responsible for keeping ParentVue information current regarding your address, home phone, business phone or emergency phone number changes during the school year*. If we cannot reach you in an emergency, we may call paramedics who will decide if an ambulance should be called. The cost of this service will be the parent's responsibility.

The Health Assistant will not treat an ill or injured student, except in extreme life-threatening situations. If your child becomes ill or is injured, you or your emergency contact will be called. The parent or a designee must promptly pick up students who are unable to be in class as there is limited space in the Health Office.

B. IMMUNIZATIONS

In order for any student to attend school, state law requires that our school office receive proof of immunization from the parent or guardian. Documentary proof is not required for a student to be admitted to school if one of the following occurs:

- The parent or guardian of the student submits a signed statement to the school Administrator stating that the parent or guardian has received information about immunizations provided by the Department of Health Services, understands the risks and benefits of immunizations and the potential risks of non-immunization and that due to personal beliefs, the parent or guardian does not consent to the immunization of the student.

- The school Administrator receives written certification signed by the parent or guardian and by a physician, which states that one or more of the required immunizations may be detrimental to the student's health and which indicates the specific nature and probable duration of the medical condition or circumstance which precludes immunization.

In the event of an outbreak of a "vaccine preventable" disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend school until the risk period ends. The Department of Health Services or Local Health Department shall transmit notice of this determination to the school Administrator responsible for the exclusion of the student(s).

C. MEDICATION AT SCHOOL

In order to be in compliance with state guidelines, Leading Edge Academy has implemented the following policy on dispensing medications to students during school hours:

- Whether a prescription drug or an over-the-counter drug, the medication must come in the original container. Your pharmacist should be willing to provide two medicine vials (one for school, one for home), if necessary.
- Medication must have the child's identification on the vial, directions from the physician and/or pharmacist, and must state the name of the medication as well as, dosage and time to be given, with a copy of all warnings and possible reactions attached.
- Do not *send* medication to school with your child. ***All medications are to be brought in by the parent/guardian to the Health Assistant.***
- Parents/Guardians must complete medical consent form before school personnel can administer medications.
- All medications will be kept in a locked cabinet by the Health Assistant.
- A student may keep a prescribed inhaler with them during the school day, but a medical consent form must be complete and on file with the Health Assistant.

D. DIABETES POLICY

In accordance with Arizona Revised Statute 15-344.01, the management of students with diabetes in the classroom, on School grounds and at school-sponsored activities shall be in compliance with this policy. Students attending Leading Edge Academy with diabetes shall have a Diabetes Medical Management Plan (DMMP) on file with the School and the DMMP shall be updated and submitted annually.

The DMMP shall:

- Be provided by the Parent or Guardian;
- Be signed by the appropriately licensed health professional or nurse practitioner;
- Authorize the student to carry appropriate medications and monitoring equipment;
- Acknowledge that the student is capable of self-administering medications and equipment;
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the School; and
- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for the student.

Student Self-Administration of Medication

Students are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another student. The student shall immediately report to School Administration any theft or loss of the medication and/or equipment brought to the School. Violation of these procedures may subject the student to disciplinary action.

- Students are required to practice proper safety precautions for the handling and disposal of the equipment and medications authorized under the DMMP.
- Medication must come in the prescription container as provided by the physician and/or pharmacy.
- If a student fails to practice proper safety precautions, the School may withdraw student's authorization to self-monitor blood glucose and/or diabetes medication and develop a plan for administration by a designated staff member.

School Administration of Medication

If a student is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the student's DMMP shall be provided by the School. Two or more staff members shall be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording. School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member. Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a student's DMMP.

The School, its employees and members of its governing body, are immune from civil liability with respect to actions taken to adopt this Policy and all decisions made and actions taken that are based on good faith compliance with this Policy.

E. ILLNESS POLICY

Please call the school office if your child has been diagnosed by a physician with an illness that is contagious (chicken pox, strep throat, conjunctivitis, etc.).

Don't send your child to school if they:

- Have a deep hacking cough.
- Have green mucus.
- Have a noticeable infestation of lice or lice nits.
- Have had vomiting in the past 24 hours.
- Have had diarrhea in the past 24 hours.
- Have had a fever in the past 24 hours.
- Have been on antibiotics for less than 24 hours. This includes eye drops for conjunctivitis (pink eye).

SECTION III

III. STUDENT CODE OF CONDUCT

A. CONDUCT

1. **Philosophy**

   To maintain high standards of achievement, good behavior is imperative. In order to maintain a safe and orderly school environment, we teach and reinforce school-wide rules and routines. We expect students and staff to treat each other with respect so that learning is not impeded. Our school-wide discipline plan is designed to apply rules consistently in each classroom, as appropriate for the various age levels. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

2. **Student Responsibilities**

   We believe that all students are capable of behaving appropriately in a variety of learning environments. In addition, we believe that all students are responsible for conduct that supports a positive learning environment for everyone. All students are expected to uphold school rules and respond respectfully to any and all Staff, Guests or Volunteer Authorities. Interventions may be necessary to redirect behaviors that disrupt planned learning opportunities, are unsafe, or create a disturbance in normal routines. It is important that students be responsible for regular attendance, make an effort to participate in learning activities, and properly maintain school property and resources (such as, but not limited to: textbooks, desks, computers, and manipulatives).

B. SCHOOLWIDE EXPECTATIONS

Expectation #1

All students will respect and obey the law. Any illegal activity occurring during school hours, within the vicinity of the school (defined as a three mile radius) or while participating in any school activities/functions, will be met with zero tolerance, resulting in immediate suspension or expulsion. These illegal activities include, but are not limited to; possession or use of tobacco or alcohol, activities related in any way to purchase, use, or possession of drugs, gang related activities, possession of weapons or abuse. Behaviors that promote substance abuse, the use of violence, etc. are also prohibited.

Any employee who observes any person in possession of a weapon on school premises shall immediately report the matter to the school Principal. The Principal shall immediately take appropriate safety and disciplinary actions in accordance with school policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

Expectation #2

All students will respect the property of others. Theft, vandalism, or any other mistreatment of property belonging to others, including the school, will result in consequences. These consequences may range from informal conference to expulsion, and may include restitution of stolen and damaged items or police involvement when necessary.

Expectation #3

All students will respect the ideas, beliefs, cultures, and individual differences of others. Students engaging in verbal abuse, intimidation, harassment, discrimination, disrespect of authority, fighting, profanity, obscene behavior, extortion, gang-related activities, or students provoking, instigating, or generating conflict will receive consequences ranging from an informal conference to expulsion based on attitude, severity, and prior history. Gang activity includes but is not limited to inappropriate verbal comments, physical gestures, behavior, and possession of gang paraphernalia or clothing used to promote or advertise gangs. *Any student that displays gang activity/involvement will be immediately suspended and may be recommended for expulsion.* Gang activity or involvement may include flashing of gang signs, inappropriate verbal comments or physical gestures, gang clothing colors or symbols worn on the body or symbols or gang words drawn on books or materials.

Expectation #4

All students will respect the privilege of education. Tardiness, unexcused absences, plagiarism, lying, cheating, dress code violation, public displays of affection, possession of pornography, inappropriate sexual behaviors, depictions of nudity, etc., or any form of academic misconduct will result in consequences ranging from an informal conference to expulsion based on attitude, severity, and prior history.

C. DISCIPLINE PROCEDURE

The classroom Teacher handles most minor disciplinary problems. Minor misbehaviors may include, but are not limited to, such things as eating during class instruction time, chewing gum, talking out of turn, not following directions given by the Teacher, not keeping hands, feet, and personal objects to oneself, disturbing others, violating dress code, frequent tardies, not being prepared for class, not turning in assignments, or not putting forth academic effort.

D. LAW ENFOREMENT AGENCIES

When Law Enforcement Officers or other Lawful Authorities wish to question or interview a student at school or to take a student into custody, the Principal, or in their absence, another Administrative Level Director, will make every effort to cooperate with the Authorities. The Principal will record the identity of the Law Enforcement Personnel and any documentation presented. Also, the Principal can take precautions by verifying the Law Enforcement Officer's identity, jurisdiction, probable cause, and/or legal grounds for the questioning or arrest. The Principal will make reasonable efforts to contact the student's parent/guardians prior to the questioning or arrest, unless the Law Enforcement Personnel raise what the Principal considers a valid objection. The Principal may also be present during any questioning or interviewing. The Principal will verify the Law Enforcement Personnel's identity and authority to take a student into custody prior to releasing the student. It is understood that the Principal will make decisions in their best judgment, but that they are not trained in legal or law enforcement issues and will not be held responsible for decisions made.

E. BEHAVIOR SYSTEM

All Leading Edge Academy campuses use an Incentive System for Behavior. The Incentive System varies from campus to campus. If any rules are broken during the week, the student will receive a consequence for their actions. Students who model exemplary character will receive incentives for their actions. The goal is to reward students who demonstrate positive character traits as is expected in the school-wide discipline plan.

F. DISCIPLINE PROCEDURES AND CONSEQUENCES

School rules are designed to protect all students. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior.

The following contains a list of common and/or serious student conduct violations, along with a range of consequences. This list is not meant to be exhaustive. Intended prohibited conduct may subject the student to the same discipline as an actual violation.

The violations and actions listed are meant as guidelines to promote consistency of discipline and are not intended to limit the school's ability to discipline students.

Consequences for Student Misconduct **Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	**Definition**	**Minimum Action**	**Maximum Action**
Absences and/or Tardies	A student must be in attendance a minimum of ninety (90) percent of each semester per class period.	Conference	Receive an 'F' in the course
Academic Misconduct/ Cheating/Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Conference/Zero on Assignment/ Detention	Short Term Suspension
*Alcohol (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation	Short Term Suspension	Expulsion
*Alcohol (sale or distribution)	The sale or distribution of alcohol on school grounds or during a school event.	Long Term Suspension	Expulsion
**Arson	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)	Suspension	Expulsion
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	Suspension	Expulsion
Bus/Transportation Misconduct	All students who ride the bus are subject to policies and regulations designed to provide safe transportation. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus and jeopardizes the safety of all passengers, the driver, and others. Riding the bus or van is a privilege, not a right, and the consequences of misconduct could result in the student being denied transportation. Suspension of bus riding privileges does	Conference/Detention/Loss of Bus Privileges	Short Term Suspension

Consequences for Student Misconduct **Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	**Definition**	**Minimum Action**	**Maximum Action**
	not relieve parents of the responsibility of sending a child to school.		
**Assault (aggravated)	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)	Suspension	Expulsion
**Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing devise.	Short Term Suspension	Expulsion
*Bullying/Cyber Bulling	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group of attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the use of technology.	Mediation/ Conference	Expulsion
*Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property with the intent to commit any theft of any felony therein. (A.R.S. §131507)	Restitution/ Conference/ Detention	Expulsion
**Burglary (first degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft of any felony. (A.R.S. §13-1508)	Short Term Suspension	Expulsion
Class Violation	Students are responsible for following all class policies, rules, and procedures as outlined by the teacher.	Detention	Short Term Suspension
*Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Suspension	Expulsion
Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment.	Confiscation/ Conference	Suspension
Contract Violation	Failure to comply with the guidance of an agreed upon contract.	Conference/Short Term Suspension	Long Term Suspension

Consequences for Student Misconduct **Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	**Definition**	**Minimum Action**	**Maximum Action**
*Dangerous Instrument/Device	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.	Short Term Suspension	Expulsion
Detention Violation	Failure to serve an assigned detention.	Detention/Short Term Suspension	Long Term Suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. §132904)	Demerit/ Suspension	Long Term Suspension
Disrespect	Treating personnel or any others with contempt or rudeness	Conference/ Demerit	Long Term Suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.A. § 13-2911)	Conference/ Demerit	Long Term Suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school and/or Network policy.	Change of Clothes/Demerit	Short Term Suspension
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.	Short Term Suspension	Expulsion
**Drugs (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.	Short Term Suspension	Expulsion
*Drugs (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school's policy for such medication. The term "drugs" includes anything that looks like drugs.	Short Term Suspension	Expulsion
*Drugs (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	Long Term Suspension	Expulsion

Consequences for Student Misconduct **Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	**Definition**	**Minimum Action**	**Maximum Action**
Electronic Devices	Misuse of cell phones, media players or other electronic items, whether operational or non-operational.	Confiscation	Short Term Suspension
*Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.	Detention/Short Term Suspension	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.	Detention/Short Term Suspension	Long Term Suspension
Failure to Follow School Rules	Students are responsible for following all school policies, rules, and procedures as outlined by the school.	Conference/Detention	Short Term Suspension
Failure to Follow Test Taking Procedures	Failure to comply with the rules, policies, or procedures for assessments or compromising the integrity of the test taking environment.	Detention/Short Term Suspension	Long Term Suspension
Failure to Return School Documents	Failure to return requested school documents.	Demerit/Detention	Short Term Suspension
*Fighting/Mutual Combat	Students shall not fight, push, intimidate or otherwise abuse other students.	Short Term Suspension	Expulsion
**Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	Short Term Suspension	Expulsion
**Firearm	Students are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)	Long Term Suspension	Expulsion
Fireworks	Students are prohibited from possessing or using fireworks or explosive devices on school property.	Short Term Suspension	Long Term Suspension
Forgery/Falsification	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is	Detention/Short Term Suspension	Long Term Suspension

Consequences for Student Misconduct **Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	**Definition**	**Minimum Action**	**Maximum Action**
	knowingly false or fraudulent (i.e., dishonesty or lying).		
Gambling	Playing games of chance for money or to bet a sum of money.	Detention/Short Term Suspension	Long Term Suspension
Gang Activity	Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school.	Detention/Short Term Suspension	Long Term Suspension
Good Neighbor Policy	School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner may result in disciplinary action. (A.R.S. §13-2905.A.5)	Detention	Long Term Suspension
*Harassment/Hazing /Threat/Intimidation	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (A.R.A. §15-2301)	Mediation/Demerit	Expulsion
Inappropriate Language/Gestures	The use of profanity or any derogatory language stated publicly.	Detention/Short Term Suspension	Long Term Suspension
Inappropriate Language to an Adult	The use of profanity or any derogatory language towards a staff member.	Detention/Short Term Suspension	Expulsion
Insubordination/Defiance/Non-Compliance	Intentionally resisting or disregarding the authority of school personnel. Failure to comply with the reasonable request of a staff member.	Conference/ Demerit	Expulsion
Leaving Campus without Authorization	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee.	Detention	Short Term Suspension

Consequences for Student Misconduct **Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	**Definition**	**Minimum Action**	**Maximum Action**
Loitering	Remaining in a location for no obvious reason.	Detention	Short Term Suspension
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Detention/Short Term Suspension	Long Term Suspension
*Other School Threat	An incident that cannot be coded in one of the other categories, but did involve a school threat.	Mediation	Expulsion
Pass Violation	Use of a pass for reasons other than specified.	Detention	Short Term Suspension
*Physical Abuse of Staff Member	Students shall not intimidate or physically abuse staff. (A.R.S. §15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (A.R.S. §15-843)	Long Term Suspension	Expulsion
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Detention	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Warning/Demerit	Short Term Suspension
**Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his/her will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.	Short Term Suspension/ Restitution	Expulsion/ Restitution
*Robbery (Armed)	Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	Long Term Suspension	Expulsion
**Sexual Abuse	For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.	Short Term Suspension	Expulsion
**Sexual Assault	For definition, refer to A.R.S. §13-1406	Long Term Suspension	Expulsion
**Sexual Harassment	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual	Short Term Suspension	Expulsion

Consequences for Student Misconduct **Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	**Definition**	**Minimum Action**	**Maximum Action**
	nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)		
**Sexual Harassment with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	Short Term Suspension	Expulsion
Sexual Misconduct	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials.	Short Term Suspension	Expulsion
Simulated Weapon	An instrument displayed or represented as a weapon.	Short Term Suspension	Long Term Suspension
Tardy	Failure to be at a designated location at a specified time.	Demerit/Detention	Short Term Suspension
Technology Misuse/Computer Tampering	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any Network facility. This includes the unauthorized access of any computer, computer system, or network.	Conference/ Detention	Long Term Suspension
*Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by network insurance.	Short Term Suspension/ Restitution	Long Term Suspension/ Restitution
*Tobacco	Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, simulated tobacco, electronic cigarette and	Short Term Suspension	Long Term Suspension

Consequences for Student Misconduct **Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	**Definition**	**Minimum Action**	**Maximum Action**
	smokeless cigarette, or twist). NOTE: Possession of tobacco products on a K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, is a petty criminal offense. "Petty" offense is punishable by a fine of up to $300. (A.R.S. §36-798)		
*Tobacco Paraphernalia	Any apparatus or equipment used, or capable of being used, in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, and lighters.	Short Term Suspension	Long Term Suspension
Trespassing	Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. §15-841)	Short Term Suspension	Long Term Suspension
Truancy/Unexcused Absence	The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization.	Detention	Short Term Suspension
*Vandalism/ Destruction of School Property	Willful destruction or defacement of school or personal property.	Short Term Suspension/ Restitution	Expulsion/ Restitution
Vehicle Violation	Improper driving or parking of a vehicle on school property without permission, and/or parking in prohibited areas.	Revocation of Parking Privileges	Long Term Suspension
**Weapons	Any item that may cause harm to another person, including but not limited to, a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife of any size, iron bar, brass knuckles, chains, billy clubs, Chinese starts, or any incendiary devices. (A.R.S. §13-3102(11))	Long Term Suspension	Expulsion
**Weapons (sale or distribution)	Sale of the above weapons.	Long Term Suspension	Expulsion

Per AZ Safe Regulations:
A single asterisk (*) indicates the violation is reported to the Arizona Department of Education.

A double asterisk (**) must be reported to law enforcement and is reported to the Arizona Department of Education.

Any act that violates the law may result in Law Enforcement involvement, in which case the Administrator will make every effort to contact the parent/guardian unless Law Enforcement Personnel indicate otherwise.

G. POSSIBLE CONSEQUENCES FOR PROHIBITED CONDUCT

Conference: The student meets with school Officials. The student shall be asked to correct the misbehavior. A conference could result in loss of privileges, detention, Friday School, or work detail. This conference may be documented.

Restitution: Payment to the appropriate Authority for damage or loss of property.

Teacher Involvement: Teachers shall be involved in the implementation and enforcement of the Network's disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

Parent Involvement: The student's parent is notified by telephone, personal contact, or written notification. A conference may be held with the student, the parent and appropriate school personnel and other individuals concerned. This conference will be documented.

In-School Suspension: The student is removed from the regular classroom setting for one or more days and is assigned to a location isolated from other classmates. They will work on class work during these day(s) and will receive credit for the missed assignments. The parent will be notified.

Short-Term Suspension: The student is removed from school for a period of up to three (3) consecutive days or less. They must complete all missed assignments, but they may not receive credit. The school Principal and/or Designee may impose a short-term suspension. The student's parent is notified by telephone and written notice that the student is subject to suspension. A short-term suspension of 3 days or less is not subject to appeal.

Long-Term Suspension: The student is removed from school for a period of up to 10 consecutive days or more. The school Principal and/or Designee may impose a long-term suspension. The student's parent is notified by telephone and written notice that the student is subject to suspension.

Expulsion: The student is denied the opportunity to attend any school in the Network by the Governing Board. This decision is not subject to appeal.

APPENDIX A: Lead Charter Schools Security Camera Policy

Security Camera Policy

For the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, to safeguard Network buildings, grounds and equipment, to monitor unauthorized individuals in or on school property, and for enforcing School policies and rules, Leading Edge Academy authorizes the use of electronic surveillance cameras in School Network buildings and on its property. Cameras are authorized for use in any area, inside or outside of School buildings where the public, students and Staff have no reasonable expectation of privacy: entrances, hallways, classrooms, commons, gymnasiums, athletic fields, parking lots and the exterior of buildings. Cameras are prohibited in areas such as bathrooms, locker rooms and health rooms.

Other public areas of Network buildings and grounds may be subject to limited term surveillance with the written authorization of the Network Administrator. Such approval will be granted only in situations when the Network Administrator has reason to believe that a safe and orderly educational environment is at risk or to monitor areas where theft and vandalism are believed to be occurring.

Notification
Signs will be posted at all main entrances to Network buildings stating "Surveillance Cameras May Be In Use."

Leading Edge Academy shall notify students and Staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time.

At each School or site where video surveillance is employed, the School Principal or other site Administrator shall inform students, Staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice.

Access and Use
Only individuals authorized by the Director of Schools, in accordance with policy, shall have access to video monitors, or be permitted to operate the controls. The Network Technology Assistant shall be responsible to manage and audit the use and security of monitoring cameras, monitors, hard drive storage, computers used to store images, and all other video records.

Students or Staff identified on security cameras in violation of Leading Edge policies will be subject to disciplinary action. Violations of the law will be referred to Law Enforcement Agencies and the recorded video evidence will be provided to Law Enforcement Agencies.

Video electronic data will be erased normally on a weekly basis. Video electronic data that contains personal information used to make a decision directly affecting an individual, however, may be retained for a longer period of time as needed.

Other Video Recordings:
A video recording of actions by students or Staff may be used by Leading Edge Administration as evidence in any disciplinary action brought against students or Staff arising out of the student's or Staff member's conduct in or about Leading Edge property.

APPENDIX B: Family Educational Rights & Privacy Act (FERPA)

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which 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 (34 CFR § 99.31):
    - School Officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - 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, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

APPENDIX C: Lead Charter Schools Anti-Bullying Policy

Anti-Bullying Policy

I. PURPOSE

LEAD Charter Schools, in accordance with ARS 15-341(40), recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. LEAD Charter Schools finds that bullying, like other disruptive or violent behavior is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

II. DEFINITIONS

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

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

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

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

Bullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations (Section 504); and mcKI of the Americans with Disabilities Act of 1994, and its implementing regulations (Title II).

Harassment: Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying): or other conduct that may be physically threatening, harmful, or humiliating.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

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. Cyberbullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination of the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations, and Title II of the Americans with Disabilities Act of 1990 and its implementing regulations.

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

B. "School Premises" means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by LEAD Charter Schools.

C. "School-Sponsored Functions or Activities" means a field trip, sporting event, or any other function or activity that is officially sponsored by LEAD Charter Schools or one of its school sites.

D. "School-Sponsored Transportation" means a motor vehicle owned, operated, leased, rented or subcontracted by LEAD Charter Schools or one of its school sites.

III. PROHIBITION

Students are prohibited from engaging in behaviors that would constitute bullying and/or harassment on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, when traveling to/from school and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying and/or harassment which occurs outside of the school and the school day when such bullying and/or harassment results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

IV. REPORTING

1. Any student who believes he or she has been or is currently the victim of bullying should immediately report the situation to the school Principal. The student may also report concerns to a Teacher or Counselor who will be responsible for notifying the appropriate school Administrator. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

2. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion. Individuals may also be referred to Law Enforcement Officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

V. INTERPRETATION

This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views, provided that such expression does not cause an actual, material disruption of the work of the school.

APPENDIX D: Lead Charter Schools Interrogations and Searches Policy

Interrogations and Searches Policy

Searches
The Administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reasonable suspicion that the student has some item or material detrimental to the health, safety, or welfare of the student or other students, such as drugs or a weapon on school grounds or at school functions. The Administration may call in Law Enforcement Authorities to conduct the search at their discretion.

The student has no expectation of privacy in items provided by school for storage, such as desks, storage areas, etc. These items may be inspected at any time with or without reason, with or without notice, by school personnel.

Interrogations
School Officials may question students without reservation regarding matters that are important to the school. A parent/guardian will be contacted if the student is subject to discipline for a serious offense.

If a Child Protective Services Worker or Law Enforcement Officer wishes to speak to a student regarding an investigation of alleged child abuse by a parent or if the parent or guardian is suspected of some other type of crime and the student has information as a witness, parental notification is not permitted.

School Officials shall cooperate with the investigating Officer or Child Protective Services Worker. If a student is taken into protective custody, the above officers shall be requested to show proper identification and sign a “Form of Interviewing Officer.” Six (6) hours after the student has been taken by the Officer or Worker, school personnel may respond to questions from the student’s parent or notify the parent, if necessary.

Unless the student is being questioned regarding abuse or criminal activity of a parent, the school shall notify a parent prior to the interrogation, and ask the parent if the Officer may question the child. If the parent consents to the interrogation, the parent will be asked to be present at the school for the questioning or to authorize the interrogation in their absence. If the parent cannot be reached or refuses authorization, the Peace Officer will be requested to contact the parent to make other arrangements.

If a Law Enforcement Officer is present on campus, at the request of the school, to interview students due to concerns for safety of the students, parent contact will only be made if a student is taken into custody or following the decision that the student may be subject to discipline for a serious offense.

If a Peace Officer is present at the school with a warrant or subpoena, the Officer will be asked to complete and sign a “Form for Signature of Arresting Officer.” School personnel shall make every reasonable effort to make sure personnel of the school cooperate fully with the police. When the arrest is formally made, the school and its employees no longer exercise jurisdiction over the student, and the school may respond to inquiries from the parents as to the location of the student.

APPENDIX E: Lead Charter Schools Notification Statements

Notification Statements

CHILD FIND

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located, and evaluated to receive the supports and services they need.

Identification/screening procedures shall be completed within 45 calendar days after enrollment for each kindergarten student and new students enrolling without appropriate screening records. The screening helps "identify" any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the student is evaluated using state criteria for specific delays or disabilities. If eligible, Leading Edge Academy will offer early intervention or special education services according to the student's needs.

- Special education services for school-age children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the education environment.

STUDENTS WITH DISABILITIES COVERED BY SECTION 504

Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against disabled persons in any of the Network's programs or activities. A student is protected by Section 504 if they have or has had a physical or mental impairment, which substantially limits a major life activity or is regarded as disabled by others.

Leading Edge Academy will determine eligibility and provide appropriate accommodations and services to students who are covered by Section 504. The school will also ensure that no student with a disability is excluded from participation in, or be denied the benefits of services, programs or activities of the school due to the disability that qualified the student for protection under Section 504.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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. 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.

PROHIBITED HARASSMENT

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

Leading Edge Academy takes very seriously any sexual harassment. Sexual harassment is a form of discrimination in educational opportunities on the basis of sex. It is prohibited by Title VII of the federal Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, by the Arizona Civil Rights Act and by school policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee-to-student actions, student-to-employee actions, and student-to-student actions. If you feel you have been sexually harassed or you know someone who has been sexually harassed, you should report it immediately to the Administration. The Administration will take immediate steps to investigate complaints and to take appropriate remedial action. Sexual harassment by students will not be tolerated and will result in disciplinary action.

NON-DISCRIMINATION

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

In the event a student experiences discrimination, the student should report the incident to the school Principal within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken. The school Principal will investigate the incident personally or designate another school employee to conduct the investigation at the Principal's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint including a description of the conduct alleged (i.e. specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The Principal shall contact an outside agency (i.e. Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the Principal.

PROHIBITED TOBACCO USE ON SCHOOL PREMISES & AT ANY SCHOOL-SPONSORED FUNCTION

If students are found to be in possession of, or using tobacco in any form while on school premises, during school hours (including off-campus lunch), or at any school-sponsored function, they have violated the no-tobacco policy and are subject to disciplinary action. Minimal disciplinary actions may include parental notification and/or a police citation with a fine. Maximum disciplinary action(s) are dictated by the age of the student and the circumstances and/or number of violations. The maximum actions may include suspension.

IMPORTANT NOTICE TO PARENTS CONCERNING STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be

aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The Network does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The Network carries only legal liability insurance.

MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT

Any school personnel or any other person who has responsibility for the care or treatment of a minor and 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 upon 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 A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Services (DCS) of 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. Such reports shall be made immediately either electronically or by telephone.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

DUE PROCESS

Students at Leading Edge Academy have rights. In disciplinary cases, each student is entitled to due process. This means students shall be informed of accusations against them and will have an opportunity to present an alternative factual position if the accusations are denied. If a student fails to fulfill their responsibilities regarding conduct, disciplinary action will follow. In disciplinary cases, a student is entitled to due process.

For student and/or parent concerns, complaints and grievances, parents and students are encouraged to schedule a conference with the Teacher or Administrator to express concerns directly.

SEARCHES OF STUDENT PROPERTY

A student or their possessions, including lockers, backpacks, and/or vehicles on school property may be searched if there is a reasonable suspicion that they are in possession of illegal, dangerous, or inappropriate items or substances. A student’s refusal to cooperate with a search may result in suspension, expulsion, or law enforcement involvement.

TEACHER RESUMES

Teacher resumes are on file in the school office for review at each campus.

ABUSE OF A TEACHER

A person who knowingly insults or abuses a Teacher on school grounds or while the Teacher is performing their duties is guilty of a misdemeanor which is punishable by a fine and/or imprisonment.

LAW ENFORCEMENT AGENCIES

When Law Enforcement Officers or other lawful authorities wish to question or interview a student at school or to take a student into custody, the Principal, or an Executive Level Director, will make every effort to cooperate with the authorities. The Principal will record the identity of the Law Enforcement Personnel and any documentation presented. The Principal will take precautions by verifying the Law Enforcement Officer's identity, jurisdiction, probable cause, and/or legal grounds for the questioning or arrest. The Principal will make reasonable efforts to contact the student's parent/guardian prior to the questioning or arrest, unless the Law Enforcement Personnel raises what the Principal considers a valid objection. The Principal may also be present during any questioning or interviewing, unless the Law Enforcement Personnel raises what the Principal considers a valid objection. The Principal will verify the Law Enforcement's authority to take a student into custody prior to releasing the student. It is understood that the Principal will make decisions in their best judgment, but that they are not trained in legal or law enforcement issues and will not be held responsible for decisions made.

APPENDIX F: Leading Edge Academy School Hours

LEADING EDGE ACADEMY SCHOOL HOURS

East Mesa K-8

Grades K-8	Monday – Thursday	8:00 am – 3:00 pm	Friday	8:00 am – 12:00 pm

Flagstaff K-8

Grades K-8	Monday – Thursday	8:00 am – 3:00 pm	Friday	8:00 am – 12:00 pm

Gilbert

Grades K-5	Monday – Thursday	8:OO AM – 3:00 PM	Friday	8:00 AM – 12:45 PM
Grades 6-8	Monday – Thursday	8:00 AM – 3:00 PM	Friday	8:00 AM – 12:15 PM

Mountain View

Grades K-8	Monday – Thursday	8:00 AM – 3:00 PM	Friday	8:00 AM – 12:00 PM

Maricopa

Grades K-1	Monday – Thursday	8:00 AM – 2:30 PM	Friday	8:00 AM – 11:30 PM
Grades 2-3	Monday – Thursday	8:00 AM – 2:45 PM	Friday	8:00 AM – 11:45 PM
Grades 4-5	Monday – Thursday	8:00 AM – 3:00 PM	Friday	8:00 AM – 12:00 PM
Grades 6-8	Monday – Thursday	8:00 AM – 3:15 PM	Friday	8:00 AM – 12:15 PM

APPENDIX G: Lead Charter Schools Service Animals Policy

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a documented medically diagnosed disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

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

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

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

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animals' safe, effective performance of work or tasks, in which case the service animal must be under the handler's control.

The School shall not be responsible for the training, feeding, or grooming. The School must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property.

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

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

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

APPENDIX H: Lead Charter Schools Restraint and Seclusion Policy

This Policy addresses the behavior management techniques to be used with students attending Leading Edge Academy. Behavior management techniques such as restrain, seclusion, temporary removal from the classroom and confinement shall be utilized in accordance with the following standards:

Temporary Removal
Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student and send them to the Principal, or to another administrator, as long as the removal is done in accordance with:

- The rules established for the referral of students, as outline din the School's behavior management and expectations Policy; or
- The conditions of A.R.S. S 15-841, when applicable.

Confinement
Under A.R.S. § 15-843, the Principal shall ensure that disciplinary practices involving the confinement of students left alone in an enclosed space shall include the following:

- Prior written parental notification that confinement may be used for disciplinary purposes is included in the student's enrollment packet or admission form.
- Written parental consent has been obtained before confinement is allowed for any student in the School.
- An exemption to prior written parental consent exists if a school principal or teacher determines that the student poses imminent physical harm to self or others. In this instance, the school principal or teacher shall make reasonable attempts to notify the student's parent or guardian in writing by the end of the same day that confinement was used.

Restraint and Seclusion
The use of restraint or seclusion is not to be limited, by policy or practice, to students with disabilities. Restraint and Seclusion are defined in A.R.S. § 15-105 as follows:

"Restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices. The following are *not* considered to be a restraint:

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

"Seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a larger group for purposes of calming.

Restraint or seclusion techniques may be used on any student if <u>both</u> of the following apply:

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

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

- The use of restraint or seclusion is to be used only in an emergency to protect persons from imminent, serious physical harm to self or others.
- The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use. If seclusion is utilized, school staff must reassess the child every thirty (30) minutes and if the need for seclusion extends beyond one hour, an administrator's approval is required for continued seclusion.
- Any area used for seclusion must be free of objects that could cause harm, must provide for adequate visual and audio supervision of the student, must provide adequate lighting and ventilation, and must not be locked.
- The restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed may not impede the student's ability to breathe.
- The restraint technique may not be out of proportion to the student's age or physical condition.
- A debriefing with affected staff and parents and, if appropriate, the student must be conducted within forty-eight (48) hours. During the debriefing a determination should be made regarding the need for a functional behavioral assessment (FBA).
- A student who has required crisis management on the part of the school staff more than three (3) times in a semester must have a functional behavioral assessment (FBA) and, if appropriate, a behavior intervention plan (BIP) developed within a reasonable time following the third (3rd) restraint or seclusion incident.

Leading Edge Academy requires the following procedures to be adhered to when a restraint or seclusion technique has been used on a student:

1. School personnel shall provide the student's parent or guardian with written or verbal notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four hours after the incident.
2. Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
3. Schools shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review shall include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment.
4. If the need to contact and request support from law enforcement instead of using a restraint or seclusion technique on a student is determined necessary, the school shall comply with the reporting, documentation and review procedures established under the paragraphs above.

Corporal Punishment

For the purposes of this Policy, corporal punishment is defined as the deliberate infliction of pain intended to discipline or reform a person's bad attitude and/or behavior. Leading Edge Academy prohibits the use of corporal punishment.

APPENDIX I
Appendix I

Lead Charter Schools Dress Code Guidelines

The school uniform will be worn upon arrival to the school campus and until the student has departed from the campus.

The school uniform will be as follows:

Uniform Tops

Daily wear will be the official polo shirts. Shirts must be any solid color and not contain any writing or logos. Shirts must fit well (covering the waistband) or be tucked in if they are oversized. If any shirts are worn under the polo shirts, they must be white.

Uniform Pants, Skirts, and Jumpers
Pants, shorts, skorts, and capris must be navy blue, black or khaki. Pants and shorts must be classic "docker style" uniform or dress (no cargo pants, low rise/hip-hugger pants or jeans style).

Jeggings and leggings are not permitted. Tight, "skinny" pants or shorts, stretch pants, hip huggers, or bagging/sagging are not allowed. No frayed edges or holes will be allowed. Black, brown, or navy-blue belts are recommended on all pants or shorts that have belt loops. Length of shorts and skorts must be to within three inches of the knee.

Skirts, and/or jumpers: Hems must be no shorter than four inches above the knee. In the interest of modesty shorts must be worn underneath dresses, skirts or jumpers on P.E. days and are always encouraged. No frayed edges will be allowed. Skirts or jumpers with decoration are also not allowed. Clothes must be neat, in good repair, and not overly wrinkled.

Winter Wear
Sweatshirts, sweaters, or jackets may be worn in class and on campus as long as they are the same solid colors as uniform shirts. Any other winter wear may be worn to and from campus, however, they must be removed while in class and on campus. Long sleeve white cotton jersey shirts may be worn under uniforms. Hoodies are not allowed in the classroom.

Uniform Shoes and Socks
Clean gym/tennis shoes or sandals with a back strap will be worn with the uniform. Shoes and shoe laces will be mostly black, brown, dark navy, or white. Socks are to be always worn with gym/tennis shoes. Shoes with wheels are not allowed at school at any time.
Socks or tights/leggings must be solid.
Girls may wear tights or leggings with jumpers, skirts, skorts, or shorts; not on their own. Footwear must be worn at all times. Flip-flops, house slippers, or any foot covering that appears to be unsafe for everyday activity are not allowed.

Other Grooming & Dress Standards:

- No hats, bandanas, or other head coverings may be worn. Girls may wear bows, barrettes, headbands, clips and scrunchies. Exception: Hats may only be worn on the playground and must be taken off when entering the building.
- It is expected that all students will come to school well-groomed. No tattoos (fake or real) are to be showing.

- Hair is to be neat and clean with no Mohawks, long spikes, shaved patterns, or brightly unnatural hair colors (blues, greens, pinks, some shades of red, purple, orange, etc). Exceptions may be granted for plays, parties or spirit days. Hair may not be disruptive to the learning environment. "Faux hawks" are allowed with the following guidelines: no more than 2" high on top; sides are not shaved.
- Makeup should be worn with modesty and not be a distraction. Distracting makeup, such as glitter, dark lipstick or eye shadow, loud nail colors, is not allowed.
- Jewelry may include ear jewelry (cuffs, earrings, etc.) which may be worn only on the earlobe. No more than two (2) pieces of jewelry may be worn on/in one ear, one basic necklace, one

bracelet or watch around the wrist, and one ring. No other body piercing is allowed.
- Miscellaneous items such as backpacks, binders, or other accessories, jewelry, or bracelets with symbols or negative messages are not allowed at school. Jewelry and ornamental accessories such as chains, wallet chains, spiked collars, or spiked wristbands are NOT allowed, as they present a safety hazard to self and/or others.

General Dress Code for "Dress Down Days" - Fridays, and announced special occasions:

- Baseball Caps or Hats may be worn to and from school and during outside activities. They may not be worn inside any buildings (the same as uniform days).
- Shirts or T-shirts must cover waistband of pants or stay tucked in to the waistband of pants with no midriff or lower back exposed at any time. Shirts with low necklines or low backs are not allowed. The entire back and front must be covered and no underclothing may show. All shirts need to meet these standards regardless of additional shirts, jackets, blazers, or other outerwear worn over them.
- Inappropriate or obscene language, advertisements, or images including drugs, alcohol, tobacco, sex, nudity, occultism, or other possibly offensive symbols are not allowed on any shirt or other article of clothing. Strapless, off-the-shoulder, spaghetti straps, or tank tops are not allowed.
- Length of shorts and skorts must be no shorter than mid-thigh in length when seated.
- Undergarments must not be visible. Cargo shorts that meet this guideline are allowed on Dress Down Days only.
- Pants must be of an appropriate size for the person wearing them with no extreme baggy or sagging styles. Pants that are sagging low in the waist, crotch, or seat are not permitted. The length of the pants should not drag below the sole of the shoe. Extremely tight pants including "skinny jeans" are not permitted. Absolutely no underclothing may show.
- Distressed jeans must have something underneath. Absolutely no skin is allowed to show through distressed jeans.
- Pajama pants are not permitted.
- Dresses and Skirts must be within four inches of the knee. Spaghetti strap or sundress style dresses are not permitted.
- Shoes: Guidelines are the same as uniform days.
- Leggings, jeggings, or yoga pants may be worn under shorts, skirts, skorts, etc.; not on their own.

*School personnel have the discretion to make the final decisions on inappropriate clothing, hair styles, and jewelry. Students who do not comply with the dress and grooming standards will be sent to the Office.

One or more of the following disciplinary actions will be taken when necessary:

- Warning: Parent will be notified with a phone call. Infraction notice will be sent home with the child. It is expected that the student not repeat the infraction.
- Student will remain in office until an appropriate change of clothing is brought to school.
- A parent conference will be scheduled after numerous infractions.
- Subject to the school's discipline plan, continued disregard for the dress and/or grooming standards may result in suspension.

****If there is any doubt, DO NOT wear it or buy it!!!