



FAMILY HANDBOOK

Revised November 20, 2018

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ETHOS ACADEMY SCHOOL OVERVIEW

Introduction

Ethos Academy was founded in 2015, its Charter Network, Team CFA was founded in 1988. As a school community, we work as a team to ensure that each child enjoys, honors, and benefits from his/her experiences as a student at Ethos Academy. The experiences here serve as some of the finest opportunities available in any public school.

At Ethos Academy, 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 school. Please read through the handbook carefully, discussing the expectations and resources with your child.

We are excited to have you as part of our learning community, and look forward to working together for the success of each child.

Mission Statement

Ethos Academy will prepare and empower students to succeed in college and 21st century careers by providing strategic academic programs, developing exceptional educators, engaging family members, and building community partnerships.

School Contact Information

Ethos Academy
A Challenge Foundation
Academy 8840 North 43rd
Avenue
Phoenix, AZ 85302
Phone: 623-249-3211
Fax: 623-249-3209
ethos.teamcfa.school

Non-discrimination Policy

It is the role of Ethos Academy to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violation of civil rights disrupt the educational process and will not be tolerated and will result in disciplinary action.

Note: Ethos Academy reserves the right to amend and make addendum to the *Ethos Academy Family Handbook* at any time without notice.

Statement of Purpose

Families living in Arizona have the option of choosing a school that requires a commitment of students, parents, and all staff members in the form of a compact. Every stakeholder accepts this responsibility and commitment. The Core Knowledge Sequence, the main component of our curriculum, is aligned with the Arizona State Academic Standards and was chosen to enable parents to guide their children toward a higher level of academic achievement. We believe that if all children have a solid base of knowledge early on, the academic foundation will be in place to be college ready. It is our goal to provide a school that accommodates parents' work schedules and offers a rigorous academic program for their children.

Academic Information

The school year is 183 days and is divided into four grading periods. Report cards are distributed at the close of each quarter, with two opportunities (or more as needed) for Parent Teacher Conferences set during the year.

Scheduled Days August 6, 2018 - May 24, 2019

The school calendar, which shows the last day of school as May 24, 2019, does not include days for inclement weather. If additional days are used due to inclement weather, the calendar will be adjusted depending on the number of additional days required.

Grading Scale for Kindergarten -- Grade 8

| Letter Grades | Percentage |
|----------------------|----------------------|
| A | 100 - 90 |
| B | 89.9 - 80 |
| C | 79.9 - 70 |
| D | 69.9 - 60 |
| F | 59.9 or lower |

Admissions

[A.R.S. 15-184](#)

Ethos Academy has an open enrollment policy and will enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. Students are eligible to attend regardless of their district of residence. Ethos Academy is a publicly funded charter school that does not charge tuition.

Open enrollment is on a first come first serve basis and is contingent on available classroom space. Families of returning students have priority for class placement. Enrollment preference will be given to children of employees of Ethos Academy, children of members of the Governing Board of Ethos Academy, and children who attended another Team CFA school. Aside from the above-mentioned student populations, all students will have an equal opportunity to attend Ethos Academy: CFA.

Timely applicants that exceed the capacity of a program, class, grade level or building will be placed on a waiting list and selected through an equitable lottery system.

Attendance

[A.R.S. 15-901\(A\) \(1\)](#)

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.

Arizona State Law requires that every person from six (6) to sixteen (16) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Students must attend classes a minimum of 90% of the school year. This means students should be absent no more than 18 days in a school year, whether they are excused or unexcused absences. Although students should be absent or late only when necessary, students who are ill should not come to school, especially if their illness is contagious.

Parents or guardians must call the Absent & Tardy Line (623-249-3211) if their child will be absent or tardy.

Excused Absences

[A.R.S. 15-807](#)

An excused absence or tardy is one for which no negative consequence is assessed against the student. Being absent from school for one day, or even from one class period, without acceptable cause is truancy.

In order for absences relating to illness, doctor appointment, bereavement, family emergencies or school approved family vacations to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student. Students who are absent from or late to school for a valid reason (medical or other emergency) are required to provide advance notice and specifically identify the reason for the absence for school record keeping purposes.

Supporting documents, such as a doctor's note, may be requested by the school from the parent or guardian. When requested, students must bring a written excuse on the day that he or she returns to school and turned in to the front office. The note must include the date or time and reason for the absence.

Please note, early dismissal and tardiness to school count against your child's attendance. **Notification of the tardy or absence does not ensure that the absence will be excused.** 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.

Absence for Religious Reason

Students may be excused from school attendance for religious purposes, including participation in religious exercises or required observances. Such absence will only be excused if the student's parent/guardian has given written consent and the religious exercise or observance takes place at a suitable place away from school property designated by the church or religious denomination or group.

Early Release

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 remainder of the day.** Picking your child up early without a valid reason is highly discouraged and will result in an unexcused departure/absence.

Unexcused Absence:

The state requires the school to administer consequences for excessive absences and tardiness. Further, the state penalizes the school if the school's average attendance falls below the 90% level.

Our policy is as follows:

- When a child has accumulated five (5) or more unexcused absences and/or tardies in a school year, parents/guardians receive a phone call home;
- When a child has accumulated seven (7) or more unexcused absences and/or tardies in a school year, parents/guardians receive a letter in the mail stating our attendance policy;
- When a child has accumulated ten (10) or more unexcused absences and/or tardies in a school year, the parent/guardian must meet with the school administration and our truancy officer to work on improving attendance;
- When a child has accumulated fifteen (15) or more unexcused absences and/or tardies in a school year, a formal letter is sent home stipulating that a referral to the Department of Child Safety (DCS) is pending, and that the child is in jeopardy of repeating the grade.

Excused Tardy:

Attendance is taken daily at 8:00 a.m. Students arriving after 8:00 a.m. must get a pass from the office before continuing to the classroom, and are marked tardy.

Parents or guardians are to call the Absent & Tardy Line (623-249-3211) if their child will be tardy.

Unexcused Tardy:

Failure to call or provide a written explanation will automatically be considered unexcused tardiness.

Truancy Statute:

[A.R.S. 15-803](#)

- A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
 - 1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).
 - 2. The child is accompanied by a parent or a person authorized by a parent.
 - 3. The child is provided with instruction in a homeschool.
- B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- C. As used in this section:
 - 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
 - 2. "Truant" means an unexcused absence for at least one class period during the day.
 - 3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

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 in a time determined by the teacher of record.

The director and administrative team will follow-up and investigate all unexcused absences, including late arrivals and early dismissals. 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.

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.

Ethos Academy will provide bus transportation that follows a designated route, which will be determined by enrollment. Bus route information will be distributed at student orientation in July. Bus transportation will be on a first-come-first serve basis.

Lost and Found

There is a lost and found box located in the office. Parents of K - 8 students are to clearly mark all of their child's belongings with his/her first and last name.

Lunch/Recess

Ethos Academy students are offered a nutritious half-hour lunch between 10:30 a.m. and 12:00 p.m. daily, depending on their classroom and grade level. Additionally, children are offered breakfast daily from 7:30 - 7:45. Breakfast will not be served after 7:45 a.m.

MORNING / AFTERNOON SUPERVISION

Before School Care

Ethos Academy will offer before school care between 6:30 a.m. and 7:15 a.m. The cost is \$5 per morning or \$15 per week per student. Accounts must be paid in advance. Students are not permitted to be on campus before 6:30 and parents must ensure an adult staff member is present when the student is signed in.

Once students arrive at school, they are not allowed to leave the school grounds for any reason without escort by their parent/guardian, and without being signed out. Doing so will result in students being marked as unexcused.

After School Care

Ethos Academy will offer after school care between the hours of 3:30 - 5:30 p.m. Kindergarten and First Grade students will be able to start this program at 3:00 p.m. The cost is \$8 per day or \$25 per week. Accounts must be paid in advance.

School Calendar

The school calendar for 2018-2019 can be accessed on our school website at ethos.teamcfa.school. Changes may be made as deemed necessary due to inclement weather and/or emergencies through written notice to parents.

STUDENT PROGRESS

Assessment

Continuous evaluation of student learning is an integral part of the instructional process at Ethos Academy. 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.

NWEA

Ethos Academy administers NWEA (Northwest Evaluation Association), a national online assessment, three times each school year to students in grades K - 8. The assessment provides online data to teachers for use in measuring the growth and proficiency of individual students and provides important resources in planning for the needs of every child and ensuring continuous academic achievement.

NWEA is aligned to College and Career readiness standards.

Interim Progress Reports

Ethos Academy believes in having constant, relevant communication with parents throughout the school year. Interim Progress Reports will be issued upon request by the parent or as deemed necessary by the teacher.

Family Academic Night

Family Academic Nights are held twice each year. These group information nights will allow parents to learn about the academics being taught in his/her students classroom. Information will be sent home on times and dates. Individual meetings **must** be made by appointment only. 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 through the school website and teacher communications.

Report Cards

Report cards are distributed four times a year, shortly after the end of the grading term. Parents have the option to meet with the child's teacher to review and receive the report card. Report cards list a student's proficiency for each of the standards identified for mastery during that term, his/her attendance records, and a discussion of the student's behavior and social developments.

Character Traits

Every student at Ethos Academy is involved in a campus-wide program that teaches and demonstrates the following character traits:

1. **Honesty**
2. **Respect**
3. **Perseverance**
4. **Courage**
5. **Discipline**
6. **Compassion**
7. **Humility**
8. **Loyalty**
9. **Forgiveness**

Evaluation of social skills and work habits is facilitated by the classroom teacher with input from all specialists who teach the student. The child's social skills and work habits are recorded on the midterm reports and each report card.

BOOKS AND SCHOOL SUPPLIES

Books

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

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

Financial Assistance

Limited financial assistance may be available in the form of scholarships for field trips, uniforms, and supplies. Please contact the front office for specific information on each scholarship opportunity.

Supplies

Before the beginning of the school year, a student supply list will be posted on the Ethos Academy website and also mailed to each family. Students are expected to bring basic supplies, which differ by grade level. Teachers may request additional supplies throughout the school year.

CURRICULUM

Curriculum Overview

Ethos Academy curriculum promotes academic, physical, social, emotional, and ethical growth. Our dedicated faculty nurtures the building of self-esteem at every opportunity - inside or outside the classroom, encourages learning and achievement, and fosters a positive, caring attitude toward others by nurturing the values of cooperation, character, and diversity.

Core Knowledge will be the basis for the core of all instruction in all academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship. The skills of reading, writing, abstract reasoning, and math are emphasized. The curriculum is designed to establish a balanced, well-rounded education in the following areas:

Kindergarten and 1st Grade: Phonics, Reading, Math, Writing, Social Studies, Science, Physical Education, Art, and Spanish

Grades 2 - 8: English, Math, Reading, Writing, Social Studies, Science, Physical Education, Art, and Spanish

Homework

Students are responsible for completing homework assignments. Any student who does not arrive in class prepared with his or her homework regularly will be put on an action plan, in cooperation with the student's parents and teacher.

English Language Learners

If a student's enrollment papers indicate that the student speaks another language predominately, the student will need to be assessed for his/her English fluency. This will be done within 60 days of enrollment. Upon assessment, the student will be classified as either English Proficient or English Learner. English Learners will be placed in a classroom with other English Learners to assist with their English Fluency progression. Parents are permitted at any time to request a meeting to discuss his/her child's assessment and classification.

Pursuant to A.R.S. 15-751 through A.R.S. 15-756, all children will be taught in English speaking classrooms, and all English learners will be placed in Structured English Immersion (S.E.I.) classrooms. All of our teachers have been trained for the necessary methods these classrooms require. The instruction is designed to best develop student's mastery of the English language.

Before the end of the school year, all English Learners will be reassessed for their English proficiency. If they test above the publisher's designated score for their grade level, they will be reclassified as English Proficient. Ethos Academy will monitor the students for 2 years after fluency is achieved to be sure he/she is still staying above the acceptable level for their grade. If, at any time, he/she falls below the acceptable range, the student will be reclassified as an English Learner and a meeting will be scheduled with the parents to discuss the best academic options for their child.

If your child is classified as an English Learner and you do not want him/her to participate in a English language program, a waiver must be obtained by the Front Office exempting them from the program. There are three acceptable reasons that your child could be excluded from the classroom.

- The child already knows English, and his/her results meet the requirements for the grade level.
- The child is ten years of age or older.
- The child has special individual needs (physical or psychological) that would hinder his/her ability to be involved with an alternate course of English acquisition and education.

GENERAL INFORMATION

Directors Board of Directors Meetings

The school's Board of Directors holds the charter to Ethos Academy. It sets the policies of, manages the affairs of the charter school. Meetings are open to the public, with the exception of executive sessions. Notices for the meetings are posted in the front offices and online at least 24 hours prior to each meeting.

HEALTH POLICIES AND PROCEDURES

Administration of Medication:

The health department in our 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 Ethos Academy.

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.

Ethos Academy's Board of Directors has established the following policies and procedures governing the administration of a prescription medication or a patent or proprietary medication to students by employees. For the purposes of this policy, "administration of a prescription medication or a patent or proprietary medication" means the giving of a single dose of medication or the giving of a treatment package in its original container.

No medications, whether prescription or over-the-counter, are given without written consent from parents or guardians. Medication that has to be given during school hours MUST be brought to the nurse's office before school and stored in a cabinet or refrigerator. 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 for a parent to pick up within one week. After that, it will be destroyed.

Prescription Medication

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.

The school health aide 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 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 health aide, or assigned staff, will work with the instructional staff to maintain consistency in the child's medication schedule.

Permission to Administer Over-the-Counter Medication

Over the counter medications (such as Tylenol, non-aspirin pain relievers, cough syrups) at school should be restricted to only when necessary. These are to be provided by the parent. The office **DOES NOT** keep any medications of any type on hand.

Parents must sign a permission form from the school health aide authorizing dispensing over-the-counter medication for headaches or other common ailments.

Transporting of Medication

Primary students (K - 8) **MAY NOT** transport their own prescription or over-the-counter medications. It is always best that a parent or guardian bring medications directly to school. The medicine will need to be given to the health 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.

Ethos Academy follows isolation and quarantine regulations as prescribed by the Arizona Department of Public Health.

Doctor/Dentist Appointments

All appointments are strongly urged to be after school hours. If this is not possible, a parent or a designated guardian must come to the school office to pick up a student for a medical or dental appointment. Students will not be released unless an authorized person listed on the emergency card is present and shows a photo identification.

Health Requisites

Ethos Academy follow 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 for their children.

Illness and Exclusion Policy

If a student shows any symptoms of illness, such as a temperature of 99°F+, 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 health 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

- A limited amount of clothing is available in the health office for children when accidents occur. If your child needs to use these items, they need to be **laundered and promptly returned to the school office.**
- If your child becomes ill or injured, it is imperative that the office has **three (3)** legitimate contact numbers on file. The nurse'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 - within one hour.
- Ethos Academy 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 health office.
- DO NOT send your child to school if they had a fever above 99 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

Ethos Academy works with the state and local health agencies to conduct age appropriate health screenings. These tests are carried out under the supervision of the health aide 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

Computer/Internet Policy

Use of Ethos Academy's computer network is a privilege, not a right. Students may use the computers as long as they observe the rules as outlined below. The network belongs to the school and all student accounts on and/or use of the network may be monitored. Communications on the network may be accessed by the school, and students should not expect that files stored on school equipment will always be private. General school rules for student behavior, conduct and standards will apply. Students using the school's computer network are responsible for their behavior and communications over these networks. Failure to follow these rules will result in discipline, which may include loss of computer network privileges, detention, suspension, or expulsion per the Code of Conduct.

1. The network is to be used only for activities that support education and research related to assigned schoolwork.
2. The network is not to be used for any illegal purpose. Illegal activities include tampering with the computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
3. Copyrighted material is not to be copied without permission. Copyright laws and regulations regarding software, information, and attribution of authorship are to be respected. No software other than what is provided by the school may be installed.
4. Any use of the network that involves obscenity, profanity, racism, sexism, personal attacks, harassment, or offensive messages or pictures is prohibited. Any such content found will result in appropriate discipline, which may include immediate loss of privilege, detention, suspension, and/or expulsion.
5. Passwords and/or accounts are not to be shared. Violations of the policy that can be traced to an individual account will be treated as the sole responsibility of the owner of the account.
6. It is against policy to attempt to use the accounts and passwords of other, using pseudonyms, anonymity, or attempting to access information of others.
7. It is against policy to knowingly degrade the performance of the network. Electronic chain letters and "mail-bombs" are prohibited.
8. Students who have knowledge of violations of these policies must report the information immediately to the teacher, principal, or system operator.

Dress Code

The 2018-2019 uniform selections are now available. Uniform shirts are available for purchase in the Ethos Academy office. Clothing must be clean and neat. The school director reserves the right to decide whether something conforms to the dress code.

Dress Code for Students in Grades K - 8

Shirts - black, grey, and red polo shirts with an approved Ethos Academy logo purchased from Ethos Academy are the only acceptable uniform shirt. T-shirts may be worn under the Ethos Academy school uniform shirts. On designated Fridays and/or special events, Ethos Academy T-shirts or T-shirts representing a 4-year college or university may be worn.

Pants/Shorts - khaki /dark navy blue/black pants/shorts are the only acceptable uniform pant or short. They must be securely fastened at the waistline and straight-legged. Sagging pants or shorts are *not* acceptable. Pants/shorts are not to drag on the ground. Denim or sweatpants of any kind **are not** permitted.

Skirts or Jumpers - khaki, dark navy blue or black cotton, twill, or wool blend skirts or jumpers are the only acceptable skirts and jumpers for girls. The hem on skirts and jumpers must be no higher than 2" above the knee.

Tights - solid navy blue or white tights/leggings may be worn underneath skirts or jumpers. Please note that leggings are only allowed to be worn under skirts and jumpers. **Leggings are not allowed to be worn as a substitute for uniform pants.**

Hair - all students' hair must be neat, clean, and well-groomed. Hairstyles should not create a safety or health hazard and/or interfere with the educational environment of the school.

Shoes - shoes must be solid color tennis shoes with non-marking soles. Shoes must be closed (heel and toe) and sturdy. No heels, wheels, glitter, lights, or boots.

Girls may wear black or brown Mary Janes.

Socks - navy blue, black, or white crew socks are appropriate. All students must wear socks.

Other Requirements:

- Only solid white, solid dark or light blue short-sleeved shirts may be worn under shirts.
- Earrings for girls are limited to two pair in the lobe area only. Two pairs of studs OR 1 pair of studs and one hoop or dangling - no more than 1" in diameter and no longer than 1" in length.
 - Girls may only wear fingernail polish that is clear or very light in color (no red, blue, black, green, orange, or purple).
 - Cosmetics must be reasonable and modest and only worn by girls in 6th-7th grade (The Director has complete discretion to determine whether the cosmetics are reasonable and modest).
 - Students may not wear mohawks or similarly unusual hairstyles; unnaturally colored hair; spikes; or bandanas or other non-approved head coverings at school (exception: religious observance; medical reasons; or spirit days where hats are allowed).
 - Boys may not wear earrings, nail polish, or cosmetics (exception: for drama performances or performing arts events).
 - Students may not wear visible "body piercing" jewelry.

- Backpacks, lunch boxes, and purses should not have inappropriate writing (subject to Director's discretion), dangling keys, chains, etc. on them. Please keep school colors in mind when making purchases.
- Students are not allowed to draw or write on themselves.
- Hats, scarves, and gloves are allowed in winter while students are outside. Keep school colors in mind. Blankets and wraps may not be brought to school.

Students needing a religious accommodation or other exception from the dress code must submit to the Director, in writing, a request for such accommodation or exception and the basis for the request.

Use of Telephone Calls, Mobile Telephones, and Messages

Cellular phones and other communication devices are not permitted during the academic school day. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone. Students are not allowed to call home to receive permission for field trips or for forgotten class work.

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.

Student Discipline

Ethos Academy's student discipline policies and guidelines are executed in accordance with applicable state and federal law. Copies of Ethos Academy's Code of Conduct are available in the front office.

Search and Seizure Policy

1. The School Board recognizes that the privacy of the students and their personal belongings should 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 that 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 the Code of Conduct; or
 - ii. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers 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. They 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 administrator or 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 the administrative team designated in writing by the 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 for a search. When 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 team, 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 director, or another member of the administrative team, may search the person of a student during a school activity if the director 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 jacket, purse, or backpack, and/or
 - iii. A "pat down" of the exterior of the student's clothing by an adult of the same sex and witnessed by an adult of the same sex.
 - b. Students may be required to remove any outer layer of clothing, such as a coat, jacket, belt, or shoes, and such outer layers may be searched.
 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. An adult 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 adult 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 during a search conducted in accordance with this policy that 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 director or the 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 during a search conducted in accordance with this policy that, 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 director, or a member of the administrative team designated in writing by the 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 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.

Core Expectations

The following directives, known as the “**Core Expectations**,” represent basic beliefs of Ethos Academy, which all students are expected to follow. These rules apply at all times that the school is responsible for the students, including any off-site, school-sponsored functions such as field trips, sporting events, and overnight retreats.

1. Respect Yourself
2. Respect Others
3. Respect Your Surroundings

Office Referrals

It is at the discretion of the teacher to refer a child to the administration for intervention of inappropriate behaviors. Administration will talk with the child, as well as others involved, to understand the circumstances surrounding the incident.

Depending on the circumstances that caused the referral, a student may remain at the office for a brief “time out” period, or may receive another form of consequence. These may include detention, in-school suspension, out of school suspension, or expulsion. Conflict resolution, individual, and/or group counseling may be involved as a component of Ethos Academy’s intervention strategies. Upon each referral to the administration, the parent or guardian will be called and informed of the incident as well as the consequences. It is a shared responsibility of the parents to teach and model Ethos Academy’s Core Expectations.

Suspension

The following are some types of behaviors that will result in immediate suspension:

- Fighting.
- Biting.
- Forgery.
- Disrupting the educational environment or otherwise willfully defying the valid authority of staff, teachers, or other school officials.
- Stealing or attempting to steal school property or private property.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Sexual advances, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
- Causing or attempting to bring harm to another through hate language.
- Habitual misbehavior.

- Bullying.
- Hazing.

Ethos Academy reserves the right to suspend students for behaviors not listed above if the nature of the behavior merits suspension. Suspensions will be in-school or out-of-school as specified in the referral communications to parents. Parents may be required to return to school with their child to meet with members of the administrative team as specified. For a long-term suspension exceeding ten (10) days, the student will be provided with the same procedural due process used for expulsions, including a hearing before a Hearing Officer.

Expulsion

It is impossible to list all possible behaviors that may result in a student being expelled from Ethos Academy. The following behaviors are some of the types of behavior that may result in a student being expelled from the school:

- Causing serious injury to another person
- Habitual misbehavior
- Possession, use of, sale of, or furnishing any firearm, knife, explosive or other dangerous object
- Unlawful possession of, use, or sale of any controlled substance
- Causing, attempting to cause, or threatening to cause physical harm to another
- Causing or attempting to cause damage to school property or private property
- Possessing or using tobacco, alcohol, or a controlled substance
- Robbery or extortion
- Offering, furnishing, or sale of any drug paraphernalia
- Criminal behavior
- Threats of a terrorist nature, hate violence, or hate crimes
- Sexual assault
- Battery

Ethos Academy reserves the right to expel students for conduct not listed above if the nature of the behavior merits expulsion. Contact the school office for information.

Ethos Academy 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.

If a student allegedly engages in behavior meriting expulsion, Ethos Academy will notify the student's parents of the scheduled expulsion hearing. The school will provide the student and parents procedural due process, as described below, during the hearing. Formal findings from such a hearing will be explained in writing to the parents and the Director of Ethos Academy and will notify the parents of the discipline imposed, including the length of the expulsion if the student is expelled.

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Directors. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Director of Ethos Academy shall notify the head of

the receiving school the reasons for the pupil's expulsion.

Procedural Due Process

Procedural Due Process, which includes notice of the charges and an opportunity to be heard, is afforded to all students who are subject to discipline. With respect to students who are subject to expulsion, procedural due process includes the following:

1. Opportunity to respond to charges in front of a qualified hearing officer
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 Hearing Officer will be assigned by the Board to hear the case.
2. A presentation of the evidence against the student by a school employee or other representative of the school.
3. A presentation by the student and parent/guardian or parent/guardian's designee (individual) of any defense or mitigating circumstances.
4. 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.
5. The Hearing Officer records a summary of the facts and disputed evidence.
6. 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 (Director or designee). A decision is rendered on the evidence available.
7. Following the hearing, the hearing officer will present findings of fact and a recommendation to the board and the board will meet in executive session to consider the hearing officer's recommendation and make a final ruling.

General School Rules and Policy

Ethos Academy supports the growth and development of all students, fostering a community of learners who value character and a growth mindset. Ethos Academy celebrates the unique differences of our children and recognizes positive growth in all areas - academic, social, and emotional. One of the primary goals of the staff is correcting the negative choices and teaching the appropriate expectations related to students' choices, to achieve the desired outcome.

Policies and consequences consistent with our mission are necessary to ensure a safe learning environment for every child.

Inappropriate Behavior

Examples of inappropriate behavior include, but are not limited to:

- Disrespectful or inappropriate talk and actions
- Disobedience
- Misusing school equipment, or that of others
- Running in class, or in hallways
- Littering
- Teasing
- Horseplay
- Bullying
- Sexual harassment
- Hazing

Teachers will discuss any unacceptable behavior(s) with the offending student and parents will be contacted to work together towards a resolution. If the child's behavior problems continue, a referral to the office administration may occur.

Hazing Prevention

Hazing is strictly prohibited. For the purposes of this policy, "hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

The prohibition on hazing includes hazing, solicitation to engage in hazing, and aiding and abetting another person who is engaged in hazing. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

Violations of this Policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Any student, teacher, or staff member who witnesses or becomes aware of a violation of this policy should report such violation immediately to an administrator. The School will promptly investigate any and all allegations of policy violations. Investigations may include interviewing students and any other

witnesses, collecting statements from students and any other witnesses, and reviewing any recordings, documents, and/or other evidence of the facts and circumstances surrounding the alleged policy violation. If the School's investigation reveals that a policy violation occurred, any student who engaged in hazing will be disciplined, up to and including suspension and/or expulsion. Any teacher or staff who knowingly permitted, authorized, or condoned the hazing activity is subject to disciplinary action, up to and including termination of employment. If the hazing occurred as part of an organization's operations on the School's campus and/or during School hours, such as an athletic team, club, or society, the organization's permission to conduct operations at the School may be suspended or revoked if the organization knowingly permitted, authorized or condoned the hazing activity.

To the extent possible, the School will preserve the confidentiality of the person making the report, disclosing it only to the appropriate school administrator or board member or as otherwise required by law. Any violations of this policy that may be violations of state or federal criminal law will be reported to the appropriate law enforcement agency.

Retaliatory or intimidating acts against any student who has made a complaint under this policy, or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint. Any student who engages in retaliation will be disciplined, up to and including suspension and expulsion. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant School policies shall be followed. False or unproven complaint documentation shall not be maintained.

Drug/Alcohol/Tobacco/Weapon Free Zone

This school is a drug free zone which includes the area within 300 feet of the school and its accompanying grounds, any public property within 1,000 feet of the school and its accompanying grounds, a school bus stop or on any school bus or bus which transports pupils to our school. For the purposes of Ethos Academy, alcohol is considered a dangerous drug and will be treated the same as a drug violation.

Drug/Alcohol Free Zone

A.R.S. **13-3411**. [Possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs or narcotic drugs or manufacture of dangerous drugs in a drug free school zone; violation; classification](#)

Tobacco Free Zone

A.R.S. **36-798.03**. [Tobacco products prohibition at schools and school-related areas; exception; violation; classification](#)

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

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

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

Weapon Free Zone

A.R.S. [13-3101 – 3122](#) [Weapons and Explosives](#)

Emergency Procedures

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

Fire, Lockdown, and Inclement Weather Drills

Fire drills are conducted monthly according to a schedule set by the Fire Prevention Office of the Glendale Fire Department. Fire exit directions and procedures are posted in all rooms and teachers review 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.

Lockdown and Inclement weather drills are conducted each semester. Procedures are reviewed by teachers, and practiced by children. Exit directions and procedures are posted in all rooms.

Accidents

All children experience minor scrapes and bruises. For serious incidents, an Accident Report Form is completed and maintained by the school health aide. Instances of serious accident may include some or all of the following procedures:

1. The health aide 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, at the parent's expense. A staff member accompanies the student and stays until the parent arrives.
4. In case of extreme emergency, staff will contact the local emergency unit **before** calling the parent, at the parent's expense.

Child Abuse Protocol

Arizona law requires immediate reporting of suspected child abuse and neglect 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 will contact all individuals listed on the emergency contact card. It is essential that parents update these cards if the address, phone number, or emergency contact person changes.

School Closings or Late Starts

If the school is closed or the opening delayed due to inclement weather, power outage, or other problem, local radio and television stations announce this information.

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.

Transportation from school will leave early. Parents/guardians of students who do not use the school's transportation will need to pick up their children as soon as possible.

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

FAN (Family Activities Network)

The school encourages an atmosphere in which parents, administration, and faculty join in a partnership to foster the mission of Ethos Academy. This partnership offers an environment for collaboration and exchange of information between the school and parents.

All parents are invited to attend our FAN meetings, and to join committees or volunteer for activities. The activities schedule will dictate when meetings will occur. All volunteers must complete mandatory training before participating in FAN.

The goals of FAN are:

- To increase communication among parents, staff, and students.
- To provide structure for parent volunteer activities.
- To raise funds to help support the school.

Parent Involvement Policy

Ethos Academy encourages an atmosphere in which parents, administration, and faculty join in a partnership to advance the mission of Ethos Academy. This partnership offers an environment for collaboration and exchange of information between school and parents.

All parents are invited to attend scheduled meetings and to join committees or volunteer for activities. An administrator is present at all meetings to give information and answer parent questions.

Annually, Ethos Academy will convene a meeting with FAN at the beginning of the school year. All efforts will be made to have the parent involvement meeting the same night as Ethos Academy's Aspire Higher Night.

Policy

1. Parents have the right to be involved and participate in their child's educational experience.
2. Parents will be informed of their rights under Title I. The director of the school will present the information.
3. Parents will receive an explanation of curriculum and a copy of the Core Knowledge from their child's teacher during the Orientation event held in July.
4. 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.
5. Parents have the opportunity to make decisions regarding the education of their child by initiating conversation with the child's teacher.
6. Parents have the opportunity to review material on how they can improve their child's academic achievement in the parent resource area. Parents should contact the teacher and director to set up an appointment. Additional support may be provided at the parent's request.
7. Parents that need documents written in Spanish will have the opportunity to select "Spanish Materials" on the application for enrollment and registration forms at Ethos Academy.
8. Parents will sign the Handbook Acknowledgement Form, which is a written agreement of what schools and parents are each supposed to do to help student achieve.
9. Parents are **REQUIRED** to provide their most up-to-date contact information throughout the school year. This includes: address changes, phone number changes, email changes, and emergency contact list.
10. Parents wanting to volunteer in the classroom are required to have, and maintain a Level 1 Fingerprint Clearance Card. Parents must also attend parent volunteer training.

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 director, the parent should contact the school board by phone or email. If the issue is not resolved after meeting with the superintendent, the parent should submit a letter to the Ethos Academy Board at the next scheduled board meeting. All board meetings are listed in the master calendar, which is in the Ethos Academy student handbook.

Family Educational Rights and Privacy Act (FERPA)

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational 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. Ethos Academy provides parents and eligible students notice of their FERPA rights through this parent handbook.

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.

Ethos Academy 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

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;
- before-and-after school care programs; and
- programs for students with limited English proficiency.

Children and youth in transition will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

Ethos Academy: 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 aides, 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

Children and youth in transition have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

Ethos Academy: CFA's Homeless Liaison Duty

- Ensuring that children and youth in transition are identified through school and in the community.
- Ensuring that children and youth in transition 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 children and youth in transition.
- Resolving disputes regarding children and youth in transition 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 children and youth in transition and their families with any school, food, or shelter related issue even if it is not listed above. The homeless coordinator is responsible for ensuring that children and youth in transition 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.

Closing

We welcome you and your family to Ethos Academy and look forward to teaching your child. Please contact the school office with any questions or concerns that you may have.

Special Education

Public Awareness AAC R7-2-401.C

It is Ethos's Academy's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities aged 3 through 21 and how to access those services. In addition, we provide information regarding early intervention services for children age birth through 2 years of age.

Child Identification and Referral AAC R7-2-401.D

We establish, implement and make available written procedures to identify and refer all children with disabilities aged birth through 21 including children with disabilities attending private schools and home schools regardless of the severity of their disability

Free and Appropriate Public Education

We provide a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities.

We do not limit admission based on ethnicity, national origin, gender, income level, disabling condition, or proficiency in the English language, or athletic ability; and we will enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a class, grade level or building.

This school maintains documentation and annually reports to the Arizona Department of Education the number of children as well as their categories of disability.

The Parent Information Network, available through the Arizona Department of Education website (www.azed.gov/ess) has information about organizations that offer information and training for parents of students with disabilities.

Ethos Academy's Special Education Policies and Procedures are available for review.

HANDBOOK ACKNOWLEDGMENT SIGNATURE PAGE

Students must turn in this signature page to the homeroom teacher BEFORE they can participate in any school activities, including use of EA-CFA computers.

Please check each box to confirm that you will abide by the policy.

- Inclement Weather, Arrival and Dismissal Policy
- Absence and Tardy Policy
- Uniform Policy
- Medication Administration Policy
- Student Code of Conduct
- Academic Accountability Policy
- Family Agreement Policy
- Media Release Policy
- PPS-CFA Acceptable Use Policy - Use of Computers

We the undersigned parent and student have read and agree to abide by ALL the above policies outlined in this Parent/Student Handbook.

PARENT NAME: _____

PARENT SIGNATURE: _____ DATE: _____

STUDENT NAME: _____

STUDENT SIGNATURE: _____ DATE: _____

Should you have any questions or concerns about any of these policies, please call the office at (623) 249-3211.

FIRMA DE EL RECONOCIMIENTO DE POLICAS

Los estudiantes deben entregar esta hoja de firma al tutor antes de que puedan participar en ninguna actividad escolar, incluyendo el uso de las computadoras EA-CFA.

Por favor, marque cada casilla para confirmar que se atenderá a la política. n Mal clima, Llegada y Salida

- La ausencia y tardanzas Polica
- Políca de Uniforme
- Medicamentos Administración Polica
- Código de Conducta del Estudiante
- Políca de Responsabilidad Académica
- Acuerdo familia Polica
- Lanzamiento de los medios Políca
- PPS-CFA Polica de Uso Aceptable - El uso de computadoras

Nosotros, los abajo firmantes los padres y el estudiante he leído y acepta cumplir con todas las políticas anteriormente descritas en este Manual para Padres y Estudiantes.

NOMBRE DEL PADRE: _____

FIRMA DEL PADRE: _____ FECHA: _____

NOMBRE DEL ESTUDIANTE: _____

FIRMA DEL ESTUDIANTE: _____ FECHA: _____

Si tiene cualquier pregunta o preocupación acerca de estas polícas, por favor llame a la oficina al (623) 249-3211.