

# **Western School of Science and Technology: A Challenge Foundation Academy Family Handbook 2023 – 2024**

## **Western School of Science and Technology: A Challenge Foundation Academy, Inc. Overview**

### **Introduction<sup>[1]</sup>**

The founding team of Western School of Science and Technology: A Challenge Foundation Academy, Inc. wholeheartedly espouses the following foundational beliefs as the core of its philosophy for improving student achievement outcomes in the Maryvale neighborhood.

1. College preparation, application, acceptance, matriculation, and graduation are crucial to students' career success.
2. An educational focus on the fields of science, technology, engineering, and math (STEM fields) is essential for competitiveness in the new, global economy.
3. Strong and inextricable links between schools and communities must exist for schools to achieve their academic mission.

At Western School of Science and Technology: A Challenge Foundation Academy, Inc., the overall atmosphere for learning is everyone's responsibility – staff, students and families – working together. Learning can only take place when students, teachers, administrators and families work together toward establishing a positive learning environment. The purpose of this handbook is to help each child and family become knowledgeable of the opportunities, benefits and responsibilities as a member of this team. Please read through the handbook carefully, discussing the expectations and resources with your child.

We are excited to be a part of your student's educational team, and we look forward to working together for the success of each child.

## **Mission Statement**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. **exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the global technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.**

## **School Contact Information**

Western School of Science and Technology: A Challenge Foundation Academy, Inc.  
6515 West Indian School Road  
Phoenix, AZ 85033  
PHONE: (623) 249.3900  
FAX: (623) 243-9030  
<https://western.cfacademy.school/>

## **Discrimination**

It is the policy of Western School of Science and Technology: A Challenge Foundation Academy, Inc. to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, need for special education service, marital status, or public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents of alleged discrimination. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated and will result in disciplinary action.

## **Statement of Purpose**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. will provide parents the pathways to opportunity and academic rigor for children to matriculate to, attend, and graduate from college. However, parents are expected to be involved in their child's education and assist with school needs, as able. The students and their families living in Arizona will have the option of choosing a school that requires a commitment of students, parents and all staff members in the form of a contract. The Board of Directors feels it is sending an important message in that every stakeholder accepts and signs a contract of responsibility and commitment.

The four primary components of the Western School of Science and Technology: A Challenge Foundation Academy, Inc. curriculum are a focus on science, technology, engineering, and math (the "STEM" fields); Advanced Placement and dual-enrollment courses; AVID; and blended learning, and are aligned with the Arizona College and Career Ready Standards and were carefully chosen to improve student outcomes in the Maryvale community.

## **Notations**

In this document, “parent” shall refer to each student’s legal guardian(s).

## **Equal Educational Opportunity**

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, gender identity, religion, or disability. Western School of Science and Technology: A Challenge Foundation Academy, Inc. provides a nondiscriminatory learning environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available in the front office.

In the event a student experiences discrimination, the student should report the incident to an Administrator within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker’s concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

**Mariah Reynold, Human Resources**  
**mreynolds@wsst.school**

## **Procedures for Filing Complaints**

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or Administrator. 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 witnesses discrimination or harassment, shall immediately inform an Administrator of the report or complaint and complete a Statement of Facts form.

## **Procedures for Investigation of the Report/Complaint**

An administrator, or his/her designee, will investigate the incident. 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 Administration shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by Administration.

## **Investigative Findings**

In all cases, regardless of whether a violation of School policy is found, or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

## **Academic Information**

### **Curriculum Overview**

Facilitated by highly-effective teachers, the curriculum of Western School of Science and Technology: A Challenge Foundation Academy, Inc. shall be based upon the four foundations of a focus on the STEM subject areas, PreAP, Advanced Placement, and blended learning – all aligned to the Arizona College and Career Ready Standards, ACT and the Advanced Placement Skills. Each student will be given the opportunity to master the standards in all content areas. Students will take coursework in the following areas:

- English language arts
- Social studies
- Mathematics
- Science
- Foreign language
- STEM elective courses
- College and career preparation courses
- Electives

### **Academic Year**

The length of the school year is 200 days. The school year is divided into four grading periods. Each grading period ends with report cards distributed.

The school calendar, which shows the last day of school as May 30, 2024, does not include days for inclement weather. In the unlikely event that additional days are used for inclement weather, the last day will be later depending on the number of additional days required.

### **Scheduled Days**

### **Minimum Pupil School Days**

August 1, 2023 – May 30, 2024

200

### **Student Progress**

## **Assessment**

Continuous evaluation of student learning is an integral part of the instructional process at Western School of Science and Technology: A Challenge Foundation Academy, Inc. Assessment of student learning is done in many ways, depending on the subject area. Following is a short description of various types of assessment tools used at the school.

### **State-Mandated Assessments**

Students will take all assessments required by the state of Arizona to evaluate mastery of Arizona College and Career Ready Standards. This includes the AASA tests, ACT Aspire, ACT and, for certain students, the AZELLA, MSAA, and/or AZSci. You can learn more information about State Assessments through the Arizona Department of Education. (<https://www.azed.gov/assessment>)

### **Middle School Assessments: Renaissance Learning - DnA Standards based Assessments**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. administers Renaissance Learning DnA Standards based Assessments to all Middle School students three times a year. The assessment is given in Science, Math, and English Language Arts. The assessment provides data to teachers for use in benchmarking the growth of individual children and allows important resources to help planning for the needs of every child ensuring continuous academic achievement.

### **High School Assessments: Renaissance Learning - DnA Standards based Course Assessments**

Students in Grades 9-10 will take Renaissance Learning Course Assessments three times a year in English, Math, and Science. The assessment provides data to teachers for use in benchmarking the growth of individual children and allows important resources to help planning for the needs of every child ensuring continuous academic achievement.

### **Pre AP and Advanced Placement Skills Assessments**

Students in grades 9-12 enrolled in any Pre-Advanced Placement Course (PreAP) will take the 2 types of assessments, Learning Checkpoints and Performance Tasks, as per the curriculum's pacing guide. Students in grades 9-12 enrolled in any Advanced Placement Course (AP) will take the 2 types of assessments, Multiple Choice Questions (MCQ) and Free Response Questions (FRQ), as per the curriculum's pacing guide. Students enrolled in AP classes will also

take an AP Test administered at the end of the school year in which they can earn college credit.

### **Blended Learning**

Blended learning – in-classroom learning supported by online instructional interventions – will provide real-time assessment data that will allow teachers to adjust instruction to support students.

### **Parent Teacher-Student Conferences**

Parent-Teacher-Student Conferences are held twice each year. Information will be sent home to schedule times with teachers. Parents are encouraged to use these times to meet with teachers to discuss their child's progress at school. Conferences with teachers and/or members of the administration can also be arranged as needed throughout the school year. Conference dates and information will be sent home with our students and announced.

### **Report Cards and Interim Reports**

Report cards will go home at the end of each quarter. In addition, Western School of Science and Technology: A Challenge Foundation Academy, Inc. will send home grade updates at the midpoint of each quarter. Some teachers may provide even more frequent communication regarding student grades. If families have a question about a student's grades, they should contact his or her teacher for that course directly.

In addition, Western School of Science and Technology: A Challenge Foundation Academy, Inc. offers a parent gradebook portal, ParentVue, through Synergy, our online gradebook. Parents will receive information regarding how to access their child's grades through ParentVue during the first couple weeks of school.

### **Grading Scale for Grades 7 – 12**

The following details the grading policy for Western School of Science and Technology: A Challenge Foundation Academy, Inc. to be used by teachers in determining final grades for courses based upon a combination of scores from the factors above. Please note that according to the below scale, a score of 80% or better denotes mastery of course content, while a score of 70% or better denotes proficiency of course content. "Proficiency" means students have enough working knowledge of course content to move on to the next units or next course; "mastery" means students have demonstrated sufficient knowledge of course content to be on track to eventually pass the Advanced Placement exam in that content area.

Letter Grade	Percentage	GPA Points	Definition
A+	97%-100%	4.3	Students have demonstrated advanced mastery of course content.
A	93%-96%	4.0	
A-	90%-92%	3.7	
B+	87%-89%	3.3	Students have demonstrated mastery of course content.
B	83%-86%	3.0	
B-	80%-82%	2.7	
C+	77%-79%	2.3	Students have demonstrated proficiency of course content.
C	73%-76%	2.0	
C-	70%-72%	1.7	
Incomplete	Below 70%	0.0	Students have not demonstrated proficiency of course content.

### **Student Promotion (Grades 7 & 8)**

Students demonstrate mastery of standards based upon the following factors: (1) grades on homework (not to be more than 10% of the grade for a given class); (2) grades on tests, quizzes, and Quarterly Formative Assessments; (3) grades on classwork and projects; and (4) performance on online learning assessments for the hybrid portion of courses.

Final grades will be calculated by averaging the student's grade percentages for all four quarters. Depending on when state assessment (AASA) results are received, state assessment results may also be included in the student's final grade, per applicable state statute and Department of Education requirements. Pursuant to Arizona law, only a teacher shall determine whether to promote a student based on the School's criteria. School Counselors will support the teacher in using the School's criteria.

In grades 7 and 8, grade level promotion decisions will be based upon the following factors: (1) a student earning a final grade of at least 70% in the core classes of English, Mathematics, and Science; (2) a score deemed by the Arizona Department of Education of applicable state statute to pass any requisite mandatory state assessment; (3) and attendance, for which a student must be present for 90% or more of the instructional days of the school calendar. <sup>[2]</sup>

### **Retention Prevention Process**

After Quarter 2 grades are calculated and report cards have been sent home, counselors will review student performance to determine which, if any, students are not meeting the above listed criteria.

Parents will then be initially notified of the risk for retention. Parents, counselors, the student, and/or teachers will meet in a Retention Prevention Conference by February to determine a Retention Prevention Plan for the student. The plan will include a variety of interventions on the part of the student, the family, the teachers, and counselors to encourage improvement in the student's grades, achievement, or attendance. The Retention Prevention Plan will be documented, signed, and submitted to the Director of Counseling. Counselors will then document progress regarding the interventions throughout Quarter 3.

At the end of Quarter 3, parents and students who are at the risk of retention based upon the above defined criteria but who were not identified at the end of Quarter 2 will be notified of the risk for retention. For all students notified of possible retention in either Quarter 2 or 3, parents, counselors, the student, and/or teachers will again (or for the first time) meet to assess progress towards (or determine) the goals set during the initial Retention Prevention Conference. The Retention Prevention Plan may remain in force but be adjusted to meet the student's current need. Again, the updated Retention Prevention Plan will be documented, signed, and submitted to the Director of Counseling. Counselors will then document progress regarding the interventions throughout Quarter 3.

At the end of Quarter 4, counselors will review the final progress of all students who were placed on Retention Prevention Plans during Quarters 2 or 3. If the above listed criteria are not met for any students, counselors will submit those students' names and relevant documentation of Retention Prevention Plans to the Director of Counseling.

The Director of Counseling and/or Director of Special Education (for students receiving special education services) will then determine if any of the following factors are true that may serve as exceptions to the promotion criteria: (1) the student's lack of progress is due to the student's qualification for special education services; (2) the student's lack of progress is due to the student's level of English proficiency as measured by the AZELLA test; (3) the student is at or above grade level in all subject areas measured by the end-of-year Galileo assessment; (4) the student is below grade level in any subject areas measured by the end of-year Galileo assessment but made significant growth in all subject areas measured by the same assessment.

If a student does not meet the stated criteria for promotion nor any of the above exception criteria, the Director of Counseling and/or Director of Special Education (for students receiving special education services), will recommend that the student be retained.

An end-of-year conference will then be called between the counselor, Director of Special Education (for students receiving special education services), teachers, the student, and



parents to review the Retention Prevention Plan and student progress. Pursuant to Arizona law, only a teacher shall determine whether to retain a student based on the School's criteria.

### **Credit and Graduation Requirements for High School Students**

Western Tech: CFA's graduation requirements are aligned to, and surpass, Arizona minimum graduation and university admission requirements, aligned to the school's mission of preparing students for college graduation leading to career success:

Students' graduation in 2022 and beyond will need to meet the following credit requirements:

<b>DISCIPLINE</b>	<b>WESTERN: CFA GRADUATION REQUIREMENT</b>
<b>English Language Arts</b>	4 credits
<b>Mathematics</b>	4 credits
<b>Science</b>	4 credits
<b>Social Studies/History</b>	3 credits
<b>Foreign Language</b>	2 credits
<b>Fine Arts/CTE</b>	1 credit
<b>Physical Education</b>	1 credit
<b>College and Career Preparation</b>	1 credit
<b>Electives (STEM, College Prep, Intervention)</b>	4 credits
<b>Total</b>	24 credits

### **Process for Awarding Course Credit**

Students demonstrate mastery of standards for a given course based upon the following factors: (1) grades on homework (not to be more than 10% of the grade for a given class); (2) grades on tests, quizzes, and Quarterly Formative Assessments that measure student performance on Common Core State Standards or Arizona State Standards; (3) grades on classwork and projects; and (4) performance on online learning assessments for the hybrid portion of courses.

Final grades will be calculated by averaging the student's grade percentages for all four quarters. Depending on when state assessment (AASA, ACT Aspire or ACT) results are received, state assessment results may also be included in the student's final grade, per applicable state statute and Department of Education requirements.

In grades 9 through 12, credit decisions will be based upon the following factors: (1) a student earning a final grade of at least 70% in the course; (2) and attendance, for which a student must be present for 90% or more of the meetings of the course. <sup>[3]</sup>

At the midpoint of each course, counselors will review student performance to determine which, if any, students are not meeting the above listed criteria. Parents will then be initially notified of the risk for not achieving credit. Parents, counselors, the student, and/or teachers will meet in a Credit Conference the next week to determine a Credit Action Plan for the student. The plan will include a variety of interventions on the part of the student, the family, the counselors, and/or the teachers to encourage improvement in the student's grades, achievement, or attendance. The Credit Action Plan will be documented, signed, and submitted to the Director of Counseling. Counselors will then document progress and keep parents informed regarding the interventions throughout the second half of the course. At the end of the course, counselors will review the final progress of all students who were placed on Credit Action Plan. If the above listed criteria are not met for any students, counselors will submit those students' names and relevant documentation of Credit Action Plans to the Director of Counseling.

The Director of Counseling and Director of Special Education (for students receiving special education services) will then determine if any of the following factors are true that may serve as exceptions to the promotion criteria: (1) the student's lack of progress is due to the student's qualification for special education services; (2) the student's lack of progress is due to the student's level of English proficiency as measured by the AZELLA test.

If a student does not meet the stated criteria for credit determination nor any of the above exception criteria, the student will not receive credit.

### **Policy for Participation in Promotion and Graduation Ceremonies**

Annually, towards the end of the school year, the school will hold a Promotion Ceremony for 8<sup>th</sup> grade students and a Graduation Ceremony for 12<sup>th</sup> grade students. Participation in these ceremonies is a privilege to be earned via the below criteria.

## **8<sup>th</sup> Grade Promotion**

- Limited behavioral referrals during the school year;
- Limited unexcused absences during the school year; and
- Not failing more than 2 classes at the end of quarter 4.

## **12<sup>th</sup> Grade Graduation**

Students meeting or exceeding all Western: CFA graduation requirements may participate in the graduation ceremony and graduation activities at the end of the school year.

Participants in graduation are required to wear caps and gowns for the ceremony. Caps may be decorated, but must adhere to the Western Dress Code guidelines. During the ceremony, graduating students shall not carry items or otherwise alter the cap and gown, except in accordance with the district procedure allowing for identity adornments to be worn. Any exemptions must be approved by the Principal.

Western: CFA may offer a summer graduation ceremony following the end of the summer school term. Students who have completed all graduation requirements by the completion of summer school will be allowed to participate in the summer graduation ceremony.

Final participation in such ceremonies is up to the school's discretion.

## **Homework**

Students are responsible for completing homework assignments. In general, students will have homework for each core class nightly. Longer homework packets may also be distributed during longer school breaks. Any student who does not arrive in class prepared with his or her homework will receive consequences and/or possible loss of privileges, including a reduction in the student's grade. It is expected that parents will support the school by ensuring student homework is completed.

## **Advisory and Class Assignment**

At the beginning of the year, students will be assigned an Advisor and an individual course schedule based on that student's academic needs. Western School of Science and Technology: A Challenge Foundation Academy, Inc. carefully chooses advisors and course schedules based on academic needs and social dynamics. Because switching advisors mid-year may be disruptive to not only that student but to all other students in that advisory, we cannot honor parent requests to move students' homerooms. The only advisory switch by parent request is if there is a restraining order against another student in that advisory. Western School of Science and Technology: A Challenge Foundation Academy, Inc. reserves the right to move any student to a new advisory at any time.

Course schedule change requests will be considered by Western School of Science and Technology: A Challenge Foundation Academy, Inc. and granted only if a student's academic situation has changed such that he or she would be better suited with a different course

schedule or if there is a restraining order against another student with that course schedule. Western School of Science and Technology: A Challenge Foundation Academy, Inc. reserves the right to move any student to a new course schedule at any time.

### **Field Trips**

Field trips are one of many ways to further student learning through rich experiences. Students must earn the right to attend field trips. Students must be in good disciplinary standing. The school reserves the right to exclude any student from field trips, at its discretion.

Students may only attend field trips for which a valid, signed permission slip is on file. Teachers will leave children without written permission slips at school, under adequate and appropriate adult supervision.

### **Child Find**

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, Western School of Science and Technology: A Challenge Foundation Academy, Inc is required to provide a free and appropriate public education (FAPE) for all students who enroll, or who are seeking to enroll, in the School.

All new students will be screened within 45 calendar days of their initial enrollment. The classroom teacher will complete the screening after reviewing the student's abilities in the areas of vision and hearing; cognitive or academic; communication; motor; social or behavioral; and adaptive development. If any concerns are noted, the student will be referred for additional help.

### **Special Education Services**

Western School of Science and Technology: A Challenge Foundation Academy, Inc makes available special education and related services to all eligible students. Our teachers are trained to teach to diverse learning styles and ability levels. Western School of Science and Technology: A Challenge Foundation Academy, Inc believes in close collaboration between staff, general education teachers, special education teachers, and parents. For more information about our special education programs, or for any questions, please contact the Director of Special Education.

### **Procedural Safeguards**

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office.

## **Evaluation**

A special education evaluation will be considered whenever the School suspects that the student may have a disability. Before the evaluation can be conducted, informed parental consent is required. A parent may request an evaluation in writing and the School will have 15 school days to respond to the request. Western School of Science and Technology: A Challenge Foundation Academy, Inc may contract with private specialists to provide needed services for students requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the student's parents, principal, classroom teacher, school psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a student's eligibility for special education services, but do not automatically qualify a student for these services. The Individuals with Disabilities Education Act (IDEA) law sets out the rules and regulations regarding eligibility and the determination of whether a student qualifies for special education services. By law, Western School of Science and Technology: A Challenge Foundation Academy, Inc must follow these rules and regulations.

## **Individualized Education Plan (IEP)**

If it is determined by the MET that the student qualifies for special education services under the definition and guidelines of the IDEA, an Individualized Education Plan (IEP) will be written for the student, setting out specific goals, accommodations, services, and placement. The IEP must be reviewed at least annually or at the request of an IEP team member, including parents. If a parent requests an IEP meeting, the School has 45 school days to respond to the request.

## **Section 504 of the Rehabilitation Act of 1973**

In compliance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of Western School of Science and Technology: A Challenge Foundation Academy, Inc.

The law also requires that facilities be readily accessible for use by individuals with disabilities. Western School of Science and Technology: A Challenge Foundation Academy, Inc. complies with the requirement of this law. Questions concerning the law may be addressed to the Section 504 Coordinator for the School:

Jovonne Dempster, Social Worker  
JovonneDempster@wsst.school

## **Grievance Procedure**

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based

harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a student differently on the basis of disability; denying a student with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities. Western School of Science and Technology: A Challenge Foundation Academy, Inc. prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

- Grievances must be submitted to the Section 504 Coordinator within sixty (30) calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. If the Complainant is unable to put the complaint in writing, the School shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504 Coordinator will maintain the files and records of the School relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than thirty (30) school days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Section 504 Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the School Director/ Superintendent within fifteen (15) calendar days of receiving the Section 504 Coordinator's decision. The Director shall issue a written decision in response to the appeal no later than thirty (30) school days after its filing.
- The School shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

The School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for making such arrangements.

## **Service Animals**

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

Western School of Science and Technology: A Challenge Foundation Academy, Inc. 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, 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 Administrator at least three (3) days prior to bringing the service animal to school or to a school function. Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) bordatella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinopneumonitis, 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.

## **Attendance**

Attendance plays a vital role in education. Students who attend school on a regular basis are better able to keep up with their classes and complete assignments in a timely manner.

## **Truancy Policy**

Being absent for school, or even from one class period, without acceptable cause, is truancy.

Arizona's truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school.

1. A student is "**habitually truant**" if he/she has **five** or more unexcused absences from school.
2. A student has "**excessive absences**" when the student misses more than ten percent (18 days) of the required number of school days per year whether the absence is excused or unexcused.

Arizona state law requires that parents ensure that their children between the ages of six and sixteen attend school. On the **fifth** unverified absence or **20** total verified/unverified absences, **regardless of the reason** you and/or your child could be issued a citation for a violation of an Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that both you and your child appear in court regarding this matter.

Prosecution of you and/or your child may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc. The parent will also be assessed a \$50 Diversion fee. If you, as a parent, receive a citation and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

Students at Western School of Science and Technology: A Challenge Foundation Academy, Inc. who are absent 25 or more days may not receive credit for the school year.

Other interventions will include:

- When a child has accumulated five (5) or more unexcused absences in a school year parents/guardians receive a phone call home and the first Court Unified Truancy Suppression ("CUTS") Warning Letter. Students who are seventeen (17) years of age or older will receive a similar letter.
- When a child has accumulated ten (10) or more unexcused absences in a school year parents/guardians receive a second CUTS Warning Letter in the mail stating our attendance policy, a meeting with administrators, and potentially other consequences.



- When a child has accumulated fifteen (15) or more unexcused absences in a school year, a parent/guardian will have to attend a mandatory CUTS Conference with a Maricopa County Juvenile Probation Department Officer and/or other consequences.
- When a child has accumulated eighteen (18) or more unexcused absences in a school year, a parent/guardian and/or their child could be issued a citation for a violation of an Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that parents and child appear in court regarding this matter (only for students who are 16 and under). Students 17 and older will attend additional consequences.
- When a child has accumulated twenty-five (25) or more unexcused absences in a school year, that child may not receive any credit for the school year.

When a student has ten (10) or more unexcused absences consecutively, he or she will be withdrawn from the school.

### **Excused Absences**

Pursuant to A.R.S. §15-901(A)(2), "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. In order for absences relating to illness, doctor appointment, bereavement, or family emergencies, the School must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student.

If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten (10) consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(2). Additionally, if a student accumulates ten (10) or more absences during the entire year, the parent/guardian may be required to meet with the Administration to create an attendance plan.

### **Chronic Illness**

Students with chronic health problems, who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications or accident as certified by a health professional or registered nurse practitioner, may be excused from school. All exceptions must be certified by an appropriate health professional and will be reviewed on an individual basis. Please ask the school office for the appropriate forms if your child's attendance is affected by a chronic health problem.

### **Make-up Work**

Students are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers as soon as they return to school to obtain their missed

assignments. It is the responsibility of the student and parent to ensure make-up work is completed.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. does not provide homebound instruction or private tutors for students who are out of school for extended periods – although a Homebound Instruction Policy does exist. Questions regarding said policy should be directed to the Director of Counseling.

### **Procedures for Attendance**

1. Attendance is taken daily at 8:30 a.m.
2. Students arriving after 8:30 a.m. must get a pass from the office before continuing to the classroom, and are marked tardy.
3. Parents or guardians are to leave a voicemail on the attendance line if their child will be absent or tardy.
4. Absences are to be certified in writing by the parent/guardian on the first day the child returns to school.

### **Tardiness**

All students arriving after 8:30 AM must enter the main entrance and are listed as tardy as of 8:30 AM. They will receive a “late slip” and a “step” from the main office, which they will need to enter the classroom. Late arrival to school is counted against student attendance under Arizona law.

- Students who are tardy will receive a message home on the family communication app.
- Students who continue to be tardy to school will be assigned progressive intervention.

### **Early Dismissal**

Western School of Science and Technology will provide appropriate educational opportunities for any student identified by an appropriately licensed healthcare provider as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits. Please contact Ruby Chavez(rchavez@wsst.school) to obtain the full chronic illness policy and form.

A parent or guardian must enter the front office to pick up and sign out the student. Students will only be discharged to adults legally able to pick up students, and adults will be asked to provide identification when they pick up students early.

Early dismissal and tardiness to school *do* count against a child's attendance.

### **Student Drop-Off**

A drop-off zone has been designated on the curb in front of the school. This zone is for drop-off only. Vehicles are not permitted to be left unattended in this zone. All other vehicles are to park in the designated lot and within the identified parking spots.

We do not currently provide bus transportation at Western School of Science and Technology: A Challenge Foundation Academy, Inc. However, we do work with Valley Metro to provide bus passes for students. For questions regarding bus passes, please reach out to the front office directly.

### **Morning/Afternoon Supervision**

#### **Morning Supervision**

Students are allowed on campus beginning at 7:30 AM.

#### **After-School Care**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. does not provide after-school care. Please make sure that your child has arrangements after school. The Boys and Girls Club on Clarendon Avenue offers after-school program opportunities. In addition, the YMCA at the corner of Clarendon Avenue and 67<sup>th</sup> Avenue offers memberships for students. Please inquire within.

#### **Late Pick Up**

If students are not picked up within one hour of dismissal, and we are not able to reach a parent/guardian or any emergency contacts, the Phoenix Police Department may be notified and the student will be picked up by law enforcement or child welfare personnel. Please make sure to contact the school in case of an emergency.

### **Lost and Found and Student Belongings**

There is a Lost and Found box located in the main office. Any student who has lost an item should check Lost and Found. Students are encouraged not to bring valuable items to school. The school assumes no liability for lost or stolen personal articles.

### **Lunch**

Students are offered a nutritious lunch daily. Additionally, children are offered breakfast daily. Lunch and breakfast accounts are to be paid promptly. You may do so through the front office.

## **Records and Record Keeping**

### **Student Privacy**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. complies with all state and federal laws and regulations regarding student privacy.

### **Student Records and Confidentiality**

#### ***(Annual Notification of Confidentiality Rights Regarding Education Records of Students with Disabilities and Their Parents)***

Western School of Science and Technology: A Challenge Foundation Academy, Inc. has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents and students rights to privacy. These policies and procedures are in compliance with federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records, and such 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." The rights are as follows:

- *Right to Inspect and Review.* Parents have the right to inspect and review a student's education records within 45 calendar days from the day the School receives a request for access. Requests should be submitted in writing to the School and must identify the specific records to be inspected and/or reviewed. The School may charge a fee for any copies made pursuant to a request.
- *Right to Amend Education Records.* Parents may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the Administrator, clearly identifying the part of the record the parent(s) want changed and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested, the parent(s) will be notified of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent(s) when notified of the right to a hearing. After the hearing, if the School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view regarding the contested information.
- *Right to Consent to Disclosure.* Parent(s) or eligible students have the right to require their consent to disclosure of personally identifiable information contained in the student's education records by the prior written consent of the parent(s) or eligible

student(s), except to the extent that FERPA authorizes disclosure without consent. *Right to File a Complaint.* A parent or eligible student has the right to file a complaint with the Student Privacy Policy Office in Washington D.C., if they believe that the School has violated a provision of FERPA. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the School. If a reasonable solution is not made at the school level the complainant has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

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.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. has designated the following information as directory information:

Student's name  
Date and place of birth  
Dates of attendance  
Grade level  
Telephone listing  
Electronic mail address  
Photograph  
Degrees, honors, and awards  
Participation in officially recognized activities/sports

## **Health Records**

Please keep Western School of Science and Technology: A Challenge Foundation Academy, Inc. updated regarding any changes in your child's health status, including immunizations. Students whose health records are not up to date in accordance with state law by the deadlines set by the school may be excluded from school until records are compliant.

## **Student Fees**

There are fees that students can incur while attending School. Examples of some of these fees are broken or damaged Chromebook, sports fees, lunch fees and other activities.

## **Enrollment**

### **PURPOSE**

The purpose of this policy is to explain the application and enrollment process at the School so that families will have information to make decisions regarding their children's school attendance.

### **POLICY STATEMENT**

This policy establishes guidelines for admission into the School that are consistent with the admission requirements of Arizona and federal law and applicable regulations.

### **GENERAL ENROLLMENT PROVISIONS**

The admission and enrollment policies of Western School of Science and Technology: A Challenge Foundation Academy, Inc. (the School) have been developed to be fair to all student populations. The following policies shall be readily available and accessible to parents.

#### **A. Information and Application**

The School Leader shall prepare a written information packet concerning the School's annual open enrollment period, application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The information packet shall include the enrollment application form and shall advise applicants that to be considered for enrollment during the following school year they must submit enrollment applications by the end of the School's enrollment period. The packet will be made available to everyone who requests it.

#### **B. Capacity**

The School shall enroll all eligible students who submit a timely application, so long as the school has capacity in the specific grade, class, building or program (if applicable) to which the student is applying.

The School Leader shall determine the School's projected capacity for the next school year. The projection of capacity shall be made for each school, grade level, class or program, if applicable, in accordance with the maximum capacity (enrollment cap) as established by the School's authorizer. <sup>[4]</sup>

#### **C. Lottery and Waiting List**

If the School receives more student applications than it has seats available, it shall determine admission based on an "equitable selection process such as a lottery." <sup>[5]</sup> The School shall develop waiting lists and an equitable system of enrolling students from a waiting list.

#### D. Enrollment Preferences

The School shall give enrollment preference to and reserve capacity for students who were enrolled in the School the previous year and to any siblings of those Students.

The School may give enrollment preference to and reserve capacity for pupils who fall into any of the following allowable enrollment preference categories:

- Children, grandchildren or legal wards of employees of the School, employees of the charter holder, members of the Governing Body of the School or directors, officers, partners or Board members of the charter holder.
- Students who attended another charter school or are the siblings of that student if the charter school previously attended by the pupil has the same charter holder, governing body and governing body membership as the enrolling charter school or is managed by the same educational management organization, charter management organization or educational service provider as determined by the charter authorizer.
- Children who are in foster care.
- Children who meet the definition of unaccompanied youth in the McKinney-Vento Homeless Assistance Act.

The School will not give enrollment preference to any student on any other basis.

#### E. Translation

The School will provide translated documents and translation services from appropriate and competent individuals, as necessary, for all enrollment documents.

#### F. Other Pre-Admission Activities

Although the School may offer tours and informational sessions to potential students and their families, admission will not be conditioned on participation in or attendance at any tour or informational session. Similarly, admission will not be conditioned on optional donations of time and/or money to the School, including parent ability to volunteer at the School.

#### G. Students with Disabilities

The School shall not collect or use information about whether a prospective student is, or may be, eligible for special education services under federal law, for the purpose of making admissions decisions. To the extent any such information is obtained during the application stage, the School shall ensure that it is not used in the admission-decision process, but only to better serve the student promptly and appropriately, following admission.

#### H. Admission Standards

The School may decide not to admit a pupil who has been expelled or is in the process of being expelled by any Arizona public or private school. [6] Failure to disclose this information on the application may result in revocation of the student's

acceptance. Students must meet statutory entrance age requirements for the grade for which they have applied. [7]

I. Notification of Action on Application

The School shall notify the student's parent or legal guardian (or the student if emancipated) in writing whether the student has been accepted, placed on a waiting list pending the availability of capacity, or rejected for the next school year. If the applicant is placed on a waiting list, the notification shall indicate that the School will promptly inform the parent or legal guardian if capacity for additional enrollment develops and the student is admitted. If the student's application is rejected, the reason for the rejection shall be stated in the notification.

J. Student Placement

After admission, the School may require students to take placement tests, audition for courses or provide other placement information, all of which shall be used by the School only to determine the student's appropriate placement in a grade or class based on the student's level of preparation and content knowledge. The School reserves the right to determine the appropriate placement for a student. The School will not base its admission decisions on a student's academic achievement or similar performance.

## **STUDENT ADMISSIONS PROCEDURES**

A. Age and Identity

The School must obtain age and identity information from students when they enroll. Within 30 days of enrollment, the individual enrolling a student (except homeless students) in the School for the first time will be asked to produce proof of ONE of the following:

- A certified copy of the student's birth certificate;
- Other reliable proof of age and identity, (i.e., baptismal certificate, social security card application, original school registration record) and an affidavit explaining the inability to provide a copy of the birth certificate.
- A letter from the authorized representative of an agency having custody of the pupil pursuant to a juvenile court proceeding, certifying that the pupil has been placed in the custody of the agency as prescribed by law. [8]

*Any of the documents listed above is acceptable to verify a student's age or identity.*

B. Arizona Residency

The School must obtain and maintain verifiable documentation of a student's Arizona state residency upon enrollment and must reaffirm residency in connection with a student's subsequent attendance at the School in future years. [9] The School shall



comply with the Arizona Department of Education's Residency Guidelines and applicable Arizona law in determining who meets the residency requirements and need to pay tuition to attend the School. The School shall *not* request or require documentation regarding a student's citizenship or immigration status in connection with enrollment or at any other time.

The School shall maintain a copy of all required residency documents in students' educational files.

C. Proof of Immunization

The School must obtain and maintain a student's immunization record prior to attendance, unless the student is exempted from immunization by law. A student may be conditionally enrolled provided that the necessary immunization and have initiated and a schedule has been established for the completion of the required immunization. Arizona law requires that a student shall be suspended and not allowed to attend school if the required immunizations have not been obtained.<sup>[10]</sup>

D. Admission of Homeless Students

The School shall comply with and provide services under the McKinney-Vento Homeless Assistance Act, which ensures that homeless children and youth have access to a free, appropriate public education, comparable to that provided to the children of any Arizona resident and consistent with Arizona's mandatory school attendance laws.

Students that meet the definition of "homeless students" shall be excused from providing certain enrollment documentation that is otherwise required by law, and the School shall immediately enroll a homeless student, even if the student is unable to produce the records normally required for enrollment.

The School shall appoint a Liaison for Homeless Students who will carry out duties as assigned and as required by law, including assisting with enrollment and coordinating activities and programs in the best interest of homeless students.

## **Books and School Supplies**

### **Books**

Books, which belong to the school, may be assigned to each student during the course of the school year. These include hardcover and softcover books, as well as workbooks.

It is expected that students will treat all books with respect and will keep them in good condition for return at the end of the year. Students may not write in books unless explicitly instructed to do so by a teacher.

If a student loses or damages a book, parents/guardians are responsible for the cost of the replacement book. A bill will be mailed to the student's home address on file.

## **Supplies**

Before the beginning of the school year, a student supply list will be posted on Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s front office. Students are expected to bring basic supplies, which differ by grade level, to school.

## **Technology**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. is a blended learning school, meaning that a large portion of coursework is facilitated by technology.

The usage of such technology is for strictly academic and permitted usage only, and not for personal use, except in limited circumstances as may be explicitly permitted from time to time in writing from teachers or administrators.

To that end, to ensure its technological investments are being used as intended to improve student educational outcomes, the Board has adopted the following policies relating to email, internet, and technology usage.

### **Email**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. may provide email accounts for all students. These accounts are for academic purposes only. Our goal in offering this service is to provide students with the communication tools necessary to meet 21<sup>st</sup> century learning goals and develop college and career readiness in line with our mission statement.

All emails and email attachments are the property of Western School of Science and Technology: A Challenge Foundation Academy, Inc. and subject to inspection at any time without notice or warning to students. All emails and attachments may be subject to public disclosure. The student email accounts may be monitored and are not to be considered private.

Students may not use email during any class, even if such communication is educationally legitimate, without the express consent of the teacher.

Abuse of email accounts will result in disciplinary action to be determined by school policy or administrator discretion. The account can be suspended if any inappropriate use is suspected, and that action will be handled by school administration.

### **Internet**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. offers its students access to the internet via the school computer network. The internet is an extremely valuable educational tool which allows students access to material from millions of databases and libraries from all corners of the world. At Western School of Science and Technology: A Challenge Foundation Academy, Inc., our intent is to use this access to achieve educational objectives for all students. Parents, however, should be aware that some sites may include illegal, defamatory, inaccurate, profane, or potentially offensive material. In accordance with federal law, appropriate measures, including the use of internet filters and the monitoring of students' online activities will be taken in an effort to block language and visual depictions that are obscene, offensive, lewd, or pornographic.

### **Guidelines for User Accounts**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. believes that internet access brings benefits to the educational program that exceed any potential disadvantage. However, in order to ensure that the internet is used for purely academic usage, as intended by the school, the following guidelines apply to internet usage on Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s network or hardware, including school-issued laptops:

- All users must sign an Internet Usage Parent Permission Slip, indicating their understanding of, and agreement to, abide by school policy.
- Users acknowledge that usage of the internet is only for educational purposes. Users will not access gaming or social networking sites unless expressly allowed for educational purposes described by teachers.
- Users will be considerate of others, and the following are not permitted:
- Sending messages which contain inappropriate or offensive language, including communications that are addressed to another user in any manner that could reasonably cause him or her distress, embarrassment, or unwarranted attention, as this may constitute harassment, or personal attacks based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, disability, veteran state, or any other factors prohibited by school, local, state, or federal law or policy.
- Destroying data of another user.
- Reading, copying, or modifying another user's mail.
- Copying information off the internet and using it as one's own.
- Users accept responsibility for all material received and/or stored in their user accounts.
- Users have the responsibility to report inappropriate use of the network and violations of privacy of others to teachers or administrators.
- Users will not knowingly download or copy copyrighted software, inappropriate text or graphic files, or files dangerous to the security or integrity of the network.
- Users will not create or download unapproved or pirated software, attachments, batch files, or registry cleaners.
- Users will not copy or download files without permission from teachers, staff, or administrators.

- Users should not expect that files stored on school servers and workstations will be private.
- Users will not use a computer account, ID, or password other than their own.
- Users will not intentionally access, produce, post, send, display, and/or retrieve vulgar, obscene, offensive, or otherwise inappropriate materials.
- Users will not access chat rooms (other than school activity-required), email (other than school issued), listservs, or other electronic communication methods.
- Users will not disclose, use, or disseminate personally identifiable information without permission to do so as part of a classroom activity.
- Users will not attempt to gain unauthorized access (i.e. hacking) into any network, systems, program, account, etc.
- Users will not make any attempt to circumvent the internet filter, including proxy servers.
- The school may monitor access to equipment, networking structures and systems, and all data stored or transmitted on school-owned or school-issued computers in order to ensure the security and performance of its equipment, systems, and networks and to enforce applicable laws and policies.
- Users may not violate copyright provisions when printing or copying materials from the internet. Users should be aware of proper citation requirements before printing or copying materials for classroom use.
- Violation of this policy or these guidelines may result in disciplinary action and/or criminal charges.

To support these requirements, Western School of Science and Technology: A Challenge Foundation Academy, Inc. teachers will supervise and model appropriate use of computers and the internet. Students will have internet access under direct teacher supervision; however, students will also experience guided practice leading toward gaining skills to become independent, responsible users of the internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age- and topic-appropriate material and resources. However, at times, students may be using the internet independently, and are responsible for their own appropriate usage according to the requirements above.

### **Right to Privacy**

Teachers or administrators have the right to access information stored in any user directory, computer hard drive, school-issued disks or flash memory sticks, or in school-issued email accounts. Each computer keeps a history of internet sites visited if that information is required.

### **Wireless Laptops**

The Wireless Laptop Program at Western School of Science and Technology: A Challenge Foundation Academy, Inc. exists to facilitate teaching and learning. This Acceptable Use Policy

("AUP") and all of the rules and regulations listed below are designed with that end in mind. The only way that the laptops will remain available for use and functioning properly is if they are properly cared for and maintained. In addition, there are issues of propriety and safety, both for students and for the school, which must be addressed.

### **Ownership**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. owns all of the laptops, the software downloaded on them, and the network servers. Western School of Science and Technology: A Challenge Foundation Academy, Inc. may decide, at any time, what is reasonable and appropriate as regards to the use of this equipment, as well as all other peripherals and associated equipment (e.g. printers, access points, etc.)

### **Rules**

All of the rules and regulations, prohibitions, and restrictions and directions and imperatives apply to every laptop under all circumstances, unless otherwise expressly and in writing exempted by authorized Western School of Science and Technology: A Challenge Foundation Academy, Inc. personnel.

Additions may be made to this AUP at any time by Western School of Science and Technology: A Challenge Foundation Academy, Inc., either in revisions of this document or through written or verbal announcements to students.

### **Users**

The student to whom a laptop is issued, whether it is the original unit or a spare loaned to the student while repairs are made to the original, is solely responsible for what happens to, and with, that laptop.

Users may not make any hardware modifications to the laptop. Users may not load any other operating systems to the laptop. Users may not use any form of software to re-partition the hard drive or change any settings on the hard drive of the issued laptop.

Users may not make any changes to the operating system, screen saver, laptop image, installed software, or attached devices without the express written consent of authorized Western School of Science and Technology: A Challenge Foundation Academy, Inc. personnel. Limited modifications, such as adding folders for student work and shortcuts for folders and files, is allowed.

Students may never allow anyone to use their laptop, flash drives, or any USB attachment. Login username and password information for laptops, email, or any school-sponsored educational programs may never be shared or used with/by another student.

### **Protection/Security**

Students are responsible for the safety and security of the laptop issued to them. The laptops must be under the students' control or secured at all times. Students may not borrow or use another student's laptop and/or borrow power adapters or laptop batteries from another student's laptop.

Laptops must not be placed in positions, such as on the floor in hallways or in classrooms where other students may accidentally step on them, drop bookbags on them, or in any way cause damage to the laptops.

Students must treat the laptop with care and respect for the fact that it is a sensitive and expensive electronic device.

Students must keep all food and drink away from the laptop at all times. Screens may only be cleaned using approved cleaning wipes from teachers. Care must be taken when using USB devices – the USB ports may break off if devices aren't plugged in and pulled out with care.

Students must physically handle the laptop in the manner explained during the laptop orientation. The laptops may not be picked up by the screen or carried by the corner of the case as there is too much danger of damage to the unit.

### **Damage/Problems**

Students must report any damage or problems to Western School of Science and Technology: A Challenge Foundation Academy, Inc. immediately for documentation and/or repair. Failure to do so may result in the assessment of abuse/neglect fees.

Due to the nature of computer hardware and software, problems may occur without warning. Students are responsible for regularly backing up their files, either in the network folder, or USB flash drive. Every effort will be made to recover student files, but in the case of hard drive problems, this is often not possible. Attaching a USB flash drive and making backups every day is the recommended practice.

### **Missing, Stolen, Destroyed, and/or Unusable Laptops**

·	Lost or destroyed laptop:	\$300 fee
·	Lost or destroyed charger:	\$25 fee
·	Broken screen:	\$50 fee

The loss, theft, and/or destruction of a laptop must be reported to Western School of Science and Technology: A Challenge Foundation Academy, Inc. immediately.

In the event of repairs or loss of a laptop, the student may be issued a loaner (spare) for temporary use. All provisions of this AUP apply to the loaner issued to the student.

### **Classroom Use**

The teacher or responsible adult has sole discretion over student use of the laptops in their classroom.

Teachers or aides may inspect student laptops and any files and folders at any time.

Students may never use their laptop to watch streaming video or any other video files, except those approved by teachers or aides for a specific class, while at school or home.

Students may not load music, movies, or video files onto the hard drive of their laptop or to their home directory on the network except those provided by a teacher for a specific class.

Students may not load any video, movie, or music software, or drivers for devices such as MP3 players, onto their laptops and/or flash drives.

When peripheral devices not owned by Western School of Science and Technology: A Challenge Foundation Academy, Inc., such as portable mass storage devices (USB flash drives or external hard drives) are connected to student laptops, they are deemed to be part of the laptops and their content may be examined at any time. If the files contained on those devices were created on the laptop, or used on the laptop, they are the property of Western School of Science and Technology: A Challenge Foundation Academy, Inc., and may be inspected at any time.

### **Off Campus Use**

Students may connect their laptop to their Internet Service Provider (ISP) at home or another location. Western School of Science and Technology: A Challenge Foundation Academy, Inc. wireless configuration must never be changed, re-named, or deleted.

Students may connect peripheral devices (such as printers) to their laptop at home or another location, provided they follow guidelines given in other sections of this AUP.

Drivers may be loaded, if necessary, for home or other location printers, but will be lost if the laptop is re-imaged.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. internet filters are not available during home or other location internet use. However, students are still bound to the guidelines set forth in this handbook, and may not access any sites at home or other locations that they would not be allowed to access from school, whether blocked or not. The computer "history" may be reviewed at any time. Western School of Science and Technology: A Challenge Foundation Academy, Inc. is not liable for any unauthorized internet access to any website while the student is using internet access offsite or off campus. Internet access using the laptop must always be for legitimate educational purposes as detailed in other sections of this AUP.

Parents or guardians may wish to use internet filtering provided by their ISP when students connect to the internet using their laptops. If this requires loading special software, parents

must contact Western School of Science and Technology: A Challenge Foundation Academy, Inc. for approval.

### **Viruses or Attachments**

Many real and dangerous viruses are circulated on the internet and propagated through unsafe computing practices. To avoid having a virus spread through your email, never open an email from an unknown or unexpected source. Western School of Science and Technology: A Challenge Foundation Academy, Inc. runs an updated anti-virus software on every computer for protection. This software must never be disabled or removed from the computer. Disabling or removing this software will lead to disciplinary action.

### **Remedies**

Access to computers, email, and the internet owned by Western School of Science and Technology: A Challenge Foundation Academy, Inc. is a privilege, not a right. This privilege may be restricted or revoked at any time for use not consistent with the educational goals of the school or laptop abuse/neglect policies.

Violations of the AUP may result in disciplinary referrals to the administration and may include the following:

- Loss of network access privileges, including internet and/or email access;
- Loss of computer and laptop access privileges; and/or
- Disciplinary action by school administration.

Serious violations of the AUP, such as causing network, email, or infrastructure delays or damage, using the laptops and associated software and services to threaten, intimidate, or harass others or violating the Student and Family Handbook or state and local laws, may result in more severe penalties up to and including long-term suspension from Western School of Science and Technology: A Challenge Foundation Academy, Inc.

### **Emergency Procedures**

A school-wide crisis management plan is reviewed each year with all staff. Staff, in cooperation with the School Director/ Superintendent, is responsible for the implementation of any needed procedures related to the crisis in the school building.

### **Accidents**

All children experience minor scrapes and bruises. The school nurse or staff member responsible for student health maintains a log of all children seen on a daily basis. For more serious incidents, an Accident Report Form is completed and maintained by the school nurse or staff member responsible for student health. Instances of serious accident may include some or all of the following procedures:



1. The school nurse or a staff member carries out immediate first aid.
2. A staff member contacts the parents to pick up the student for medical care.
3. In cases where the parents or the designated emergency persons cannot be reached, or where immediate medical attention is needed, the school calls a local emergency unit for treatment and/or transportation to a hospital. A staff member accompanies the student and stays until the parent arrives.
4. In cases of extreme emergency, staff may contact the local emergency unit before calling the parent.

### **Child Abuse Protocol**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. complies with state mandatory reporting laws. According to Arizona State law (A.R.S. § 13-3620), school employees are mandated to report suspected child abuse and/or neglect to the Department of Child Safety (DCS) in the Department of Economic Services or the law enforcement authorities. This generally includes suspected non-accidental physical injuries, sexual abuse, or neglect. Failure to do so is a violation of the law.

### **Emergency Cards**

In emergency situations, the school calls the numbers listed on the card. **It is essential that parents update these cards if their address, phone number, or emergency contact person changes.**

### **Fire and Inclement Weather Drills**

Fire drills are conducted monthly according to a schedule set by the Fire Prevention Office of the Phoenix Fire Department. Fire exit directions and procedures are posted in all rooms and teachers review and rehearse fire exit procedures with students on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If students are unable to return to the building because of smoke or fire conditions, the school follows emergency evacuation procedures.

### **Other Safety Scenarios**

Ensuring the safety of our students is our utmost priority, and we want to keep you informed about the measures we have in place to protect them in various situations.

In the event of a potential threat or an actual shooter on campus, it is crucial to know what to do. Our staff and students receive comprehensive training through the WSST Stay Put and Threat

Response Training program. This training equips them with the knowledge and skills to respond effectively in emergency situations.

To promote clear communication and avoid any unnecessary panic, we have decided to refrain from using the term "lockdown." Instead, we employ alternative safety scenarios to convey the appropriate response. These scenarios include:

1. **Stay Put:** This is utilized for non-life-threatening situations such as medical emergencies, maintenance issues, or behavioral incidents. Students and teachers will remain in their current location, with blinds closed and instruction continuing. Restrooms may be temporarily closed, and communication will be provided through Google Classroom.

2. **External Community Concern:** When there is an external concern, such as law enforcement activity in the neighborhood or an unknown person near campus, we implement this protocol. Exterior doors are locked, blinds are closed, and movement in the outside stairwell is restricted. Students and staff will remain indoors, and normal activities continue within the building.

3. **Shelter in Place:** This scenario is enacted if there is an unexpected person inside the building without proper authorization or if someone exhibits disruptive behavior. In these instances, all doors are locked, and blinds are closed. Students remain in their current location, and silence is maintained. Again, instruction continues via Google Classroom.

It is important to note that none of these scenarios automatically indicate the presence of a shooter on campus. They are precautionary measures to ensure the safety and well-being of everyone.

Additionally, we want to emphasize that in the case of an evacuation due to a fire, gas leak, or bomb threat, students and staff will follow established protocols to exit the building safely. Evacuation procedures are practiced regularly, and students will assemble at designated rally points.

We encourage you to discuss these safety procedures with your child and reinforce the importance of remaining calm and following instructions given by school staff. Rest assured that our teachers and staff are well-prepared to handle emergency situations, and the safety of your children is our highest priority.

### **ALICE- Active Shooter**

Western utilizes the A.L.I.C.E. response to an active shooter scenario. Here's what it means:

1. Alert: Spread the word! Instead of using codes, we will use clear, concise language to alert everyone of an armed intruder in the building, including the specific location of the event.
2. Lockdown: This is a good starting point. Students who are not able to evacuate are going to lock down in their classrooms and alert their parents as to their whereabouts.
3. Inform: Clear communication is essential. We will continue to use clear language to communicate with parents as well. Parents are urged to follow the police guidance if they arrive at the perimeter of the school.
4. Counter: Apply techniques to distract, confuse, and gain control over the situation.
5. Evacuate: Reduce the number of potential targets for the shooter and minimize the risk of victims due to friendly fire when help arrives. When it is safe, evacuate.

The philosophy behind A.L.I.C.E. is to use technology and information to empower staff and students to make informed decisions during a crisis, remove as many people as possible from danger, and provide realistic training to enhance their chances of survival.

It is important to clarify that we are not asking or teaching our students or staff to confront an armed intruder outside of their secure area. However, we will provide them with knowledge about methods that can greatly increase their chances of survival in a life-or-death situation. These methods include causing distractions, creating chaos, avoiding stationary positions, using body weight for control (not suitable for younger children), and interacting with responding law enforcement.

Students will be trained on A.L.I.C.E during WWOW and parents will have the opportunity to be trained during Cafecito sessions. If you would like more information about A.L.I.C.E. Please email Superintendent Makowske at [Jmakowske@wsst.school](mailto:Jmakowske@wsst.school).

### **School Closings or Late Starts**

If school is closed or the opening delayed due to inclement weather, power outage or other problem, local radio and television stations announce this information. Look for information on the following television channels: 3TV or ABC15.

Only under extreme circumstances does a school closing occur once students have arrived. If an early closing should occur, parents are notified of early dismissal. Parents/guardians of students will need to pick up their children by the time of closing.

Closings during the day are announced on local radio and television stations. Please call the school if you are in doubt.

## **General Information**

### **Board of Directors Meetings**

The school's Board of Directors sets the policies of, and governs the school's operations. Meetings are open to the public, with the exception of executive sessions. Notices for the meetings are posted on the front of the school a minimum of twenty-four (24) hours prior to each meeting.

### **Parent-Teacher-Student Association (Padres Guerreros)**

Per its belief that inextricable links must exist between schools and communities, the school encourages an atmosphere in which students, parents, administration, and faculty join in a partnership to foster the mission of Western School of Science and Technology: A Challenge Foundation Academy, Inc.. This partnership offers an environment for collaboration and exchange of information between the school and parents.

All parents are invited to attend our PTSA meetings, and to join committees or volunteer for activities. Meetings are held regularly and provide an opportunity to dialogue with school administrators about issues of common concern.

The goals of the PTSA are:

- § To increase communication among parents, staff, and students
- § To provide social interaction for students and their families
- § To provide interaction among parents
- § To provide a structure for parent volunteer activities
- § To raise funds to help support the school

While supported by Western School of Science and Technology: A Challenge Foundation Academy, Inc., the PTSA is a separate organization, and any questions regarding its operations should be directed to the Community Schools Coordinator, Adrian Espana.

### **Visitor Procedures**

ALL visitors and volunteers (including parents) must sign in and out at the school office. Volunteers in the buildings will receive special name tags designating them as building volunteers.

Anyone having unsupervised contact with students must have a valid Fingerprint Clearance Card on file with the front office.

## Health Policies and Procedures

### Administration of Medication

The nurse's (or staff member responsible for student health's) office works very hard to maintain the health of all the students. It is our goal to make sure all students have a safe and healthy place to learn. Please remember that we are working for the total welfare of all the students at Western School of Science and Technology: A Challenge Foundation Academy, Inc..

Giving medication during school hours is discouraged and restricted to necessary medication that cannot be given at home. Whenever possible, medication should be taken at home. Medication that has to be given at school MUST be brought to the nurse's (or staff member responsible for student health's) office before school and stored in a cabinet or refrigerator.

If your child needs to take a prescription medication at school, ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested to contain instructions for administration of medication and reason for the medication.

All medications brought to school MUST be in the prescription bottle or original container. Medicine will not be given unless it is prescribed for the child bringing it to school and the container has his/her name on it. The school nurse or staff member responsible for student health administers prescription medication if the medication is accompanied by a medication slip, including:

1. Student's Name
2. Medication Name
3. Directions (amount and time to be given)
4. Number of days to be given
5. Parent's signature, telephone number and date

**All prescription medications brought to school must be stored in the office, with the current supply kept to a 30-day minimum. The school nurse or staff member responsible for student health will work with the instructional staff to maintain consistency in the child's medication schedule.** The only exceptions include:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the student's name is on the prescription label, on the medication container or device and annual written documentation from the student's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the nurse or health office as soon as practicable following the use of the medication.

For breathing disorders, handheld inhaler devices may be carried for self-administration provided the student's name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the student's parent or guardian is provided that authorizes possession and self-administration.

Any medication, not in the original container, and with the child's name on it, will be held by the school nurse or staff member responsible for student health for a parent to pick up within one week. After that, it will be destroyed.

No medications, whether prescription or over-the-counter, are given without written consent from parents or guardians.

### **Transportation of Medication**

It is always best that a parent or guardian bring medications directly to school. The medicine will need to be given to the nurse's (or staff member responsible for student health's) office in accordance with the medication policy.

### **Permission to Administer Over-the-Counter Medication**

Over the counter medications (such as Tylenol, non-aspirin pain relievers, cough syrups, or others) at school are restricted to only when necessary.

Parents must sign a permission form from the school nurse or staff member responsible for student health authorizing dispensing over-the-counter medication for headaches or other common ailments.

### **Diabetes**

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 Western School of Science and Technology: A Challenge Foundation Academy, Inc. with diabetes are required to 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.

Western School of Science and Technology: A Challenge Foundation Academy, Inc., its employees and members of its Board of Directors 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.

### **Communicable Diseases**

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other students in the grade level homeroom. If more than one case of a communicable disease occurs in a single homeroom or area of the school, the school may contact a Public Health officer. In the event of an epidemic, special precautions or exclusion policies will be initiated.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. follows isolation and quarantine regulations as prescribed by the Arizona Department of Public Health.

### **Health Requirements**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. follows state law concerning proper immunization and requires that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician's certificate listing the required immunizations as outlined by the State Board of Health. Parents are required to maintain a current record of immunizations with the school nurse (or staff member responsible for student health) for their child(ren).

### **Illness and Exclusion Policy**

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or a rash, he/she should not come to school until a diagnosis has been determined or the symptoms have disappeared. This helps reduce the spread of infections at school.

If a student shows symptoms of a serious illness while at school, the student is excluded from the regular school program, and the following procedures are followed:

1. The student is asked to report to the nurse's (or staff member responsible for student health's) office.
2. Parents are notified to make arrangements to have the student picked up at school. If parents cannot be reached, the person designated on the emergency card is called. **It is essential that parents list people on the emergency card who are able to pick up the student if the parents cannot be reached.**

### **Items of Interest or Concern**

- If your child becomes ill or injured, it is imperative that the office has **three (3)** legitimate contact numbers on file. The nurse's (or staff member responsible for student health's) office must be able to reach parents, guardians, or someone who will be responsible for the child and pick them up in a **timely** manner.
- Western School of Science and Technology: A Challenge Foundation Academy, Inc. has a no nit policy. Any student diagnosed with lice must be nit free before returning to school. Information on lice control is available in the nurse's (or staff member responsible for student health's) office.
- DO NOT send your child to school if they had a fever above **100 degrees or more** within the last **24 hours**. If they complain of feeling ill, please check their temperature before sending them to school.
- DO NOT send your child to school if they have had **diarrhea or vomiting in the last 24 hours**.
- If your child has **any** type of infection, they must have been on an antibiotic for **24 hours** before returning to school.

### **Screening Tests**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. works with the State and local health agency to conduct age appropriate health screenings. These tests



are carried out under the supervision of the school physician, school nurse (or staff member responsible for student health), and/or specialist in a particular health field. Health screening procedures can only identify potential or existing health problems. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.

## **School Rules and Policies**

### **Dress Code**

School administrators reserve the right to decide whether or not clothing or accessories conform to the dress code. Dress Code must be followed while on campus, including before and after school.

Shirts must be Western shirts, Western affiliated event shirts (example: WestMec, Heart for the City, YouAreAmazing), College shirts, or Military shirts. They must be worn in such a way that there is no skin visible between the pants/shorts and the shirt when the student is sitting or standing.

Pants, including leggings and jeans, may be worn and may have holes as long as the holes are not above the mid-thigh. Shorts may also be worn and should be mid-thigh or longer. Jackets/Sweatshirts may be worn in the classroom.

Shoes must be close-toed. If you are registered for a PE class you must bring appropriate footwear for class.

\*Students are allowed to wear jackets and sweaters over their WSST T-shirts but are not allowed to wear a non WSST T-shirt or Long Sleeve T-shirt over their WSST T-shirt.

### **Other Requirements**

- Hats and baseball caps will be allowed in the school building, and are acceptable inside the classroom.
- Other non-approved head coverings are not acceptable at school (exception: religious observance, medical reason, or spirit days where they might be allowed)
- Backpacks, lunch boxes and purses should not have inappropriate writing (Subject to Dean of Student and Community discretion) on them.
- Students may not wear attire that is lewd, vulgar, obscene, offensive, violent, sexually explicit, or that reference items that are illegal in general or specifically for underage students.
- Students may not wear attire that promotes tobacco, drugs, alcohol, or other illegal or harmful substances.
- Students may not wear attire that contains sexually suggestive messages.
- Students may not wear attire that depicts or gang affiliation.

### **Recourse**

Students whose attire may be in violation of this policy will be asked to see the appropriate school personnel. The student will be asked to remove the article in violation of this policy; if no substitute article is available, the student's parents will be informed and must provide a replacement and compliant piece of attire. A student may also receive a "step" according to the policies below. Students may also be placed on dress code restrictions.

### **Eating in Class**

Students may not eat during class periods unless they have a doctor's note or the teacher has given permission for the student to eat during a class reward or party. Students can eat during breakfast, lunch, or passing periods. Food must be finished before the bell rings and they enter class.

### **Telephone Calls, Mobile Telephones and Messages**

Cellular phones and other communication devices are permitted during the school day only with permission of the teacher. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone. Any cellular phones brought by a student or family to school are not the responsibility of the school.

### **Student Discipline**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. student discipline policies and guidelines are executed in accordance with Arizona law.

### **Expectations**

Students at Western School of Science and Technology: A Challenge Foundation Academy, Inc. are expected to act in adherence with the school's Core Values of Achievement, Innovation, Respect, Responsibility, and Relevance at all times.

Systems are in place at both the classroom and school-wide level to recognize students whose behaviors are in line with Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s core values.

School rules apply, and students are subject to discipline, during: (1) any school activity/event, home or away, day or night; (2) coming to and going from school or school activity; (3) in classrooms, on campus or on any School property; (4) for off-campus conduct that creates a major disruption to the school campus, or (5) in any other situation in which the School may lawfully exercise jurisdiction over a student, such as students who have committed or who are believed to have committed a crime. For any imposition of discipline, due process procedures will be closely followed.

### **Consequences**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. expects all students to conduct themselves in a civil and socially responsible manner. Disciplinary

measures, carried out in accordance with state law, are used to maintain a safe and stable school environment.

### Major Behavior Consequences

Administrators will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

Repeated infractions may result in more serious consequences.

Terms are defined after the Table of Consequences. Behaviors marked with an asterisk (\*) result in an automatic referral and are required to be reported to the Arizona Department of Education. Behaviors marked with two asterisks (\*\*) result in an automatic referral and are required to be reported to the Arizona Department of Education and to local law enforcement. In addition, five DeansList steps in the course of one week will result in an automatic referral.

For any of the below, there may be an informal conference, to include the student, the student's parents or guardian, school administrators, school counselors, and/or teachers.

INFRACTION	DEFINITION	MINIMUM CONSEQUENCE	MAXIMUM CONSEQUENCE
<b>Alcohol (use, possession, under the influence)**</b>	The possession or usage of intoxicating beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events, and on school-sponsored transportation. Includes "look-alikes" <sup>4</sup> of such substances, or any other substance used for the purpose of intoxication.	Short-Term Suspension & Substance Abuse Class	Expulsion

<b>Alcohol( intent to sell based on amount)**</b>	<p>The sale or distribution of alcohol as described above.</p> <p>Possession of more than 1 alcoholic beverage is considered distribution.</p>	Short-Term Suspension Substance Abuse Class	Expulsion
<b>Alcohol (sale or distribution)**</b>	The sale or distribution of alcohol as described above.	Long-Term Suspension Substance Abuse Class	Expulsion
<b>Arson**</b>	Damaging a structure by knowingly causing a fire or explosion (A.R.S. §13-1703)	Long-Term Suspension & Restitution	Expulsion
<b>Assault**</b>	A person commits assault by: 1) intentionally, knowingly, or recklessly causing physical injury to another person; 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)	Short-Term Suspension	Expulsion

<b>Assault (aggravated)**</b>	An assault (as defined above) accompanied by circumstances that make the situation severe, such as the usage of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowingly, or having reason to know, the victim is a law enforcement officer or school employee engaging in a school-related activity (A.R.S. §13-1204)	Long-Term Suspension	Expulsion
<b>Bomb Threat** Chemical Or Biological Threat</b>	Threatening to cause harm using a bomb, dynamite, explosive, or arson (as defined above) causing device Chemical Or Biological Threat: Threatening to cause harm using dangerous chemicals or biological agents	Long-Term Suspension	Expulsion
<b>Bullying/Cyber-Bullying (§15-341.38)*</b>	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who or less powerful. It can be physical, verbal, or psychological. Cyber-bullying includes bullying through the usage of technology.	Step in DeansList	Expulsion

<b>Burglary or Breaking and Entering**</b>	Entering or remaining unlawfully on school property with the intent to commit any theft or felony therein (A.R.S. §13-1507)	Restitution	Expulsion & Restitution
<b>Drug Paraphernalia**</b>	Any apparatus or equipment use or capable of being used in absorbing or consuming a drug	Short-Term Suspension & Substance Abuse Class	Expulsion
<b>Drugs (use, possession, or under the influence)**</b>  <b>Marijuana / Cannabis / THC / CBD Used/Possession</b>	<p>Chemical substances, narcotics, prescription medications (without authorization), inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances</p> <p>Marijuana and Inhalant Use and Possession: Using or possessing marijuana, "look-alikes"<sup>4</sup> of such substances or use of inhalant/vaping marijuana/THC substance for the purpose of intoxication in or before school or a school-related function.</p>	Short-Term Suspension & Substance Abuse Class	Expulsion

<p><b>Drugs (intent to sell or distribute based on amount)**</b></p>	<p>Sale, distribution, or intent to sell drugs including over-the-counter drugs as listed above.</p> <p>Possession of more than 1 drug/illegal substance is considered distribution.</p>	<p>Short-Term Suspension Substance Abuse Class</p>	<p>Expulsion</p>
<p><b>Drugs (sale or distribution)**</b></p>	<p>Sale, distribution, or intent to sell drugs including over-the-counter drugs as listed above.</p>	<p>Long-Term Suspension Substance Abuse Class</p>	<p>Expulsion</p>
<p><b>Endangerment, including Inciting Others to Violence or Disruption**</b></p>	<p>Recklessly or intentionally creating a risk of injury or imminent injury or death of another; consequence will depend on potential severity of the harm. This includes provoking, instigating, prompting, or antagonizing a fight by words, acts, or deeds. Filming a fight or other handbook infraction, without the intent to report the fight to school administration, fits under this description.</p>	<p>Short-Term Suspension</p>	<p>Expulsion</p>

<b>Extortion*</b>	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 1) cause physical injury, or 2) cause damage to property, or 3) engage in illegal conduct, or 4) make false accusations	Short-Term Suspension	Long-Term Suspension
<b>Fighting/Mutual Combat**</b>	Students shall not fight, intentionally push with intent to cause harm, intimidate, or otherwise physically abuse other students  Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Short-Term Suspension	Expulsion
<b>Fire Alarm Misuse**</b>	Intentionally ringing a fire alarm when there is no fire	Short-Term Suspension	Long-Term Suspension
<b>Firearm** Explosive Device</b>	Students are prohibited from carrying or possessing firearms  Gun/Firearm: Possessing and/or using any loaded or unloaded handgun, pistol, revolver, rifle,	Expulsion	Expulsion



	shotgun or other weapons that will expel, is designed to expel or may be readily converted to expel a projectile by the action of an explosive. (including a starter gun)		
<b>Fireworks*</b>	Students are prohibited from possessing or using fireworks or explosive devices	Short-Term Suspension	Long-Term Suspension
<b>Forgery/Falsification</b>	Falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (e.g. dishonesty or lying) Including the use of Chat GPT and other AI software when not expressly allowed by assignment directions.	Step in DeansList	Long-Term Suspension
<b>Gambling for Money*</b>	Playing games of chance with a bet of a sum of money	Short-Term Suspension	Long-Term Suspension

<b>Gang Activity* (This includes Cartel/Mafia Category)</b>	Any student intentionally wearing, carrying, or displaying gang clothing or 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	Short-Term Suspension	Long-Term Suspension
<b>Good Neighbor Policy</b>	School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school, off campus during the normal school day, and in the vicinity of campus (A.R.S. §13-2905.A.5)	Step in DeansList	Long-Term Suspension
<b>Harassment (non sexual)*</b>	Persistent or repeated annoying or tormenting of another person	Step in DeansList	Long-Term Suspension

<b>Hazing*</b>	Any intentional, knowing, or reckless act committed by a student against another student, which was committed in connection with an initiation into, affiliation with, or membership in an organization and the act contributed to substantial risk of potential injury, mental harm or degradation, or causes any of the above. It is no defense if the individual consents to the hazing (A.R.S. §15-2301)	Short-Term Suspension	Expulsion
<b>Inappropriate Language or Profanity</b>	Use of profanity or any derogatory language	Step in DeansList	Short-Term Suspension
<b>Insubordination, Defiance, or Non-compliance</b>	Intentionally resisting or disregarding the authority of staff or failure to comply with the reasonable request of staff; repeated instances may warrant more severe consequences (A.R.S. §13-2911)	Step in DeansList	Short-Term Suspension
<b>Leaving Campus Without Authorization, or Ditching Class</b>	Leaving school groups without permission and being under the age of 18, or not being in the assigned class without permission to be elsewhere	Step in DeansList	Short-Term Suspension

<p><b>Not Attending Class/Ditching</b> <b>Out of class for 10 + minutes</b></p> <p><b>Leaving Class Without Permission</b></p>	<p>Student not attending class (ditching) is when the student is found in another classroom hallway, restroom, or in a different part of campus.</p> <p>Leaving the classroom during regular class hours without the permission of a staff member.</p>	<p>Step in DeansList</p>	<p>Short-Term Suspension</p>
<p><b>Minor Aggressive Act</b> <b>Horse Play</b></p>	<p>Intentional behavior or rough or boisterous play, horseplay, minor confrontations, pushing, spitting, throwing or shooting objects, interfering with the movement of another person, wrestling, and/or shoving</p>	<p>Step in DeansList</p>	<p>Short-Term Suspension</p>
<p><b>Physical Abuse of a Staff Member**</b></p>	<p>Students shall not intimidate or physically abuse staff (A.R.S. §15-507)</p>	<p>Long-Term Suspension</p>	<p>Expulsion</p>
<p><b>Respect Breach and/or Disruption</b></p>	<p>Any action done with contempt, rudeness, or a lack of the respect core value; repeated instances may warrant more severe consequences (A.R.S. §13-2911)</p>	<p>Step in DeansList</p>	<p>Long-Term Suspension</p>
<p><b>Responsibility Breach</b></p>	<p>Any act not exhibiting responsible academic behavior</p>	<p>Step in DeansList</p>	<p>Short-Term Suspension</p>

<b>Robbery**</b>	Taking, or attempting to take, any property from another against his/her will; may be with threats or force	Short-Term Suspension & Restitution	Expulsion & Restitution
<b>Sexual Abuse **</b>	Refer to A.R.S. §13-404, §13-405, §13-406, and §13-410	Long-Term Suspension	Expulsion
<b>Sexual Harassment*</b>	Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).	Short-Term Suspension	Expulsion
<b>Sexual Harassment with Contact*</b>	Sexual harassment (see above) that includes unwanted physical contact	Short-Term Suspension	Expulsion

<b>Sexual Misconduct*</b>	<p>Includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, de-pantsing or pulling another's underclothing, or possession, usage, or distribution of pornographic materials</p>	Short-Term Suspension	Expulsion
<b>Simulated Weapon</b>	<p>An instrument displayed or represented as a weapon</p> <p>The following may be classified as a dangerous instrument and must be reported to law enforcement:</p> <ul style="list-style-type: none"> <li>-Air Soft Gun</li> <li>-B.B. Gun</li> <li>-Paintball Gun</li> <li>-Pellet Gun</li> <li>-Taser Gun</li> <li>-Stun Gun</li> <li>-Pepper Spray</li> <li>-Mace</li> <li>-Teach Gas</li> <li>-Smoke Bomb</li> <li>-Poppers</li> <li>-Explosives</li> <li>-Ammunition</li> <li>-Fireworks</li> <li>-Chains</li> <li>-Brass Knuckles</li> <li>-Clubs</li> </ul>	Short-Term Suspension	Long-Term Suspension

	<p>-Knife with blade length less than 2.5 inches</p> <p>-Simulated Knife (Razor Blade or Box Cutter, &amp; or Letter Opener)</p> <p>-Simulated Weapons (Projectiles, and/or Other Dangerous Item)</p> <p>Gun-(toy): possessing and/or using realistic toy guns, simulated weapons, and replicas.</p>		
<b>Technology Misuse or Computer Tampering</b>	See above pp. 18-23	Step in DeansList Restitution	Long-Term Suspension
<b>Theft*</b>	Intentionally taking property that belongs to another without threats or violence	Short-Term Suspension & Restitution	Long-Term Suspension & Restitution
<b>Threatening*</b>	Frightening, compelling, or deterring another by actual or implied threats (A.R.S. §15-2301)	Short-Term Suspension Threat assessment will be conducted...	Long-Term Suspension
<b>Threatening an Educational Institution**</b>	To interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911	Expulsion	Expulsion and Criminal Charges

<b>Threatening a staff member</b>	Frightening, compelling, or deterring another by actual or implied threats (A.R.S. §15-2301)	Threat assessment will be conducted...	Expulsion and Criminal Charges
<b>Tobacco (use or possession)*</b>	Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, simulated tobacco, electronic cigarettes, or twist) (A.R.S. §36-798) using tobacco or inhalant/vaping nicotine products on school grounds, at school-sponsored events and/or on school-sponsored transportation.	Short-Term Suspension & Substance Abuse Class	Long-Term Suspension
<b>Tobacco (intent to sell or distribute based on amount)**</b>	The sale or distribution of tobacco as described above. The sale, distribution, or intent to sell or distribute tobacco or inhalant/vaping 1 or more tobacco products.	Short-Term Suspension & Substance Abuse Class	Expulsion
<b>Tobacco (sale or distribution)*</b>	The sale or distribution of tobacco as described above. The sale, distribution, or intent to sell or distribute tobacco or inhalant/vaping	Long-Term Suspension & Substance Abuse Class	Expulsion



<b>Tobacco Paraphernalia*</b>	Any apparatus or equipment used, or capable of being used, in consuming tobacco; may include, but is not limited to, rolling papers, matches, or lighters	Short-Term Suspension & Substance Abuse Class	Long-Term Suspension
<b>Trespassing*</b>	When a person enters upon, or in, school property without legal justification or without implied or actual permission of school administration (A.R.S. §15-841)	Short-Term Suspension	Long-Term Suspension
<b>Vandalism or Destruction of School Property</b>	Willful destruction or defacement of school property	Step in DeansList & Restitution	Long-Term Suspension & Restitution
<b>Weapons**</b>	<p>Possession of any item that may cause harm to another person, including, but not limited to, a bomb, firearm, knife or blade, or any incendiary device (A.R.S. §13-3102(11))</p> <p>Dangerous Item: possessing and/or using a dangerous item to cause bodily injury to, threaten, or intimidate another person.</p>	Long-Term Suspension	Expulsion

<b>Knife/Blade 2.5 inches +</b>	Knife/Blade: Possessing and/or using a blade having a length of at least 2.5 inches or more.	Long-Term Suspension	Expulsion
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**Definitions**

**Drugs:** All dangerous and controlled substances prohibited by law.

**Expulsion:** Expulsion is the permanent exclusion of a student from school and all school activities, unless the Governing Board reinstates the student's privileges to attend the School. Conduct that may result in an expulsion requires a formal hearing before the Board of Directors; hearing procedures are detailed below.

**Long-Term Suspension:** A long term suspension is any suspension for more than ten (10) days. Conduct that may result in a long-term suspension requires a formal hearing before the Board of Directors; procedures are detailed below.

**Restitution:** Requirement to pay for repair, replacement, and/or labor costs.

**Substance Abuse Class:** Completion of a course dealing with substance abuse prevention, under the supervision and/or direction of a member of school administration and/or a counselor or school social worker

**Short-Term Suspension:** Removal from the learning environment for up to ten (10) days, after informal meeting with school administration. There is no appeal of a short-term suspension. There are two forms of short-term suspension utilized: In-School Suspension (ISS) and Out-of-School Suspension (OSS).

**Step in DeansList:** Documentation of corrective action in the schoolwide DeansList behavior management tracker.

**Discipline Ladder**

Leading up to each referral, students will have been assigned lunch detention and before/after school detention. More referrals will result in more serious consequences.

Depending on the severity of the referral and the action of the student, as described above, at any time the referral can go straight to disciplinary consequences.

For students receiving nine or more referrals within a 12 month period, the student may be referred to the school board for possible Long-Term Suspension and/or Expulsion for Repeated Disrespect and Defiance according to A.R.S. §13-2911.

### **Short-Term Suspensions:**

A short-term suspension is any suspension for ten (10) days or less. There is no appeal available for short-term suspensions. A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parents. A letter to the parent/guardian will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended, if applicable) and reasons for the suspension and to request a meeting to solicit their help.

The following procedures will be followed for all short-term suspensions:

*Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be given the opportunity to provide an explanation of the situation.
- The Administrator, or other designated staff member, shall make reasonable efforts to verify facts and statements prior to making a judgment.

*Step 2:* A written record of the action taken is kept on file. The Administrator may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension, expulsion or both.

### **Procedures for Disciplinary Hearings**

**Long Term Suspension** - A long term suspension is any suspension for more than ten (10) days. A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parents. In all cases of long-term suspension, it shall be for good cause and shall be reported within five days to the Governing Board by Administrator.

The following procedures will be followed for all long-term suspensions (and in addition to Steps 1 & 2 outlined above for a short-term suspension):

*Step 3:* A formal hearing will be arranged and conducted by a hearing officer, to be determined by the School.

*Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

- The charges and the rule(s) violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the School's witnesses.

- That the student may present witnesses.
- That the student may be represented by counsel, at his/her own expense.
- The name of the hearing officer, or notice that the Board will serve as the hearing officer.

Step 5: A formal hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such a session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule violated.
- The student may be represented by counsel, without bias, and at his/her own expense.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the School.
- The burden of proof lies with the School.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The School has the right to cross-examine witnesses and may be represented by an attorney.

Step 6:

- Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is made, the decision may be appealed to the Governing Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Principal a letter directed to the Governing Body within five (5) working days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or to the decision rendered.
- The appeal to the Governing Board will be considered part of the record of the hearing. The decision of the individual serving in the capacity of the hearing officer will be deemed final, unless the Governing Board determines, by majority vote, that the student was not afforded his/her due process rights or that this policy was not followed in all substantive respects.

**Expulsion** - Expulsion is the permanent exclusion of a student from school and all school activities, unless the Governing Board reinstates the student's privileges to attend the School. A recommendation for expulsion shall be made by the Administrator and forwarded to the Governing Board. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held. The authority to expel rests with the Governing Board and the Board's decision is final and there is no appeal of an expulsion decision.

In each case in which a recommendation for expulsion has been presented to the Governing Board, the following steps shall be followed (and in addition to Steps 1 & 2 outlined above for a short-term suspension):

Step 3: The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.

Step 4: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:

- A statement of the charges and the rule violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the School's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel, at his/her own cost.
- That the Governing Board will be acting as the hearing officer, or the name of the hearing officer.
- Copies A.R.S. § 15-840 and 15-843 unless previously provided in connection with the same infraction.

Step 5: The parent or guardian shall be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule violated.
- The student may be represented by counsel, without bias, and at his/her own cost.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the School.
- The burden of proof lies with the School.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The School has the right to cross-examine witnesses and may be represented by an attorney.
- If serving as the hearing officer, the Governing Board will conduct the hearing in executive session with the attendance of only the administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be in an open meeting.

Step 5: A formal hearing will be held, and the decision of the Governing Board is final. If the Governing Board decides to expel the student, the expulsion becomes effective the next business day.

### **Students with Disabilities Under the IDEA**

A student with a disability under the IDEA or Section 504 of the Rehabilitation Act is subject to discipline in the same manner as all students. Short-term discipline (i.e., less than 10 days) may be imposed with no additional due process provided other than that afforded to all students. However, the long-term suspension or expulsion of children with disabilities shall be in accordance with the IDEA and its implementing regulations and a Manifestation Determination Review (MDR) meeting shall occur before a student with a disability, or a student not yet eligible for services but under evaluation, can be removed from the School for more than 10 days.

### **Plagiarism or Cheating Policy**

Plagiarism at Western School of Science and Technology is defined as any direct quotation from another source that is not properly cited starting at one sentence and extending to an entire paper. Cheating at Western is defined as taking an answer from a peer, textbook, or other source not authorized by the instructor.

For the first offense at Western:

- Student will receive an educational review of plagiarism with teacher
- Student will redo the assignment or assessment
- Parents will be notified of the incident
- Teachers and Counselor will be notified of the incident
- Student will receive a step in Dean's List

For the second offense at Western:

- Student will meet with Counselor
- Parents will be called for a meeting with teacher, student, and Counselor
- Student will redo the assignment but will receive a maximum score of 70%
- Student will receive a Referral with one (1) day Lunch Detention.

For the third offense at Western:

- Student will receive one (1) day Behavior Intervention.
- Student will redo the assignment during Behavior Intervention and will receive a maximum score of 70%
- Parents will be called for a meeting with student and the Principal
- Student may receive no credit for the class for the semester, at the discretion of the Principal and Counselor (and Special Education Director if applicable)

For the fourth offense at Western:

- The regular discipline policies for referrals will apply.

### **Policy Regarding Reporting Suspected Crimes or Incidents**

All school personnel are required to report any suspected crime against a person or property that is a serious offense, as defined in A.R.S. section 13-706, or that involves a deadly weapon

or dangerous instrument or serious physical injury, and any conduct that poses a threat of death or serious physical injury to an employee, student or other person on the school property.

All such reports shall be documented and communicated to the School Director/ Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to separate School policy. The School is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

A person who violates the reporting requirements may be disciplined for violating the policies of the School Governing Body and may be subject to dismissal. The School Governing Body shall enforce the policies and procedures that require the School to maintain a record on any person who is disciplined pursuant to this Policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

### **Student Interviews**

School officials may question and/or interview students regarding matters related to the health, safety and welfare of students and staff without limitation. If the School receives a request from local law enforcement authorities to interview a student, depending on the circumstances surrounding the request, the parent may not be contacted prior to such interviews. However, the parent will be contacted if a student interviewed is then subject to discipline for violation of the School's behavioral standards and expectations.

### **Drug and Tobacco Free Campus**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. is a Drug and Tobacco Free zone. Arizona law specifically disallows any type of tobacco, including vaping products and paraphernalia, on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. No parent/guardian, student, staff member or other person may smoke or have tobacco products anywhere on the campus at any time.

All students are prohibited from possession, use and distribution of any and all drugs, including prescribed, non-prescribed, over-the-counter, medical marijuana, alcohol, and tobacco (any type, including vaping products) on school grounds or during any school sponsored event or activity on or off campus. In the event a student is found in possession of or under the influence of drugs and/or tobacco products, law enforcement authorities will be contacted. *Any student who possesses or distributes any drugs, alcohol or tobacco will be immediately suspended and may be recommended for expulsion.*

### **Search and Seizure Policy**

1. The School Board recognizes that the privacy of students and their persons may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.
  1. As used in this policy, “reasonable cause for a search” means any circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
    - i. Evidence of a violation of the student conduct standards contained in the student handbook; or
    - ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers, desks, and other storage areas provided for student use on school premises remain the property of the school and are provided for the use of the students and are subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a locker that is the property of a school is presumed to have no expectation of privacy in that locker or the locker's contents. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. The School Director/ Superintendent, or a member of administrative staff designated in writing by the School Director/ Superintendent, may search a locker and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
4. The School Director/ Superintendent, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
5. The School Director/ Superintendent, or another member of the administrative staff, may search the person of a student during a school activity if the staff has reasonable grounds for a search of that student.
  1. Searches of the person of a student shall be limited to:
    - i. Searches of the pockets of the student,
    - ii. Any object in the possession of the student such as a purse, backpack, or briefcase, and/or
    - iii. A “pat down” of the exterior of the student's clothing.



6. Searches of the person of a student that require removal of clothing other than a coat, jacket, belt, or shoes shall be referred to a law enforcement officer in accordance with this policy and shall never be completed by a School employee. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
7. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards contained in the student handbook may, as deemed appropriate by school authorities, be:
  1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the School Director/ Superintendent or the School Director's designee until it is presented at the hearing,
  2. Returned to the parent or guardian of the student from whom it was seized,
  3. Destroyed if it has no significant value, or
  4. Turned over to any law enforcement officer in accordance with this policy.
8. Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
  1. Returned to the parent or guardian of the student from whom it was seized,
  2. Destroyed, or
  3. Turned over to any law enforcement officer in accordance with this policy.
9. The School Director/ Superintendent, or a member of the administrative staff designated in writing by the School Director/ Superintendent, may request the assistance of a law enforcement officer to:
  1. Search any area of school premises, any student, or any motor vehicle on school premises;
  2. Identify, secure, or dispose of anything found in the course of a search conducted in accordance with this policy.

**Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.**

### **Legal Disclaimer**

Nothing in this policy is intended to contradict local, state or federal laws or binding directives from the Arizona State Board of Education. In the event that any item in this policy does conflict with a local, state, or federal law, or binding directive of the Arizona State Board of Education, the respective law or directive supersedes this Code of Conduct.

### **Bullying/Harassment/Intimidation**

Western School of Science and Technology: A Challenge Foundation Academy, Inc

The Governing Board is committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying. Students, parents, and school employees have a right and a responsibility to report incidents of bullying.

### **Confidential Reporting**

Students and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation. These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

**Bullying:** Bullying of an individual or group can occur through written, verbal, physical, emotional or psychological methods. Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

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

**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. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying or harassment committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks,

forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

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

### **Reporting Incidents of Bullying or Harassment**

Students and others should report any incidents of bullying to a teacher, administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident. The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the student complete a complaint form. An adult may assist the student in completing the complaint if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- At a minimum, the school employee shall put the report/complaint in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for under the student code of conduct and A.R.S. § 15-341(37). Any student who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences.

### **Procedures for Investigation of the Report/Complaint**

A school Administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Administrator. A school administrator shall complete a discipline referral if the student is found to have violated the bullying policy. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be re-filed within 30 calendar days of the original incident.

## **Title IX**

Title IX of the Federal Education Amendments Act ("Title IX") protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Western School of Science and Technology: A Challenge Foundation Academy, Inc. does not discriminate on the basis of sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends the School to do so without the fear of sexual harassment. The School's Grievance Procedure and Title IX Policy may be found on the School's website. Inquiries about the application of Title IX or formal complaints should be directed to the School's Title IX Coordinator:

Lilia Trevizo  
Human Resources  
6515 W Indian School Phoenix, AZ 85033  
HR@wsst.school

Sexual harassment is defined as: Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Complaints of sex discrimination that are not sexual harassment will be handled pursuant to the School's regular procedures for resolving student or employee grievances promptly and equitably. Formal complaints of sexual harassment will be handled using the grievance procedure set forth in the School's Policy. The School shall follow grievance procedures that provide for the prompt and equitable resolution of formal complaints from students and employees alleging sexual harassment.

## **Restraint and Seclusion**

This Policy addresses the behavior management techniques to be used with students attending Western School of Science and Technology: A Challenge Foundation Academy, Inc. Behavior management techniques such as restrain, seclusion, temporary removal from the classroom and confinement shall be utilized in accordance with the following standards:

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 both of the following apply:

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

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

- 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 (3<sup>rd</sup>) restraint or seclusion incident.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. 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 techniques 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.

### **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 outlined in the School's behavior Code of Conduct, or the conditions of A.R.S. § 15-841, when applicable.

### **Confinement**

Under A.R.S. § 15-843, the Administrator 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 administrator or teacher determines that the student poses imminent physical harm to self or others. In this instance, the school administrator 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.

### **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. Western School of Science and Technology: A Challenge Foundation Academy, Inc. prohibits the use of corporal punishment.

### **Parent Involvement Policy**

Please see the School-Parent Compact (attached) for additional information.

1. Parents have the right to be involved and participate in their child's educational experience.
2. Parents will be informed of their rights under Title I, if the school is participating in Title I programs. The Title I Director will present the information.
3. Parents will receive information on all parent programs a minimum of one week in advance.
4. Parents will receive an explanation of curriculum during the Back to School event held at the beginning of the year. Parents who are unable to attend Back to School Night can meet one on one with their child's teacher to receive the information.
5. Parents will receive the email address of their child's teacher in the welcome letter sent to parents and students at the start of school.
6. Parents have the opportunity to make decisions regarding the education of their child by initiating conversation with the child's teacher. School-wide concerns should be addressed through the PTSA group for presentation to the School Director/ Superintendent and Board of Directors.
7. Parents will be informed of teacher professional development days through the school calendar. Professional development of teachers includes ways to build a successful communication bridge between the school and home.

8. Parents will sign the **Western School of Science and Technology: A Challenge Foundation Academy, Inc. Parent-School Compact**, which is a written agreement of what schools and parents are each supposed to do to help students achieve.

Parents who feel that their rights have been violated or that the needs of their child are not being met should schedule an appointment with their child's teacher by phone or email. If the issue is not resolved, the parent should place the issue in writing and contact the School Director/ Superintendent by phone or email. If the issue is not resolved after meeting with the School Director/ Superintendent, the parent should contact the Board of Directors by phone or email. Dates for all board meetings will be posted online.

## **Conduct of Visitors/General Public on School Property**

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the School for any reason (i.e., volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the School through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the School through other entrances is not permitted by visitors. All visitors must be escorted by a staff member at all times.
- No person shall visit or audit a classroom or other School activity, nor shall any person come upon or remain upon School premises, without prior approval by the Administrator or his/her authorized representative. Nor shall any person conduct or attempt to conduct any activity on School premises without prior approval by the Administrator or his/her authorized representative.
- Any member of the general public considered by the Administrator, or a person authorized by the Administrator, to be in violation of these rules shall be instructed to leave School property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the School.
- No person shall possess or engage in the use of medical marijuana on School property or at school-sponsored events.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity.



For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the School by either:
  - Threatening to cause physical injury to any employee or student of the School or any person on the property of the School.
  - Threatening to cause damage to the School, the property of the School, or the property of any student or employee of the School.
- Intentionally or knowingly entering or remaining on the property of the School for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal, Director of Operations, or another person designated to maintain order at the School.

The above identified acts need not be directed at a specific individual, the School, or specific property of the School to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the School by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the School or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of School officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.

- Knowing violation of a School rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator.

## **Education of Homeless Children and Youth Program**

Homelessness exists in our community. A combination of housing costs, migration and immigration, and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect, and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and other locations. Their lack of permanent housing can lead to potentially serious physical, emotional, and mental consequences. Western School of Science and Technology: A Challenge Foundation Academy, Inc. will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This campus will also follow the requirements of the McKinney-Vento Homeless Assistance Act.

This policy will not refer to children as homeless; it will instead use the term children and youth in transition. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district/campus-wide assessments and accountability systems. Our campus will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding this policy will be distributed to all students once during the school year and posted in a high-traffic area on campus, as well as other places where children, youth, and families in transition receive services.

### **Identification**

In collaboration with school personnel and community organizations, the local liaison will identify children and youth in transition on campus, both in and out of school. The local liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the local liaison. The local liaison will also instruct the school registrar and secretary to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the local liaison. Community partners in identification may include the following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams,

faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services.

## **Enrollment**

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents available readily. Nonetheless, our campus, when selected for enrollment, must enroll any child or youth in transition immediately. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records. Health records may often be obtained from previous schools or state registries, and community-based clinics can initiate immunizations when needed.)
- Proof of guardianship
- Birth Certificate
- Any other document requirements
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

Unaccompanied youth must also be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

## **Transportation**

Without appropriate transportation, a student may not be able to continue attending his or her school of origin. To avoid such forced school transfers, at a parent's request, transportation will be provided to and from the school of origin for a child or youth in transition. Transportation will be provided for the entire time the child or youth has a right to attend that school, including during pending disputes. The local liaison will request transportation to and from the school of origin for unaccompanied youth. The length of the commute will be considered only in determining the feasibility of placement in the school of origin based on potential harm to the student. Parents and unaccompanied youth must be informed of this right to transportation before they select a school for attendance.

Our campus will use the transportation request form to process any such request. Requests will be processed and transportation arranged without delay. In addition to receiving transportation to and from the school of origin, upon request, children and youth in transition will also be provided with other transportation services comparable to those offered to housed students.

## **Services**

Each homeless student shall be provided services comparable to services offered to other students on campus, but not limited to:

- transportation services;
- educational services for which the student meets eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted and talented students;
- school meals programs;
- preschool programs;
- before-and-after school care programs; and
- programs for students with limited English proficiency.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

Western: CFA recognizes that children and youth in transition suffer from disabilities at a disproportionate rate, yet frequently are not evaluated or provided appropriate special education and related services. To address this problem, evaluations of children and youth in transition suspected of having a disability will be given priority and coordinated with students' prior and subsequent schools as necessary to ensure the timely completion of a full evaluation.

### **Disputes**

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

### **Free Meals**

Hunger and poor nutrition are obvious barriers to learning. To help ensure that children and youth in transition are available for learning, the U.S. Department of Agriculture has determined that all children and youth in transition are automatically eligible for free meals. On the day a child or youth in transition enrolls on our campus, the enrollment official must submit the student's name to the National School Lunch Program coordinator for immediate processing.

### **Training**

The local liaison will conduct training and sensitivity/awareness activities for the LEA and campus staff at least once each year. School Leaders, Apprentice Leaders, federal program administrators, registrars, secretaries, bus drivers, custodians, cafeteria workers, school nurses and health aids, and teachers will attend such training. The training and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.

### **Postings**

The following information will be posted on our campus at all times:

## **What Homeless Families Need to Know**

- Homeless children have the right to attend school.
- You do not need a permanent address to enroll your child in school.
- Homeless children have the right to stay in their home if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

## **COORDINATOR**

The following individual has been designated to act as the campus homeless liaison:

- Jovonne Dempster
- Western School of Science and Technology
- 6515 W. Indian School Rd.
- Phoenix, AZ 85033

## **Western: CFA's Homeless Liaison Duty**

- Ensuring that children and youth in homeless situations are identified through school and in the community.
- Ensuring that homeless students enroll in and have full and equal opportunity to succeed in school.
- Assisting parents/guardians in making referrals for health, mental health, and other services.
- Informing parents, guardians, and youth of educational and parent involvement opportunities.
- Posting public notices of educational rights of homeless students.
- Resolving disputes regarding homeless students and homeless student qualifications.
- Informing parents, guardians, and youth of transportation services—provided by the school, the community, or other entities.
- Collaborating and coordinating with community and school personnel.

The homeless coordinator is also to assist homeless child/youth and their families with any school, food, or shelter related issue even if it is not listed above. The homeless coordinator is responsible for ensuring that homeless children have no barriers to enrollment or taking part in activities at our school. Our homeless coordinator is responsible for finding support in removing any barriers these children encounter—no exceptions.

# **SIGNATURE PAGE**

## **RECEIPT AND REVIEW**

I/We, the undersigned, understand that this handbook contains important information for parents, guardians and students. I/We acknowledge that I/we have received a copy of the 2023-2024 Western School of Science and Technology: A Challenge Foundation Academy, Inc. Family Handbook. I/We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook,

I/We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook.

I/We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, Western School of Science and Technology: A Challenge Foundation Academy, Inc. policies, regulations and guidelines.

I/We are aware that Western School of Science and Technology: A Challenge Foundation Academy, Inc. reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook, without prior notice.

Directions for return of this form throughout the 2023-2024 school year:

Student and Parent/Guardian review handbook.

1. Parent/Guardian sign handbook acknowledgement below.
2. Tear out this page from handbook
3. Student returns this page to the homeroom teacher by the beginning of the second week of school. New and transfer students registering after the start of the 2023-2024 school year must return this acknowledgement page within one week after receipt.

Student Name:

Student Grade:

Student School:

Parent Name:

Parent Signature:

Date:

# MEDIA RELEASE FORM FOR CURRENT AND NEW STUDENTS

STUDENT NAME: \_\_\_\_\_

Last

First

Middle Initial

\_\_\_\_ I understand and agree that my child's picture may be taken at school or during outside school activities and used in the school news, local newspaper, ConnectCFA national magazine, Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s website or Facebook and Twitter pages; or in the case of video, may appear on TV or the website. In addition, I agree that publication of an article or school work may also appear on the above mentioned venues.

\_\_\_\_ I do not grant permission for my child's photograph to be featured in school news, local newspapers, ConnectCFA national magazine, the Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s website or Facebook and Twitter pages or any video that may appear on TV or the website.

\_\_\_\_ I do not grant permission for my child's written school work or written articles to be published and used in the school news, local newspaper, ConnectCFA national magazine, Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s website or Facebook and Twitter pages; or any video that may appear on TV or the website.

**IT IS IMPERATIVE THAT THIS FORM BE RETURNED TO THE SCHOOL TO BE FILED IN YOUR CHILD'S STUDENT RECORDS.**

Please sign, date, and return to Western School of Science and Technology: A Challenge Foundation Academy, Inc.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Western School of Science and Technology: A Challenge Foundation Academy, Inc.  
6515 West Indian School Road  
Phoenix, AZ 85033

[1] The Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc. reserves the right to make changes to the *Western School of Science and Technology: A Challenge Foundation Academy, Inc. Family Handbook* at any time and without prior notice.

[2] In exceptional circumstances, including but not limited to extraordinary family or personal needs or prolonged illness, this requirement may be modified.

[3] In exceptional circumstances, including but not limited to extraordinary family or personal needs or prolonged illness, this requirement may be modified.

[4] A.R.S. § 15-184(A).

[5] A.R.S. § 15-184(E).

[6] A.R.S. § 15-184(I).

[7] A.R.S. § 15-821.

[8] A.R.S. § 15-828(A)(1)-(3).

[9] A.R.S. § 15-802(B).

[10] A.R.S. § 15-872.