

WESTERN
SCHOOL *of*
SCIENCE AND
TECHNOLOGY
A Challenge Foundation ✧ Academy

**Western School of Science and Technology:
A Challenge Foundation Academy
Family Handbook
2016 – 2017**

Western School of Science and Technology, Inc. Overview

Introduction¹

The founding team of Western School of Science and Technology, 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, 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, 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, Inc.
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<http://western.teamcfa.school/>

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

Discrimination

It is the policy of Western School of Science and Technology, Inc. to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, 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, 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 five primary components of the Western School of Science and Technology, Inc. curriculum (a focus on science, technology, engineering, and math (the "STEM" fields); the Core Knowledge Sequence; Advanced Placement courses; AVID; and blended learning) 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.

Academic Information

Curriculum Overview

Facilitated by highly-effective teachers, the curriculum of Western School of Science and Technology, Inc. shall be based upon the five foundations of a focus on the STEM subject areas, Core Knowledge, Advanced Placement, blended learning, and AVID – all aligned to the Arizona College and Career Ready Standards. 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 (reading, writing, speaking, listening)
- Social studies (history, geography, civics, economics)
- Mathematics (pre-algebra, algebra, geometry, pre-calculus, calculus)
- Science (life science, physical science, chemical science, biology, chemistry, physics)
- Foreign language

- STEM elective courses
- College and career preparation courses
- N Block 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 June 9, 2016, 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

August 9, 2016 - June 9, 2016

Minimum Pupil School Days

200

Student Progress

Assessment

Continuous evaluation of student learning is an integral part of the instructional process at Western School of Science and Technology, 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 AZMERIT tests, and, for certain students, the AZELLA.

NWEA

Western School of Science and Technology, Inc. administers NWEA MAP, a nationally-normed adaptive online assessment, three times each school year to all students. 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.

Quarterly Common Formatives

Each quarter, each student will take a Quarterly Common Formative (QCF) assessment in reading, science, and math. These assessments will allow teachers to determine how to adjust instruction to support students as the year progresses.

Parent-Teacher-Student Conferences/Academic Parent-Teacher Teams

Parent-Teacher-Student Conferences and Academic Parent-Teacher Teams are held three times 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, 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, 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 – 10

The following details the grading policy for Western School of Science and Technology, 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 as 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 (AZMERIT) 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 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 Humanities (Reading &

Writing), Humanities (Social Studies), 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.²

Retention Prevention Process

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

Parents (in this document referring to the student's legal guardian(s)) will then be initially notified of the risk for retention. Parents, teachers, and the student will meet in a Retention Prevention Conference in 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, and the teachers to encourage improvement in the student's grades, achievement, or attendance. The Retention Prevention Plan will be documented, signed, and submitted to the School Director. Teachers 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, teachers, and the student 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 will 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 School Director. Teachers will then document progress regarding the interventions throughout Quarter 3.

At the end of Quarter 4, teachers 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, teachers will submit those students' names and relevant documentation of Retention Prevention Plans to the School Director.

The School Director 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; (3) the student is at or above grade level in all subject areas measured by the end-of-year NWEA assessment; (4) the student is below grade level in any subject areas measured by the end-of-year NWEA assessment but made more than one and a half years' growth in all subject areas measured by the same.

If a student does not meet the stated criteria for promotion nor any of the above exception criteria, the School Director and 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 To & Through College Counselor, Director of Special Education (for students receiving special education services), teachers,

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

student, and parents. The To & Through College Counselor will then review the Retention Prevention Plan and student progress and present the recommendation for student retention.

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:

DISCIPLINE	WESTERN: CFA GRADUATION REQUIREMENT
English Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies/History	4 credits
Foreign Language	2 credits
STEM Elective	4 credits
Fine Arts/CTE	1 credit
Physical Education	1 credit
College and Career Preparation	1 credits
Other Elective	2 credits
Total	26 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 (AZMERIT) 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.³

At the midpoint of each course, teachers will review student performance to determine which, if any, students are not meeting the above listed criteria. Parents (in this document referring to the student's legal guardian(s)) will then be initially notified of the risk for not achieving credit. Parents, teachers, and the student 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, and the teachers to encourage improvement in the student's grades,

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

achievement, or attendance. The Credit Action Plan will be documented, signed, and submitted to the School Director. Teachers will then document progress and keep parents informed regarding the interventions throughout the second half of the course. At the end of the course, teachers 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, teachers will submit those students' names and relevant documentation of Credit Action Plans to the School Director.

The School Director 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.

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, 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, 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, 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, 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, in 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.

Attendance/Tardy Policy

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 **19** 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 who are absent 25 or more days will not receive credit for the school year.

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.

Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Acceptable cause may include, with appropriate documentation, but is not limited to: service as a page in the Arizona General Assembly, service on a precinct election board on an election day, subpoena to appear in court, incarceration, in-school or out of school suspension, required religious observations, hospitalization, doctors' written order for home stay, death in the immediate family.

When children are not in the classroom, consistent and sustainable learning is impeded. Western: CFA staff and administration have made intentional attempts in bringing the importance of regular attendance to your attention. Our policy is as follows:

- 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 Warning Letter. Students who are 17th 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 Court Unified Truancy Suppression Warning Letter in the mail stating our attendance policy, a meeting with the Dean of Students will take place and Saturday Detention will be required.
- When a child has accumulated fifteen (15) or more unexcused absences in a school year, you will have to attend a mandatory C.U.T.S Conference with a Maricopa County Juvenile Probation Department Officer and Saturday Detention will be required.
- When a child has accumulated twenty (20) or more unexcused absences in a school year, 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 (only students that are 16 and under). Students 17 and older will have to attend Saturday Detention and attend CP.

- 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

Please notify the school as soon as you know your child will be absent. **When your child returns to school, a note signed by the parent/guardian must be sent with your child stating the reason and dates for the absence to ensure your child's absences are recorded appropriately.** The note should be turned in to the front office. If your child is tardy, please walk him/her to the front office and sign in. The student will then be given a pass for admittance into class.

Early release from school is only approved in the event of your child's illness, a medical appointment or a family emergency. Parents/guardians will need to come into the office to sign the student out for the day. Early dismissal and tardiness to school do count against your child's attendance.

If a student is habitually late or absent, a conference with the parent/guardian will be scheduled with the appropriate member(s) of the administrative team to resolve the attendance problem.

Excused Absences

An excused absence or tardy is one for which no negative consequence is assessed against the student. Students who are absent from or late to school for a valid reason (medical or other emergency) are required to provide valid documentation. Supporting documents may be required by the school and requested from the parent/guardian. Students must bring to the school a written excuse on the day that he or she returns to school. The note must include the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration but the student's record is marked as absent per Arizona law.

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: CFA does not provide homebound instruction or private tutors for students who are out of school for extended periods.

Procedures for Attendance

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

Valid reasons for being absent or tardy are:

- Illness or hospitalization
- Doctor's written order for home stay
- A family emergency requiring immediate attention or death in the immediate family
- Service as a page in the Arizona General Assembly
- Service on a precinct election board on an election day
- Subpoena to appear in court
- Incarceration
- In-school or out of school suspension
- Required religious observations
- School-sponsored or supported events or programs
- Excused absences may also be granted for exceptional educational opportunities or any other reason deemed necessary by the parent or guardian of a student and approved by the school. ***In these cases, it is important for students to request, in writing, an early leave at least five school days prior to the absence.*** These requests should be delivered to the school office.

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" from the main office, which they will need to enter the classroom. Students will receive a late pass at the administrative office. Late arrival to school is counted against student attendance under Arizona law.

- Students who are tardy 5 or more days will receive a phone call home.
- Students who are tardy 10 or more days will receive a phone call home and will have to attend Saturday Detention.
- Students who are tardy 15 or more days will have to stay in College Prep each day they are tardy to make up any work missed in class.

Early Dismissal

Western School of Science and Technology, Inc. recognizes that in some cases it may be necessary for students to have appointments during school hours that require them to miss school. While Western School of Science and Technology, Inc. strongly encourages parents to schedule such appointments not during school hours, in certain circumstances (listed under "Excused Absences"), Western School of Science and Technology, Inc. will excuse students early.

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.

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, 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

Moring Supervision

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

After-School Care

Western School of Science and Technology, 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 67th 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 Senior Managing Director of Operations and/or your child's advisor.

Records and Record Keeping

Student Privacy

Western School of Science and Technology, Inc. complies with all state and federal laws and regulations regarding student privacy.

Family Educational Rights and Privacy Act

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records

unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTSA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Viewing Student Records

Western School of Science and Technology, Inc. keeps comprehensive student records, which parents or legal guardians may view at any time provided a written request is submitted to the Senior Managing Director of Operations. The school will schedule an appointment within 15 school days of the receipt of the written request. Records must be viewed under the supervision of the Senior Managing Director of Operations or his or her designee and may not be removed from the school's main office.

Special education records are filed separately from main student records. Requests to view these records should be made directly in writing to the Director of Special Education.

In the case of a student withdrawal, student records will be transferred directly to the student's new institution. Under no circumstances will cumulative student files be released to parents or guardians.

Health Records

Please keep Western School of Science and Technology, 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

If there are student fees outstanding on any student account – including for lunch, activities, field trips, or any other fees – transcripts and/or report cards will not be released to the student, parent, or another school. Once balances have been paid, relevant records will be released as needed.

Admissions

Applications for New Students

According to HB2494, enacted in 2013 and which amended ARS§15-184, enrollment preference will be given to children of employees of Western School of Science and Technology, Inc., children of members of the Governing Board of Western School of Science and Technology, Inc., and children who attended another TeamCFA school, including Pioneer Prep: CFA, as both schools share an Education Service Provider.

Aside from the above-mentioned student populations, all students will have an equal opportunity to attend Western Tech: CFA. This will be ensured by a lottery system.

Beginning September 1, 2013, interested families will complete letters of intent to enroll for their students to apply. Letters of intent to enroll will only include contact information and no additional personal information. This will ensure that no other factors – including language minority, racial or ethnic background, gender, or special education status – will be taken into account in enrollment procedures. Letters of intent to enroll will be available during the publicly-advertised Open Enrollment Window, between the first business day in September 2013 and the last business day of April 2014.

If, by the end of the open enrollment window at 5 p.m. on April 30, 2014, there are more students who have completed letters of intent to enroll than openings in a given grade level, a blind lottery will be held to determine enrollment. The next day, at 9 a.m. on May 1, 2014, a third party will randomly pick names of students who submitted an intent to enroll until the grade level has been filled. After the grade level has been filled, the remainder of the forms will be picked to establish the order of the waiting list. After the lottery, families will be contacted regarding their enrollment status and will be able to officially enroll.

All forms will be provided in both English and Spanish.

Compliant with ARS §15-184, Western Tech: CFA will include all students in the lottery who have submitted the Intent to Enroll Form on time, and will enroll all students selected through the lottery who complete and submit the school's enrollment forms until a grade is full.

Should the above not be received within ten business days of the lottery, the student's spot is automatically withdrawn and the next student on the waiting list is invited to attend the school.

Applications for Re-enrollment

1. Students currently enrolled in and attending Western School of Science and Technology, Inc. in good standing (academically and behaviorally) remain enrolled for the following school year, and are not required to submit a new application or go through the lottery process.
2. Students expelled from the school for behavior problems must reapply for admission and will follow the procedures outlined above for new students.
3. Students who withdraw before the last day of the current school year must reapply for admission and will follow the procedures outlined above for new 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 hard cover and soft cover 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, Inc.'s website. Students are expected to bring basic supplies, which differ by grade level, to school.

Technology

Western School of Science and Technology, 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, 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 21st 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, 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, 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, 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, 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, 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 work stations 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, 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 for before directing students to that site. Teachers will make every effort to ensure that students are direction 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-issue 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, 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, Inc. owns all of the laptops, the software downloaded on them, and the network servers. Western School of Science and Technology, 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.) Students' personally owned laptops and other device may not be brought to school or used on campus at any time for any purpose.

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, Inc. personnel.

Additions may be made to this AUP at any time by Western School of Science and Technology, 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, 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 students' 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, 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: \$250 fee
- Lost or destroyed charger: \$25 fee
- Broken Screen: \$50

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

In the event of repairs or loss of a laptop, the student will 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 and 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, 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, 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, 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, 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, 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, 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, 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, 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 withdrawal/expulsion from Western School of Science and Technology, Inc..

Emergency Procedures

A school-wide crisis management plan is reviewed each year with all staff. Staff, in cooperation with the School Director, is responsible for the implementation of any needed procedures related to 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, Inc. complies with Arizona law requiring immediate reporting of suspected child abuse to the authorities and to the appropriate individual in charge of the school. 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, Lockdown, 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.

Lockdowns are conducted each semester. Procedures are reviewed by teachers, and practiced by children.

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 (PTSA)

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, 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, Inc., the PTSA is a separate organization, and any questions regarding its operations should be directed to its leaders.

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, 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. All medications must be 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

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.

Permission to Administer Over-the-Counter Medication

Over the counter medications (such as Tylenol, non-aspirin pain relievers, cough syrups) 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.

Prescription Medication

The school nurse or staff member responsible for student health administers prescription medications when the following specific requirements are met.

1. A signed consent form is on file to give the medication
2. Medications are to be given to the school nurse or staff member responsible for student health in a pharmacy or manufacturer-labeled container.
3. The label must state:
 - a. Student's name
 - b. Name of the drug
 - c. Dosage
 - d. Directions for use
 - e. Physician's name
 - f. Expiration date of a time-dated drug

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.

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.

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, Inc. follows isolation and quarantine regulations as prescribed by the Arizona Department of Public Health.

Health Requirements

Western School of Science and Technology, 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). Complete physicals are required before entry to the school at any grade level.

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, 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, 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

The 2015-2016 uniform selections are now available. Clothing must be clean and neat. School administrators reserves the right to decide whether or not something conforms to the dress code.

Dress Code 7th-8th

Shirts: Dark Blue or White Polo shirts are acceptable uniform shirts. Long sleeves shirts can be worn under the school uniform shirt only if it is the white. **Western: Spirit T-shirts may be purchased and worn as Uniform T-shirts on Mondays and Fridays.**

Dress Code 9th-11th

Shirts: Light Blue or Black Polo shirts are acceptable uniform shirts. Long sleeve shirts can be worn under the school uniform shirt only if it is white. **Western: Spirit T-shirts may be purchased and worn as Uniform T-shirts on Mondays and Fridays.**

Dress Code 7th-11th

Pants: Khaki, Black, or Navy Blue pants are only acceptable uniform pants. All pants must have, button, belt loop, and side/back pockets to be considered proper uniform pants. No Denim material pants or skinny jeans and sweatpants. (No short shorts are allowed)

Skirts: Khaki, Black, or Navy Blue or Blue plaid cotton, twill or wool blended skirts or jumpers are the only acceptable skirts and jumpers for girls. The hem on skirt and jumpers must be no higher than fingertip length.

Socks: Navy Blue, Black, or White socks are appropriate.

Shoes: Shoes must be closed (heel and toe)

Sweaters and Jackets: Must be uniform colored only based by grade level 7th-8th Dark Blue or White/9th-11th Light Blue or Black. Western Design Sweater or Jacket can also be worn by any grade level.

Hair: Hairstyles should not create a safety or health hazard and/or interfere with the education environment of the school.

Other Requirements:

- Hats and Baseball Caps will be allowed in the school building, but will not be acceptable inside the classroom, otherwise approved by staff. (Can lose privilege of using hats in the school building)
- Bandanas only of Western School colors are accepted only as a hair accessory.
- Other non-approved head covering are not acceptable at school (Exception: religious observance, medical reason or spirit days where they might be allowed, with approval by administration only).

Free Dress Day Policies:

From time to time, students may earn a day out of the dress code. On such days, all of the above policies apply.

- Mondays Students can wear jeans only if worn with a Western Spirit T-Shirt.
- Fridays will be dress down days with approved policies in place.

Recourse

Students whose attire may be in violation of this policy will be asked to see the appropriate school administrator. The student will be asked to remove the article in violation of this policy; if no substitute article as available, the student's parents will be informed and must provide a replacement and compliant piece of attire.

Telephone Calls, Mobile Telephones and Messages

Cellular phones and other communication devices are not permitted during the school day. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone.

Visitor Procedures

All visitors and volunteers (this includes parents/guardians) 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.

Student Discipline

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

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.
 - a. 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, or a member of administrative staff designated in writing by the School Director, 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, 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, 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.
 - a. 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. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. 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:
 - a. 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 or the School Director’s designee until it is presented at the hearing,
 - b. Returned to the parent or guardian of the student from whom it was seized,
 - c. Destroyed if it has no significant value, or
 - d. 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:
 - a. Returned to the parent or guardian of the student from whom it was seized,
 - b. Destroyed, or
 - c. Turned over to any law enforcement officer in accordance with this policy.
9. The School Director, or a member of the administrative staff designated in writing by the School Director, may request the assistance of a law enforcement officer to:
 - a. Search any area of school premises, any student, or any motor vehicle on school premises;
 - b. 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.

Expectations

Students at Western School of Science and Technology, 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, Inc.’s core values. Students will be given paycheck dollars for following core values and expectations.

Consequences

Western School of Science and Technology, 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.

Classroom Discipline Ladder

The below Classroom Discipline Ladder details the hierarchical disciplinary consequences based on breaches of school or classroom rules.

Level 1: (Advisor Referral 1-3)

First 3 Referrals are handled by advisors

Advisor Referral 1

- Restorative Conversation
- Silent Lunch or Refocus (1-2 days)
- Parent Phone Call

Advisor Referral 2

- Restorative Conversation
- Silent Lunch or Refocus (3-4 days)
- Parent Meeting
- Start ABC Worksheet

Advisor Referral 3

- Restorative Conversation
- Silent Lunch or Refocus (5 days)
- Behavior Intervention (Acceleration) (Reflection piece during Acceleration or Elective)
- Parent Meeting and conference with teachers involved & Dean of Students
 - Discuss transition to next level of discipline ladder
- Continue with ABC & Submit to Dean of Students

*****Depending on the severity of the referral and the action of the student, at anytime the referral can go straight to the Dean of Students.**

Level 2: Discipline Referral 4-6

Referral 4 (Discipline Referral)

- Discipline Referral to Dean of Students
- Continue ABC worksheet
- Discipline on Record (Officially on file)
- Restorative Conversation & Intervention Option
- Behavior Consequence: (ISS/OSS)- follow up with advisor before returning to class
- Parent/Student Meeting (w/ Dean of Students & Advisory) to **Introduce Achievement Plan**

Referral 5 (Discipline Referral)

- Discipline Referral to Dean of Students
- Continue ABC worksheet
- Discipline Record
- Restorative Conversation
- Behavior Consequence (ISS/OSS) - follow up with advisor before returning to class

- Counselor/Student conference
 - Screening for supports (in and outside help)
 - Who at Western can best support?
- **Adjust Achievement Plan**

Referral 6 (Discipline Referral)

- Discipline Referral to Dean of Students
- Discipline Record
- Restorative Conversation
- Behavior Consequence (ISS/OSS) - follow up with advisor before returning to class
- Parent Contact
- Parent Shadow Day with Student
- Meeting to discuss Level 3 consequences w/ Dean of Students, Advisor & Director
 - Discuss next level of ladder
- **Revisit & possibly Adjust Achievement Plan**

Level 3: Discipline Referral 7-9

Referral 7 (Discipline Referral)

- Discipline Referral to Dean of Students
- Discipline Record
- Behavior Consequence (OSS)
- Home Visit/Parent Meeting - Positive Protocols
- Outside Resource Help
- Restriction of participation in after school and/or extracurricular activities

Referral 8 (Discipline Referral/Suggestion for Board)

- Discipline Referral to Dean of Students
- Discipline Record
- Behavior Consequence (OSS)
- Restriction of participation in after school and/or extracurricular activities continue
- Parent Meeting Before Student is Allowed to Attend Class
- Promotion participation/graduation participation

Referral 9 (Discipline Referral)

- Referred to School Board

Referrals To Dean of Students:

- Bomb/Facsimile Possessions or Bomb Threat
- Possession of a Weapon
- Possession of, Use, or Sale of Any Drugs
- Assault on any Student, Staff Member, or Other
- Theft, Robbery or Extortion
- Sexual Assault
- Fighting (excessive pushing or shoving, kicking or throwing objects)
- Pulling Fire Alarm Falsely
- Excessive Insubordination
- Use of Fire
- Excessive Vandalism
- Hazing

- Alcohol or Tobacco Possession or Usage

Major Behavior Consequences

The following is the hierarchy of major behavior consequences:

- In-school Suspension (up to 3 days)
- Out-of-school Suspension (up to 10 days)
- Expulsion.

If a student commits any of the following behaviors, he or she is immediately removed from the learning environment referred to the Dean of Students. There will be a mandatory parent conference.

- Bomb/Facsimile Possession or Bomb Threat
 - Mandatory Police Referral and Expulsion
- Possession of a Weapon (including but not limited to firearms, knives, blades, razors, mace/tear gas, pepper spray, or any other dangerous objects) including replicas and fakes
 - Mandatory Police Referral and Expulsion
- Unlawful Possession of, Use, or Sale of any Drug as defined in A.R.S. §13-3401 and 3451
 - Mandatory Police Referral and Expulsion
- Assault on any Student, Staff Member, or Other
 - Mandatory Police Referral and Expulsion
- Robbery or Extortion
 - Minimum Expulsion
- Sexual Assault
 - Minimum Expulsion
- Hitting, Biting, Spitting Indoors or At Someone, Shoving, Kicking, or Throwing Objects Indoors or At Someone
 - Minimum In-school Suspension (1 day); Maximum In-school Suspension (3 days)
- Fighting
 - Minimum Out-of-school Suspension (3 days); Maximum Out-of-school Suspension (10 days)
- Threatening another Student
 - Minimum In-school Suspension (3 days); Maximum Out-of-school Suspension (10 days)
- Pulling Fire Alarm Falsely
 - Minimum Out-of-school Suspension (5 days); Maximum Out-of-school Suspension (10 days)
- Gambling
 - Minimum In-school Suspension (1 day); Maximum Out-of-school suspension (1 day)
- Insubordination (including walking away or talking back to a staff member, failure to comply with staff member directions, refusing to report to the office, and open defiance of authority)
 - Minimum In-school Suspension (1 day); Maximum Out-of-school Suspension (1 day)
- Misrepresentation
 - Minimum In-school Suspension (1 day); Maximum Out-of-school Suspension (1 day)
- Theft
 - Minimum Out-of-school Suspension (3 days); Maximum Expulsion
- Use of Fire

- Mandatory Expulsion
- Vandalism
 - Mandatory Monetary Restitution
 - Minimum Out-of-school Suspension (1 day); Maximum Out-of-school Suspension (10 days)
- Hazing
 - Minimum Out-of-school Suspension (3 days); Maximum Out-of-school Suspension (10 days)
- Plagiarism or Cheating

First offense:

 1. Scholar will receive an educational review of plagiarism
 2. Scholar will redo the assignment- receive a max score of 70%
 3. Parents will be notified of incident
 4. Teachers will be notified of incident (Tara as well)
 5. Step in Dean's List

Second Offense:

 1. Scholar will meet with the Academic Counselor
 2. Parents will be called for a meeting with teacher, scholar, counselor
 3. Scholar will redo the assignment Mastery Check and Plagiarism Check but will receive a 0% on the assignment
 4. Scholar may be assigned mandatory tutoring

Third Offense:

 1. Scholar will receive 1 day ISS Referral. Scholar will redo the assignment (Mastery Check and Plagiarism Check) 0% for assignment
 2. Parents will be called for a meeting with scholar and Dean of Students
 3. Scholar may receive no credit for the class for semester- determined by Founding School Director, Academic Counselor (Sped Director/Gen Ed Teacher if applicable)
 4. Scholar may be assigned Reteach and Enrich during Academic breaks

Fourth Offense

 1. Regular Discipline Policy
- Leaving Class Without Permission
 - Minimum In-school Suspension (1 day); Maximum In-school Suspension (3 days)

Alcohol & Tobacco (including paraphernalia)

***First Instance:**

- Minimum Out of School Suspension (2-5 Days)
- Referred to Substance Abuse Online Education (8 Hour Class)
- *** Loss of Privilege of Backpack/Sport Bag

***Second Instance:**

- Minimum Out of School Suspension (10 Days)
- Referred to Substance abuse Online Education (12 Hour Class)
- Loss of Privilege of Any After School Event or Activity

***Third Instance:**

- Expulsion

Alcohol or Tobacco Distribution

- Minimum-Expulsion

*****Drugs Possession**

First Instance

- 10 Day (OSS) Suspension
- 16 Hour Substance abuse Online Education

2nd Instance

- Expulsion

Drug Usage or Distribution on school grounds

- Minimum-Expulsion

Students with any of the above misbehaviors will be placed on an action plan at a conference with the Dean of Students, Student, and Parent/Guardian.

Open Defiance or Repeated Disruption

- At least five instances of open defiance of authority or disruptive or disorderly behavior must exist for it to be considered “continued.”
- Fifth Instance: Minimum – Referral to a school-provided Behavior Coach.
- Seventh Instance: Minimum – Out-of-School Suspension (1-3 days); the school reserves the right to impose a longer suspension or expulsion in this instance.
- Eighth Instance: Minimum – Out-of-School Suspension (4-9 days); the school reserves the right to impose a longer suspension or expulsion in this instance.
- More than Eight Instances: Minimum – Out-of-School Suspension (10 days) and Maximum – Expulsion.

Discipline for Off-Campus Actions

Western School of Science and Technology: A Challenge Foundation Academy, Inc. reserves the right to enforce the policies, procedures, and rules below for instances occurring on campus and in the vicinity of campus.

Expulsion

Forms and processes for appealing expulsion are available in the school office, and are outlined in Arizona statutes.

Notification of an expulsion hearing before the administration will be sent in accordance with Arizona State Law. Formal findings from such a hearing will be explained in writing to the parents and the School Director of Western School of Science and Technology, Inc. with stipulations outlining the length of the expulsion.

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Directors as specified in Arizona State Law. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the School Director of Western School of Science and Technology, Inc. shall notify the head of the receiving school of the reasons for the pupil’s expulsion.

Procedural Due Process

Procedural Due Process is afforded to all students subject to discipline and includes the following:

1. Opportunity to respond to charges in front of a qualified teacher or administrator of the school
2. Opportunity to present witnesses
3. Notification of all evidence
4. Notification of formal outcome within a certain number of days of hearing

Procedures for all Expulsion Hearings

1. A presentation of the evidence against the student is stated by the Hearing Officer (School Director or Administrative designee) at the school.
2. A presentation by the student and parent or parent's designee (individual) of any defense or mitigating circumstances.
3. Submission of written statements from any person in defense of the student accepted by the Hearing Officer. The student may present witnesses and evidence in rebuttal of the school's allegation to the Hearing Officer.
4. The Hearing Officer records a summary of the facts and disputed evidence.
5. Failure of the pupil and/or parent to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer (Head of School or designee). A decision is rendered on the evidence available.
6. On the day of the hearing, a presentation detailing the reasons for the decision is given to the student and parent or guardian. Formal findings from the Hearing Officer will be mailed within 10 days of the hearing. The decision may authorize return to school at an earlier date, and may include an alternative educational plan or an evaluation request under Chapter 766.

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.

Parent Involvement Policy

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

Parents have the right to be involved and participate in their child's educational experience. Parents will be informed of their rights under Title I, if the school is participating in Title I programs. The School Director will present the information. Parents will receive information on all parent programs a minimum of one week in advance. 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. 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. 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 and Board of Directors. Parents will be informed of teacher professional development days through the Western Word. Professional development of teachers includes ways to build a successful communication bridge between the school and home. Parents will sign the **Western School of Science and Technology, 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 by phone or email. If the issue is not resolved after meeting with the School Director, the parent should contact the Board of Directors by phone or email. Dates for all board meetings will be posted online.

Cyber-Bullying

Bullying—in any form—will not be tolerated on school grounds. It disrupts the learning environment and adversely affects the quality of a student's education. It harms the victim, the students exposed to it, and, in many cases, the actual bully. Pursuant to the findings above and Arizona Revised Statutes §15-341.38, Pioneer Preparatory School: A Challenge Foundation Academy adopts the following definition and policies.

Cyber-Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include, but are not limited to:

Sending false, cruel, vicious messages

Creating websites that have stories, cartoons, pictures and jokes ridiculing others

Breaking into an email account and sending vicious or embarrassing materials to others

Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.

Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure while learning. Cyber-bullying and/or electronic harassment will not be tolerated. Actions deliberately, threatening, harassing, intimidating an individual or a group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property, or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in cyber-bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, the too may be included with the above forms of electronic communication.

Consequences will be dealt for cyber-bullying and/or electronic harassment that:

- Occurs on school grounds, on school property, or during school events, not limited to but including field trips and athletic events; or,
- Affects the learning environment.

Cyber-Bullying will result in an automatic Referral to the Dean of Students with minimum In-school Suspension of 3 days and maximum Out-of-school Suspension for 5 days.

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, 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 trainings 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:

- Charles Kaplan
- 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 with homeless child/youth and their family 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 2015-2016 Western School of Science and Technology, 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, Inc. policies, regulations and guidelines.

I/We are aware that Western School of Science and Technology, 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 2015-2016 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 homeroom teacher by the beginning of the second week of school. New and transfer students registering after the start of the 2015-2016 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, 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, 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, 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, Inc.

Parent Signature

Date

Western School of Science and Technology, Inc.
6515 West Indian School Road
Phoenix, AZ 85033