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PARENT/STUDENT HANDBOOK

CA
CAMELBACK
ACADEMY

**7634 W Camelback Rd.
Glendale, AZ 85303**

Phone: (623) 247-2204

Fax: (623) 247-1113

www.camelbackacademy.com



ADMINISTRATIVE TEAM

Mrs. Karen Kordon
Executive Director

Mrs. Julia Hibbs
Assistant Director

Mrs. Alicia Raj
Principal

Mr. Travis Wells
Assistant Principal

INSTRUCTIONAL DAYS/HOURS

Monday – Thursday *We do not have regular school on Friday*

Grades K-2 8:00 a.m. – 3:45 p.m.

Grades 3-5 8:00 a.m. – 4:00 p.m.

Grades 6-8 8:00 a.m. – 4:15 p.m.

FIT Friday: 8:00 a.m. – 11:00 a.m.

****only for specific students who are assigned to attend****

SCHOOL OFFICE HOURS

Monday – Thursday: 7:30 a.m. – 4:30 p.m.

Friday: 7:30 a.m. – 11:30 a.m.

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MISSION STATEMENT

Camelback Academy's mission is to challenge and inspire the next generation to impact their world.



INSTRUCTIONAL MODEL & PROGRAMS

Camelback Academy's K-8 Instructional Model is called L.E.A.D., which is an acronym meaning **"Learn, Explore, Ask, Discover."**

Our methodologies are research-based and data-driven for grades K-8 and focus on teaching specific content areas in a unique and engaging child-centered learning environment. The implementation of The Seven Habits from *The Leader In Me* empower our students to take charge of their daily actions and learning. Our LEAD classrooms look and operate differently than traditional classrooms and the outcomes are extraordinary!

LEAD is a 3-dimensional model:

1. **Grade levels are grouped into clusters: K-2 clusters, 3-5 clusters, and 6-8 teams.** Within the cluster/team, there are three teachers who are responsible for the core subject areas. In K-5 the cluster teachers include a reading/social studies teacher, a math teacher, and a writing/science teacher. In 6-8 the team teachers include English language arts/social studies, math, and science.

The teachers deliver content to students in grades K-2, 3-5, or 6-8. We do not combine grade levels in classrooms. Students attend each content area in 90-minute blocks each day.

2. **The "loop":** Teachers work with the same students for three years.
3. **Learning Stations:** After a new concept or unit is introduced through direct instruction, students work independently at brain-based learning stations in their classroom.

Each classroom has a Computer Station for technology-based work, a Textbook Station for paper/pencil work, and three Activity Stations for hands-on work. There is also a Teacher Station where teachers can pull students for small group tutorials and individual assistance.

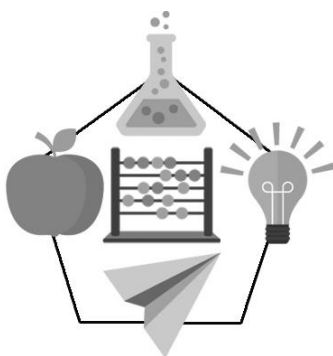
Teachers evaluate student progress using various proven strategies and use data to drive their instruction.



PROJECT-BASED LEARNING

In addition to LEAD strategies, grades 6-8 participate in two Project-Based Learning (PBL) activities throughout the school year. PBL helps students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge. Projects are focused on student learning goals and include these essential project design elements:

- **Key Knowledge, Understanding, and Success Skills.** The project is focused on student learning goals including standards-based content and skills such as critical thinking/problem-solving, communication, collaboration, and self-management.
- **Challenging Problem or Question.** The project is framed by a meaningful problem to solve or a question to answer (at the appropriate level of challenge).
- **Sustained Inquiry.** Students engage in a rigorous, extended process of asking questions, finding resources, and applying information.
- **Authenticity.** The project features real-world context, tasks and tools, quality standards, or impact—or speaks to students’ personal concerns, interests, and issues in their lives.
- **Student Voice & Choice.** Students make some decisions about the project including how they work and what they create.
- **Reflection.** Students and teachers reflect on learning, the effectiveness of their inquiry and project activities, the quality of student work, obstacles and how to overcome them.
- **Critique & Revision.** Students give, receive, and use feedback to improve their process and products.
- **Public Product.** Students make their project work public by explaining, displaying, and/or presenting it to people beyond the classroom.



THE STEAM ACADEMY

Science-Technology-Engineering-Agriculture-Mathematics

The STEAM Academy is a middle school honors program based on the idea of educating students in five specific disciplines—science, technology, engineering, agriculture, and mathematics—in an interdisciplinary and applied approach. Rather than teach the four disciplines as separate and discrete subjects, STEAM integrates them into a cohesive learning paradigm based on real-world applications.

The STEAM Academy includes rigorous and advanced academic expectations aligned with state standards along with interactive projects and activities. The STEAM Academy integrates problem/project-based learning that challenges students to develop and create their own learning outcomes. Students will identify local and global problems and develop viable solutions through research and collaboration including designing and constructing.

The general curriculum is enriched through events such as guest speakers, field trips, and active participation with family and community members. Since technology is a critical facet of the STEAM program, students are issued individual laptop computers to be used daily to access much of their learning.



THE LEADER IN ME

The Leader In Me (TLIM) is based on the *7 Habits of Highly Effective People* and focuses on developing leadership among students, staff, and community.

The seven habits are:

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw (taking care of one's self and helping others)

TLIM is purposefully and organically incorporated into our school with a focus on relating each habit to leadership skills. One of our goals is for you to hear the language of TLIM as your children talk about how they are using these skills in school and at home.

Positive Character Traits

Trustworthiness

Respect

Responsibility

Fairness

Caring

Citizenship

Positive Behavior Intervention and Supports (PBIS)

The goal of PBIS is to focus on positive behaviors and change undesired behaviors through a healthy balance of accountability, positive interactions, and incentives.



ACADEMIC PARENT-TEACHER TEAMS

Academic Parent-Teacher Team (APTT) meetings have proven to be a successful home-to-school connection at Camelback. If you are new to us, APTT is a thrice-yearly event where parents join their children’s teachers to learn best practices for supporting learning at home, ultimately supporting the learning that happens in the classroom.

We have experienced high participation and received an amazing amount of positive feedback from parents who have told us how meaningful and beneficial the meetings are. As we continue to build our APTT program, traditional parent/teacher conference formats will be phased out to better support and communicate with our families.

APTT is not only a time for parents and teachers to collaborate, but also an opportunity for parents to collaborate with each other and to understand how their child is doing in relation to other students in the class. In our spring meeting, we join forces with community organizations to provide parents with wonderful summer resources.



PHILOSOPHY

Camelback Academy has a child-centered philosophy. We are committed to accommodating the special needs of the diverse student population.

We use a continuous improvement model which progressively moves the school and students toward a more technologically rich and academically-challenging curriculum and environment.

We have developed a strong support system for exceptional students of all types and encourage parental participation in the planning of these processes.

We believe that elementary through high school education is preparation for success in college and career.

Camelback Academy has high expectations for behavior, respect for self and others, and pride in school and self based on a strong value system. *The Leader In Me* and *PBIS* form the foundational culture for our day-to-day activities.

TEACHER QUALIFICATIONS

Camelback Academy is proud to employ a team of tenacious, positive, humble, and collaborative teachers.

State Law, (A.R.S. § 15-183(F)) requires Arizona Public Schools to inform parents of their right to view teacher resumes. If you desire to view a teacher resume, please make an appointment with the school secretary.



PRINCIPLES OF SCHOOL COMMUNICATION

Camelback Academy is dedicated to keeping community and respect at the forefront of our communication. As in any community, it is inevitable that at times there will be differences and misunderstandings. How we handle our differences and misunderstanding will make or break strong relationships among Camelback families, faculty, administration, and the governing board.

The Camelback Academy governing board, administration, and faculty are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinion. This means we are committed to ensuring there is no basis for retribution. By implementing these principles and steps as we work together, we can arrive at harmony built on a basis of honor and respect.

PRINCIPLE ONE:

Keep the Matter Confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.

PRINCIPLE TWO:

Keep the Circle Small. Most problems are resolved at the two-person level.

PRINCIPLE THREE:

Be Straightforward. Sometimes it is difficult to be straightforward and tell someone the heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented.

PRINCIPLE FOUR:

Be Forgiving. Letting things go can be the best policy for keeping peace and making progress.

PRINCIPLES OF SCHOOL COMMUNICATION (cont.)

RESOLUTION

STEP ONE:

Most School Problems are Resolved at the Two-Person Level. Forgiveness and restoration is the normal, happy conclusion. Let's say you are a parent of a CA student. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom (the same process is to be followed with coaches, administration, and staff). The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step?

STEP TWO:

The Parent and Teacher Should Agree to Share the Matter with the School Principal. Both parent and teacher (coaches, administrators, and staff) should share their version of the issue or issues with the school's administration. Each person should come to the meeting with an open, flexible attitude. The administrator will act as mediator to help bring about an agreed-upon solution. An honest, forthcoming discussion among people who are open will most often reach an amicable solution.

2023-2024 ANNUAL CALENDAR

**** STUDENTS ATTEND SCHOOL MONDAY – THURSDAY. FRIDAYS ARE STAFF-ONLY DAYS****

July 2023							August 2023							September 2023							
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
						1			1	2	3	4	5						1	2	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	
30	31																				
October 2023							November 2023							December 2023							
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
										1	2	3	4						1	2	
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8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	
29	30	31												31							
January 2024							February 2024							March 2024							
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
											1	2	3						1	2	
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7	8	9	10	11	12	13	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
21	22	23	24	25	26	27	25	26	27	28	29			24	25	26	27	28	29	30	
28	29	30	31											31							
April 2024							May 2024							June 2024							
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
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7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29	
28	29	30												30							

No School - CBA Staff Day
School Starts/Ends
Early Release
Campus Closed
No School / Break / Holiday
End of Quarter
Jump Start Summer Session



CBA STAFF DAYS – 182 DAYS
INSTRUCTIONAL DAYS - 146 DAYS

Quarter 1: 8/7-10/5	(34 Days)
Quarter 2: 10/16-12/21	(39 Days)
Quarter 3: 1/8-3/21	(34 Days)
Quarter 4: 3/27-5/25	(39 Days)

DATE	EVENT	DATE	EVENT
July 24	CBA Team Reports	Dec. 21	End Q2/Early Release
August 7	First Day	Dec. 25 - Jan. 5	Winter Break
August 21	No School – Staff Day	Jan. 15	Martin Luther King Jr. Holiday
Sept. 4	Labor Day	Feb. 19	President’s Day
Oct. 5	End Q1/Early Release	Mar. 11 -15	Spring Break
Oct. 9 - 13	Fall Break	Mar. 21	End Q3/PT Conf/Early Release
Oct. 19	PT Conf/Early Release	March 29	Good Friday
Nov. 10	Veterans Day	April 1	No School
Nov. 22	Early Release	May 23	End Q4/Last Day/Early Release
Nov. 23 - 24	Thanksgiving Break	May 24	Last Day CBA Team



ATTENTION

IMPORTANT DATES TO ADD TO YOUR CALENDAR

2023

- **Thursday, August 31** Progress Reports
- **Tuesday, September 19** APTT Night (5:15-7:15 PM)
- **Thursday, October 5** Report Cards; Fall Conferences; Early Release (NO LUNCH)
K-2 Dismissal 12:00 PM; 3-5 Dismissal 12:15 PM; 6-8 Dismissal 12:30 PM
- **Thursday, November 16** Progress Reports
- **Wednesday, November 22** Early Release (NO LUNCH)
K-2 Dismissal 12:00 PM; 3-5 Dismissal 12:15 PM; 6-8 Dismissal 12:30 PM
- **Thursday, December 21** Report Cards; Early Release (NO LUNCH)
K-2 Dismissal 12:00 PM; 3-5 Dismissal 12:15 PM; 6-8 Dismissal 12:30 PM

2024

- **Tuesday, January 30** APTT Night (5:30-7:00 PM)
- **Thursday, February 8** Progress Reports
- **Thursday, March 21** Report Cards; Spring Conferences, Early Release (NO LUNCH)
K-2 Dismissal 12:00 PM; 3-5 Dismissal 12:15 PM; 6-8 Dismissal 12:30 PM
- **Thursday, April 18** Progress Reports
- **Tuesday, May 14** APTT Night (5:30-7:00 PM)
- **Thursday, May 23** Report Cards (last day for students); Early Release (NO LUNCH)
K-2 Dismissal 12:00 PM; 3-5 Dismissal 12:15 PM; 6-8 Dismissal 12:30 PM

ATTENDANCE/DAILY SCHEDULE

- 6:00 a.m.** Coyote Club starts. **Any children arriving on campus before 7:30 a.m. will be sent to Coyote Club and parents will be charged accordingly.**
- 7:30 a.m.** Children begin arriving for school.
- 7:55 a.m.** First Bell – breakfast in the classroom
- 8:00 a.m.** Second Bell

Grade	Recess Time	Lunch Time
K-2A	10:55-11:15	11:20-11:40
K-2B	10:00-10:20	10:25-10:45
K-2C	12:00-12:20	12:25-12:45
3-5A	10:25-10:45	10:00-10:20
3-5B	11:40-12:00	12:05-12:25
3-5C	10:55-11:15	11:20-11:40
6-8S	11:50-12:10	12:15-12:35
6-8B	12:20-12:40	11:55-12:15
6-8Y	12:50-1:10	1:15-1:35

- 3:45 p.m.** K-2 Grade Dismissal
Coyote Club begins

- 4:00 p.m.** 3-5 Grade Dismissal

- 4:15 p.m.** 6-8 Grade Dismissal

All students left on campus after their pick-up time will be sent to Coyote Club and **parents will be charged a drop-in fee of \$5** (up to one hour), \$10 (1-2 hours) \$15 (2+ hours)

- 6:00 p.m.** Coyote Club ends

PROTECTED TIME

At Camelback Academy, every minute of the day presents an opportunity for important learning to take place. In an effort to reduce unnecessary interruption to the learning environment, Camelback has implemented **“Protected Time” from 3:15-3:45 for grades K-2; 3:30-4:00 for grades 3-5; and 3:45-4:15 for grades 6-8.** Except in emergency situations or with prior administrative approval, students will not leave class early to be checked-out of school nor will teachers be interrupted

ATTENDANCE/DAILY SCHEDULE (cont.)

with messages during this time. Please take this policy into consideration when making appointments. Emergencies will be handled on a case-by-case basis. Excessive early student check-outs, whether or not they fall in the "protected time," will be considered reason for expulsion from Camelback Academy.

If you need to check your child out early from school before "protected time," stop by the main office to sign your child out of class. Please do not go to your child's class to pick them up. Our office staff will call their teacher and send them to the lobby. You may not pick your child up early without signing them out at the main office.

ENROLLMENT / RE-ENROLLMENT

Camelback Academy is a first come, first served open enrollment school. All students must have completed enrollment paperwork submitted by the requested due date. If paperwork isn't received, students will be placed on the waiting list.

Camelback Academy does not accept students who have been expelled from other schools.

ATTENDANCE

Camelback Academy believes that academic excellence is achieved first and foremost by students being regular in attendance and on time. These are two important factors that foster a positive attitude toward school.

- Absences and tardiness disrupt a student's schedule, require readjustment to the class routine and slow down learning.
Arizona law requires that students between 6-16 years of age must attend school every day. (A.R.S. 15802A).
- Students are expected to be at school every day unless there is an excused reason for absence.
- Camelback Academy is required to report daily attendance and the reasons for absences.
- When your child does not attend school or is tardy, you must call the school office at (623)247-2204 and leave a message or give the reason of absence to the Attendance Clerk for recording.
- Absences are classified as excused for the following reasons:
 - **Pursuant to A.R.S. § 15-901(A)(1)**, excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergency, and out-of-school suspension.

ATTENDANCE/DAILY SCHEDULE (cont.)

- Family vacations
 - *In order for absences relating to illness, doctor appointment, bereavement, family emergency, or school-approved family vacation 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 per A.R.S. § 15-807(B).*
- Religious purposes
 - Pursuant to **A.R.S. § 15- 806(A)(1) and (2)** these conditions will include at least a written consent from the person who has legal custody of the student and any religious instruction or exercises must take place at a suitable place away from school property.
- If an absence occurs and is not verified by the parent or other person who has custody of the student at the time of the absence or relates to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused.
- After 10 unexcused absences in a row, students will be automatically withdrawn from Camelback Academy.
- An absence without prior knowledge and consent of the parent/guardian or which is in violation of state law and school procedure will be classified as truancy.
- Unexcused/truant absences will result in loss of credit for class work for the hour(s) and/or day(s) of the absence.
- School discipline procedures for an unexcused absence/truancy will range from school detention programs to suspension and/or referral to the appropriate authorities.
- Students who are absent or tardy without parental notification to the attendance clerk are considered unexcused. **Please make your calls by 8:30 a.m. or as soon as possible.** Make arrangements with the classroom teacher or notify the front office to pick up any schoolwork required for those days absent.

TARDIES

- Students will be considered tardy if they are not in their seat by 8:00 a.m.
- Parents must accompany students into the office to sign them in if they are tardy.
- Parents are responsible to assure promptness in arriving to school and to class on time.
- Tardiness to school will be excused only when accompanied with written/verbal notification from the parent/guardian or doctor.
- All other tardies will be classified as unexcused.

ATTENDANCE/DAILY SCHEDULE (cont.)

- The policies for absences and tardies are as follows:
 - After the third tardy or absence, the teacher will contact the parent.
 - When a student has missed 10% of the instructional time within a quarter, the assistant principal shall contact the parent via phone call or letter.
 - When a student has missed 10% of the instructional year by the third quarter of school, the Attendance Committee shall meet for the purpose of determining if excessive absence and loss of instructional time is hindering student achievement and if Camelback Academy is the best educational setting for the child. *Parents are encouraged to attend Attendance Committee Meetings.*

ABSENCES / TARDIES

- Camelback Academy's Governing Board and Administration recognize that the responsibility for school attendance rests with parents and students with the school assisting them to fulfill that responsibility.
- Prompt, regular attendance is not only required by law, but also the key to student success and progress in school programs.
- Excessive absences and tardies can severely affect your child's learning and progress in school.
- Students must maintain regular class attendance because much of the classroom experience cannot be duplicated (i.e., benefits of lecture, discussion and participation).
- Excessive absences and/or tardies are an unacceptable occurrence at Camelback Academy and may be subject to loss of credit and eligibility for promotion.
- The required attendance standard for promotion is 90% of the days of the school year (131 days).
- ***Arizona's truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school. They are:***
 - ***A student is "habitually truant" if he/she has five or more unexcused absences from school.***
 - ***A student has "excessive absences" when the student misses more than 10% (18) 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 6-16 years old attend school.***
- ***On the fifth unverified absence or 18 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 the matter.***

ATTENDANCE/DAILY SCHEDULE (cont.)

- ***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 a parent receives a citation for Failure to Provide Education to a child and is convicted, it is a Class 3 misdemeanor punishable by jail time and/or a fine.***
- ***If your child has no additional absences or if you send the school sufficient documentation for the unverified absences—i.e., doctor's excuse, chronic illness forms, etc.—no further action will be necessary.***

EXCUSED ABSENCES

- Any absence due to illness, accident, medical, bereavement, religious observance, or other circumstance with prior approval of school administration will be excused provided a call is received by the school office **on the day of the absence.**
- **Students need to be in attendance a full school day to be eligible to participate or attend extracurricular activities.**

MAKE-UP WORK

- When students are absent, it is their responsibility to talk with their teachers or obtain missed assignments. Students should get missed assignments completed and turned into the teacher immediately.
- Students are allowed time equal to their period of absence to submit makeup assignments: One day absent equals one day for makeup.
- Parents of students absent for two or more days may call the school and request to pick up assignments at school. The requested homework will be available after 3:30 p.m. in the main office.
- Homework for absences less than three days in duration will be handled by the teacher and student upon the student's return.

UNEXCUSED ABSENCES

- Any absence not excused by a call to the school office within 24 hours of the student returning to school will be classified as unexcused.
- An absence without prior knowledge and consent of the parent/guardian, or in violation of state law and school procedure, will be classified as truancy.

ATTENDANCE/DAILY SCHEDULE (cont.)

- Unexcused/truant absences will result in loss of credit for class work for the hour(s) and/or day(s) of the absence.
- School discipline procedures for an unexcused absence and/or habitual truancy will range from parent conference or school detention programs to suspension and/or referral to the appropriate authorities.
- **Students must be in attendance a full school day to be eligible to participate or attend extracurricular activities.**

WITHDRAWAL FROM SCHOOL

- After 10 unexcused absences, students will be automatically withdrawn from Camelback Academy.
- All textbooks, classroom library books, and materials loaned to the student must be returned.
- Items that are lost or willfully damaged should be paid for before the student leaves school.
- All services fees are to be paid before the student leaves school.

ATTENDANCE/DAILY SCHEDULE (cont.)

TRUANCY LAW/STATEMENT

- **Arizona's truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school. They are:**
 - **A student is "habitually truant" if he/she has five or more unexcused absences from school.**
 - **A student has "excessive absences" when the student misses more than 10% (18) 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 6-16 years old attend school.
- On the fifth unexcused absence or 18 total excused/unexcused absences (regardless of the reason) **you and/or your child** could be issued a citation for a violation of 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 the matter.
- Prior to the state filing charges against the parent for truancy violation, the city prosecutor is provided with the minor's attendance records. Thereafter, the parent is sent an advisory letter setting forth the allegation and the consequences. Therein is a requirement that the child be in school on or before a date specified.
- The city prosecutor simultaneously forwards a copy the parent advisory letter to the school principal and the attendance office requesting notification if the parent falls short of the mandate and fails to send the minor child to school.
- The school attendance office notifies the city prosecutor by telephone if the child is not in school on the date set forth in the advisory letter. The school attendance office and administration continue monitoring the attendance of the minor child. If a subsequent truancy occurs after the advisory letter, the city prosecutor files a long form complaint against the parent and minor child for violation of ordinance.

ATTENDANCE/DAILY SCHEDULE (cont.)

- 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 a parent receives a citation for Failure to Provide Education to a child and is convicted, it is a Class 3 misdemeanor punishable by jail time and/or a fine.
- If your child has no additional absences or if you send the school sufficient documentation for the unverified absences—doctor’s note, chronic illness forms, etc.—no further action will be necessary.
- The policies for excused/unexcused absences and tardies are as follows:
 - After the third tardy or absence, the teacher will contact the parent.
 - When a student has missed 10% of the instructional time within a quarter, the assistant principal shall contact the parent via phone call or letter.
 - When a student has missed 10% of the instructional year by the third quarter of school, the Attendance Committee shall meet for the purpose of determining if excessive absence and loss of instructional time is hindering student achievement and if Camelback Academy is the best educational setting for the child. *Parents are encouraged to attend Attendance Committee Meetings.*

TARDINESS

Being on time is an admirable quality.

If a student is late for arrival to class (after 8:00 a.m.) s/he must report to the office before going to the classroom. The student is considered unexcused unless the parent has notified the attendance office of the tardiness in person or via telephone or note accompanying the child.

City ordinances regarding attendance also apply to tardiness.

ATTENDANCE/DAILY SCHEDULE (cont.)

ARRIVAL AND DISMISSAL FROM SCHOOL

ARRIVAL

Please refer to **Traffic Pattern and Policies** for more information about entering and exiting campus.

7:30am: Playground supervision begins. Students may not arrive on campus prior to 7:30am.

- **Students arriving on campus prior to 7:30am are escorted to Coyote Club and the parents are charged a \$5.00 drop-in fee.**
- Middle School students arriving between 7:30–8:00am will go directly to cafeteria for breakfast.
- K-8 students may be dropped off in the designated drop-off/pick-up area which is located on the **north parking lot ONLY.**
- **There is NO DROP-OFF OR PICK-UP FOR MIDDLE SCHOOL STUDENTS IN THE WEST LOT SOUTH OF THE ATHLETIC FIELD.**
- **There is NO DROP-OFF LANE BY BUILDING 200 (the middle school classroom building). Middle School students arriving between 7:30–8:00am will be dropped off in the NORTH PARKING AREA and go directly to cafeteria in building 200.** Middle School students may also be dropped off in the lot south of the athletic field.
- Parents **MAY NOT** drop students off anywhere on the south driveway.
- If parents PARK in the south lot, they are required to escort their students to Building 400 (K-5) or Building 200 (6-8)
- Parents may park their vehicles and escort their students to the fenced areas by Building 400.
- Students are not permitted to cross the parking lot or driveways alone. CA staff does not escort students to the parking lots.

7:55am: First bell for all students K-8.

8:00am: Instructional day begins.

ATTENDANCE/DAILY SCHEDULE (cont.)

DISMISSAL

PikMyKid

In our ongoing efforts to enhance our student's safety, our dismissal process will be run through a digital dismissal application this school year called **PikMyKid**. Throughout the country, PikMyKid has been proven to simplify dismissal, reduce traffic congestion, and most importantly, improve overall safety.

With PikMyKid, students will be dismissed directly from their classrooms upon the parent/guardian or designee's arrival to campus. Upon parent's arrival to the school campus from Camelback Road, the school will be digitally notified and students will be dismissed to the pick up area. All students will be monitored from the classroom to the car.

PikMyKid runs off of an app on mobile phones which connects to the school's system. All parents/guardians and designees will be required to download the PikMyKid App to their phone.

The unique features of PikMyKid allow parents, to easily change pick up modes, quickly delegate to an alternate individual for pickup, change to an 'After School' program, and even schedule for future pickup mode, pickup individual, and after school programs.

The PikMyKid app allows parents to be in full control of their child's dismissal. The school will have real time, complete information regarding dismissal, the ability to acknowledge every change and to instantly check student's dismissal status should a question arise. We are very excited about this addition and know you will be too.

3:45pm: Grades K-2 are dismissed.

- **K-2 grade students** are dismissed to the pick-up area *located between Buildings 200 and 300 on the south end of campus.*
- **K-2 grade students with siblings in grades 3-5**
Will remain in their cluster classroom until 3-5 dismissal at 4:00pm. Students will be dismissed to the pick-up area *located between Buildings 200 and 300 on the south end of campus.*
- **K-2 grade students with siblings in grades 6-8**
Will remain in their cluster classroom until 6-8 dismissal at 4:15pm. Students will be dismissed to the pick-up area *located between Buildings 200 and 300 on the south end of campus.*

4:00pm: Grades 3–5 are dismissed.

- **3-5 grade students** are dismissed to the pick-up area *located between Buildings 200 and 300 on the south end of campus.*
- **3–5 grade students with siblings in grades 6–8**
Will remain in their cluster classroom until 6-8 dismissal at 4:15pm. Students will be dismissed to the pick-up area *located between Buildings 200 and 300 on the south end of campus.*

4:15pm: Grades 6–8 are dismissed.

- **6–8 students** are dismissed to the pick-up area *located between Buildings 200 and 300 on the south end of campus.*
- K-5 grade siblings join their 6-8 siblings at the pick-up area.

Students who are not picked up at dismissal will go to Coyote Club (fee-based program, enrollment required).

ATTENDANCE/DAILY SCHEDULE (cont.)

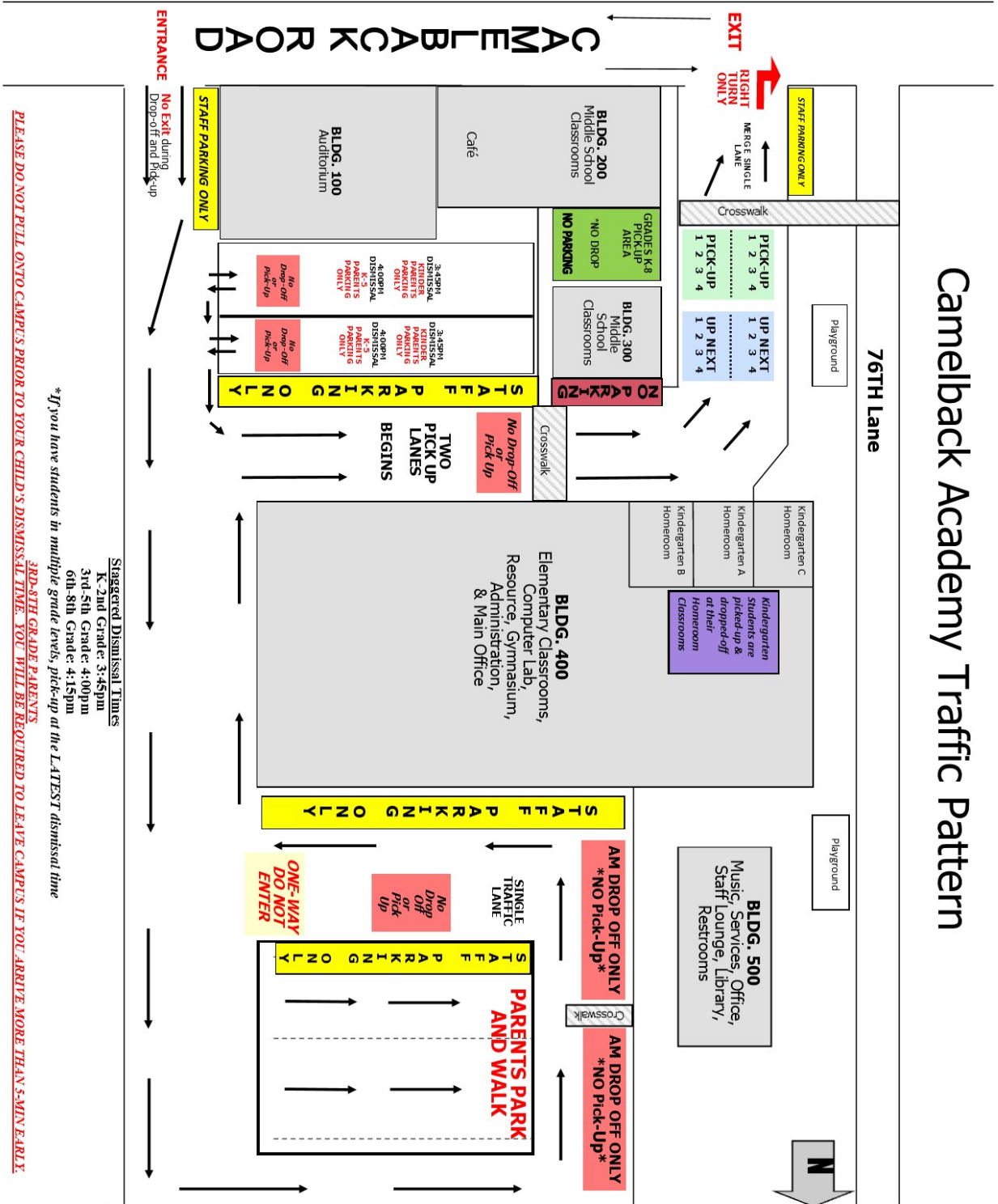
PROTECTED TIME

At Camelback Academy, every minute of the day presents an opportunity for important learning to take place. In an effort to reduce unnecessary interruption to the learning environment, Camelback has implemented **"Protected Time" from 3:15–3:45 for grades K-2; 3:30-4:00 for grades 3-5; and 3:45–4:15 for grades 6-8.**

Except in emergency situations or with prior administrative approval, students will not leave class early to be checked out of school nor will teachers be interrupted with messages during this time. Please take this policy into consideration when making appointments. Emergencies will be handled on a case-by-case basis. Excessive early student check-outs, whether or not they fall in the "protected time," will be considered reason for expulsion from Camelback Academy.

If you need to check your child out early from school, before "protected time," stop by the main office to sign your child out of class. Our office staff will call their teacher and send them to the lobby.

TRAFFIC PATTERN



ATTENDANCE/DAILY SCHEDULE (cont.)

ARRIVAL AND DISMISSAL

All K-5 students are to be off campus within 15 minutes of their dismissal time unless special arrangements have been made with the office in advance. Students who remain on campus are required to come to the office and call home to arrange for a ride.

All K-5 students who are not picked up by 3:45 p.m. and 6-8 students who are not picked up by 4:15pm will be sent to Coyote Club and **parents will be charged according to the following schedule: (up to 1 hour)=\$5.00; (1-2 hours)=\$10.00; (2+ hours)=\$15.00.**

If a student is repeatedly picked up late, a parent meeting with the Coyote Club program director will be required.

Students may not stay on campus by themselves to wait for an extracurricular activity to begin later in the day. Parents must make arrangements for students to attend Coyote Club or pick them up at their normal dismissal time and return them for the activity.

EARLY RELEASE DAYS

Dismissal times for ALL EARLY RELEASE DAYS are **12:00pm for grades K-2, 12:15pm for grades 3-5, and 12:30pm for grades 6-8.** Lunch **will not** be served on these days. You will be notified via flyer and the monthly calendar, so please read information sent home on a regular basis.

AM/PM EXTENDED DAY PROGRAM (COYOTE CLUB)

- Before School: 6:00-7:30 a.m.
- After School: 4:00-6:00 p.m.

All students **must be** pre-registered in the Coyote Club program to participate. Registration is continuous and can take place at any time during the school year. **We do want to stress that registration must occur before the services of the Coyote Club program are utilized.** This applies to all areas of the Coyote Club program. For a detailed fee schedule for this program, please contact the school office at (623) 247-2204.

If your child is not registered for the program, they may not be brought to school prior to 7:30 a.m.

If a child is consistently dropped off early or not picked up at dismissal time, the Coyote Club program director will contact the parent/guardian to discuss the matter.

ATTENDANCE/DAILY SCHEDULE (cont.)

WALKING VARIANCE

In an effort to maintain student safety, Camelback Academy recommends that all students be transported to and from school in a motorized vehicle.

In the event that personal transportation is not an option, a *Walking Variance* is available. The *Walking Variance* allows students to walk to and from campus provided students and adults agree to comply with the following **Walking Variance Policies**.

Walking Variance Notification

- Walking students must have a signed *Walking Variance* on file.
- Walking Variances must be renewed each school year.
- Camelback Academy HIGHLY RECOMMENDS that walking students are ESCORTED BY AN ADULT.

On-Campus Walking Policies

- **Camelback Academy HIGHLY RECOMMENDS that walking students are ESCORTED BY AN ADULT.**
- As a Leader In Me school, it is our expectation that adults and students will follow traffic laws:
 - Only cross Camelback Road at intersections with traffic & crossing lights (75th Avenue, 79th Avenue, or 83rd Avenue.)
 - ***We do not have a crosswalk or crossing guards on Camelback Road. Therefore, pedestrians will NOT cross Camelback Road except at intersections with traffic lights and crosswalks.***
- Students and adults will enter and exit Camelback Academy's campus on sidewalks and will walk on sidewalks and identified crosswalks while on campus.
- Students and adults must comply with all campus traffic directors.

Repeated non-compliance of Camelback Academy's Walking Variance Policy will result in parent/administrator conference.

VISITORS AND VOLUNTEERS

VISITORS

- We encourage parents and guardians to visit and take an active part in the education of their children.
- However, we request that you contact the classroom teacher at least one day before your planned visit.
- Please pre-arrange for conferences to be held before or after school. Our teachers have precious little time before and after school to prepare for their day; therefore, they do not typically have time for unscheduled conferences.
- **State law requires ALL visitors to check in at the office each time they are on campus.**
- All visitors will be asked to show ID. A visitor's badge will be issued at that time and **must be visibly worn at all times.**

VOLUNTEERS: Please see the Volunteer Guide on page 83 of this handbook.

- We welcome parent/guardian volunteers. They are an intricate fiber in weaving parent/guardian involvement with active education.
- All visitors and volunteers must check in at the front office each time they are on campus. In addition, volunteers must complete the appropriate forms prior to volunteering.
- You may arrange your volunteer schedule/assistance with the teacher ahead of time.

SCHOOL POLICY AGAINST BULLYING, SEXUAL HARASSMENT, AND HARASSMENT

Everyone at Camelback Academy has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent bullying, sexual harassment, and harassment because of race, gender, gender identity, sexual orientation, religion, national origin, and disability.

"Bullying is another name for harassment." It can be physical, but more often it is verbal and includes persistent threats, teasing, ridicule, or talking/writing about another person (spreading rumors.) In this day and age, it may also be through a digital environment such as text messaging, social media, blogs or emails.

To assist in providing a safe environment, bullying will be dealt with swiftly and consequences will be severe.

A harasser (bully) may be a student or an adult. Harassment may include the following when related to gender, race, national origin, or disability:

name calling	unwelcome touching of a person or clothing
pulling on clothing	offensive or graphic posters or book covers
graffiti	violent acts
notes or cartoons	

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, assistant principal, principal, or executive director.

You may also make a written report. It should be given to a teacher, assistant principal, principal, or executive director. Your right to privacy will be respected as much as possible.

We take seriously all reports of sexual harassment and harassment based on race, gender, gender identity, sexual orientation, religion, national origin, and disability. We will take appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct.

Camelback Academy will also take action if anyone tried to intimidate you or harm you because you made such a report.

This is a summary of the school's policy against bullying, sexual harassment, and harassment based on race, gender, gender identity, sexual orientation, religion, national origin, and disability.

***BULLYING, SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE,
GENDER, GENDER IDENTITY, SEXUAL ORIENTATION, RELIGION,
NATIONAL ORIGIN, AND DISABILITY ARE AGAINST THE LAW.***

CAMPUS SAFETY

CAMPUS RULES

- **In an effort to maintain student safety, Camelback Academy recommends that all students be transported to and from school in a motorized vehicle.**
- In the event that personal transportation is not an option, a *Walking Variance* is available. The *Walking Variance* allows students to **walk with an adult** to and from campus provided they agree to comply with the **Walking Variance Policies** stated on page 14.
- Students are not permitted to ride bicycles, skateboards, scooters, rollerblades, etc., to or from campus.
- Walk in buildings. Absolutely no running is allowed inside or on sidewalks.
- No gum is allowed on campus.
- Respect other classrooms by being quiet in hallways at all times.
- Use appropriate language at all times.
- Keep hands, feet and all other objects to self at all times.
- Leave personal items such as cell phones, toys, radios, headsets, electronic games, etc., at home.
- Use passes outside of classroom.
- Bicycles, skateboards, Razor scooters, "heely" shoes, and rollerblades are not allowed on campus at any time.
- Use bathrooms appropriately; no horseplay or vandalism.
- Place trash in trash cans.
- Do not climb over fences or walls.
- Do not throw rocks.

PLAYGROUND RULES

- Wall ball is not allowed.
- All landscaped and rock areas are off limits.
- Sidewalk areas in front of classrooms are off limits during recess periods.
- Piggyback rides are not allowed.
- Do not throw anything at or over the top of any roof.
- Do not climb the basketball poles/hoops or poles that anchor the armadas.
- Do not intentionally slide on the sidewalks.
- Do not throw inappropriate objects such as grass, woodchips, sticks, or rocks. (Throwing rocks or other dangerous object will result in principal referral).
- Do not leave the playground area without a pass. (Leaving campus without permission will result in a principal referral and suspension.)
- Do not play any form of "tag."

CAMPUS SAFETY (cont.)

Bars/Jungle Gym

- Do not stand on bars.
- Do not grab other students.
- Climb on and off appropriately. Flying dismounts are not allowed.
- Do not play any form of "tag."
- May use only when time is designated.
- Keep your head above your feet at all times. Hanging upside down is not allowed.

Slide

- Go down feet first.
- Go down in sitting position.
- Go down one student at a time.
- Do not walk up or down slide.

Trees

- Do not climb in trees.
- Do not pull on branches or pull off leaves/flowers.

Jump Ropes, Balls, or other Playground Equipment

- Students are **NOT PERMITTED** to bring personal sports/playground equipment to school.
- Jump ropes are not allowed on playground except under supervision of coaches.
- No helicopters with jump ropes.
- Use all playground equipment properly at all times.
- Do not throw objects over walls, fences, on roofs, or at others.
- Students are not permitted to play with footballs during recess.

Talking to Strangers

- DO NOT get into an automobile with a stranger.
- DO NOT accept gifts, food or anything else from someone you do not know.
- DO NOT follow a stranger anywhere no matter what he or she says or what they have promised.
- DO NOT stop to talk with strangers even if they are asking questions.
- DO NOT approach a stranger even if they have a cute puppy or kitten.
- DO report immediately any stranger who approaches you. Tell an adult whom you know or call the police if an adult cannot be reached.

CAMPUS SAFETY (cont.)

Telephone Usage

- **Students are NOT PERMITTED to bring cell phones to school or to any school activity during the instructional day. Students may use the school phone if they need to contact their parent or guardian.**
 - **If a cell phone is seen or heard during the instructional day, the student will be in violation of the Student Code of Conduct and will be subject to discipline consequence.**
 - **All cell phones will be confiscated and parents will be notified to make arrangements for pick-up. Confiscated cell phones will not be returned to student.**
- Students are permitted to use the school telephone ONLY IN CASES OF EMERGENCY. At that time, they must secure a pass from their teacher to come to the office and make the call.
- If parents would like to talk with their child's teacher, they should call either before classes begin or after the children are dismissed.
- Parents may call during class hours and leave a message with the school office.
- The teacher will attempt to return the call the same day.

Gang Activity or Association

- Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. (Gangs are defined as groups of individuals all dressed in the same colors of clothing.)
- Any student who causes and/or participates in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action. Examples of these activities include exhibiting behavior or gestures which symbolize gang membership or wearing, carrying, or displaying gang clothing, drawings, pictures/symbols or paraphernalia.
- Any activity involving initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.
- This also includes defacing personal or school property with graffiti, recruiting, intimidation, gang-related fights, gang-related attire, throwing gang signs, posturing, and moving about in large groups to intimidate.

CAMPUS SAFETY (cont.)

Closed Campus

- The school campus does not open until 30 minutes prior to the start of school (7:30am).
- After students arrive on campus, they may not leave unless they are signed out by a parent, guardian, or person designated on the emergency contact section of the student registration form.
- When taking a child off campus, you will be asked to provide the office staff with a picture ID.
- All adult visitors must be authorized through the main office.
- Student visitors are not allowed on campus.
- A student leaving campus without permission will be considered truant and disciplinary action will be taken.
- It is the responsibility of parents to inform the school office **in writing** of any changes to the information on the student registration form.

EMERGENCY DRILL

- We are committed to a safe campus for all students and staff.
- Periodically, we will hold drills that reinforce the skills necessary to ensure the safety of all in an emergency.
- A loud, continuous sound coming through the school's system signals a fire drill.
- Whenever a class leaves a room for any emergency, students stay with teachers until they are taken back to class.

It is important to follow the teacher's instructions quickly and quietly in an emergency drill.

DURING AN EMERGENCY DRILL

- Follow the directions of your teacher.
- Leave all work and line up immediately for exit from your room.
- Know the emergency exit route from each room in which you have a class. (Your teacher has the route posted.)
- Walk quietly in line until your group has reached its designated area.
- Remain quiet in line as you line up in the designated area.
- Return to your room in a quiet and orderly fashion.

GRADES

K-2 grade report cards identify four levels of student performance:

ES	Exceeds Standards
MS	Meets Standards
AS	Approaches Standards
NM	Does Not Meet Standards

3-8 grade report cards use the following percentage scale to determine grades:

97% - 100%	A+	77% - 79%	C+
94% - 96%	A	74% - 76%	C
90% - 93%	A-	70% - 73%	C-
87% - 89%	B+	60% - 69%	D
84% - 86%	B	Below 60%	F
80% - 83%	B-		

Principal's List

- Grades 3-8: All "A's" only. No "NM" (even in behavior).
- Grades K-2: All "ES" only. No "NM" (even in behavior).
- May not have a "needs improvement" marking.
- No more than three unexcused tardies and no unexcused absences.

Honor Roll

- Grades 3-8: All "A's" or "B's" only. Must be 80% or above in each area (not an average.) No "NM" (even in behavior).
- Grades K-2: All "ES" or "MS" only. No "NM" (even in behavior).

PROMOTION/RETENTION STANDARDS

- In order to comply with state law, Camelback Academy has established the following criteria for determining the promotion/retention of students.
- In grades K-8, the student shall be promoted if the student receives a teacher's recommendation for promotion.
- Recommendation is based on data supporting student's achievement of the following criteria:
 1. Classes:
 - a. Students must pass all academic classes in which they are enrolled to be promoted. (Passing is based upon a yearly average of 60% or better.)
 - b. Students who fail one academic class may be assigned to the next level.

GRADES (cont.)

- c. Failure in two or more academic classes/subjects may result in retention if determined by the ASSIST Team.
2. Attendance:
 - a. The **MINIMUM** attendance standard for Camelback Academy is 134 of 146 days per year or 90% of the days of the school year.
 - b. **Students who are absent more than 15% of the school year must be retained by Arizona law.**
 - According to state law, teachers shall make the decision for promotion or retention of students.
 - All recommendations for promotion will be documented by the teacher(s).
 - All recommendations for retention will be documented by the ASSIST Team.
 - Recommendations that do not comply with the stated criteria must be substantiated by the ASSIST Team.
 - If a parent or legal guardian chooses not to accept a promotion/retention decision of the teacher or ASSIST Team as provided by state law, the parent or legal guardian may request in writing that school leadership review the ASSIST Team's decision within five days.
 - Participation in end-of-year activities including the Grade 8 banquet and class rewards will be contingent on year-long maintenance of academic and behavioral standards.

ELIGIBILITY (Middle School Sports Only)

In accordance with the State of Arizona's regulations and Camelback Academy Policy, only those students deemed academically eligible may participate in extra or co-curricular activities in which competition is an integral part of the organization. **Camelback Academy eligibility requires that students have a "C" average all subjects and may not have any "D" or "F" grades.**

If a student has a "D" or "F" grade—or does not maintain the proper average—they are expected to come to all practices and games but will not be allowed to play until their grades have improved. On the third consecutive grade check (every Monday), students with grades that do not meet the standard will be dismissed from the team. If a student is assigned a suspension, the student may not participate in extracurricular activities scheduled on the week(s) of suspension.

Administration reserves the right to permanently remove student from activities due to grades and/or behavior.

PARENT/TEACHER CONFERENCES

Camelback Academy schedules two formal parent/teacher conference opportunities during the school year: at the end of the first and third quarters. Parents are not limited to the two scheduled conferences; at any time parents/guardians may contact the school to schedule a conference with any or all of their child's teachers to receive an update on grades and/or assignments. Please keep in mind that a parent/teacher conference is an excellent opportunity to "touch base" with your child's teachers.

GRADES (cont.)

PROGRESS REPORTS AND REPORT CARDS

Progress reports and report cards are hand-carried home with students eight times per year. Please discuss the grades and comments with your child. Contact the teacher with any concerns or questions. These must be signed by the parent and returned to the teacher. Failure to return signed report cards or progress reports may result in discipline.

TESTING

Camelback Academy will periodically test all students in grades K-8 using standardized/authentic assessment to retrieve diagnostic and predictive data which will assist teachers and prepare students to meet or exceed grade level standards.

GENERAL FIELD TRIPS

Learning experiences outside the classroom are important. Our classes participate in field trips throughout the year as appropriate for each grade level. These trips are carefully planned to be relevant to the curriculum.

Parents are encouraged to assist in all aspects of fundraising, preparation, and supervision. This is a great opportunity to share group experiences with your student. Field trips and study tours are for students only. No siblings or friends may participate.

While field trips are an extension of classroom learning, participation is a privilege. Students must be in good behavioral standing in their classroom in order to participate. Students must be in good health to participate in the field trip or study tour that is scheduled. Students are required to wear school uniforms on field trips. Students must wear appropriate footwear and jackets if required. Students who pose a safety threat to themselves or others may not attend field trips or study tours. They may be disqualified up until departure time for these behaviors.

HEALTH SERVICES

TOILET TRAINING

Unless written in the student's IEP, students must be completely toilet trained prior to beginning school. This means they must be able to take care of all toileting needs. Disposable pull-up pants may not be worn.

In the event of an accidental wetting, children will be changed into dry clothes provided by the school. Please wash and return these clothes as soon as possible.

In the event of a bowel accident, parents will be called to change their child. In the event that a child is not toilet trained, the child will be placed on a waiting list until child is toilet trained. Child will only be enrolled if there is space available in the class.

For younger students, we recommend keeping a change of clothing (including undergarments and socks) in your child's backpack.

As a safety precaution, staff members will wear latex gloves when dealing with any bodily fluids.

MEDICATIONS

Any over-the-counter product, including vitamins and throat lozenges, must be dispensed through the health office and must have a prescription label which can be obtained by a pharmacist. Parents must provide all over-the-counter and prescription products with the student's name written permanently on the containers. All medications are stored in a locked area.

Medications will not be given without a signed permission form. Permission forms can be obtained from the health office. All medications will be administered at lunch with the exception of asthma, allergy and behavioral medication. If your student has known allergies, please provide the health office with either Benadryl or Epi-pen with a prescription label.

For students requiring medication on a daily basis, Camelback Academy's policy requires that the parent/guardian, nurse, and teacher meet so that their needs can be understood. Meetings can be held before or after school with prior arrangements. Please call the health office at (623) 247-2204 to schedule an appointment.

1. Students are NOT PERMITTED to have any type of medication (including cough drops) in their possession while at school or attending school-sponsored activities.
2. The student's EMERGENCY FORM must be kept current during the school year.
3. Verbal permission and handwritten notes are not acceptable forms of permission. A signed consent form must be submitted to the health office before medication will be given.

HEALTH SERVICES (cont.)

4. The nurse must be immediately notified IN WRITING of all changes in medication. A new consent form must be submitted within 24 hours.
5. Medication will NOT BE GIVEN if all requirements are not met.
6. When medications/supply refills are needed, the empty medication bottle or note will be sent home with the student.
7. For the safety of all students, parents are to transport medication to and from school.

HEALTH POLICY

In order to keep the spread of contagious diseases under control, it is requested that parents do not send their child to school if they show any signs of a cold, other communicable disease, or head lice.

Parents must notify the school immediately if a child contracts a communicable disease. In the event of other illnesses, it is requested that parents notify the front office of the child's absence (623-247-2204).

Students are not permitted to remain in the classroom if they show symptoms of influenza, inflammation, fever, rash, diarrhea, vomiting, pinworms, head lice, or if suspected of having a contagious or infectious disease or infestation. If a student becomes ill or shows symptoms of the above conditions, s/he will remain in the health office and the parent/guardian will be notified.

The control of communicable disease during the school year is a difficult challenge. **Please keep your child at home if s/he shows any of the following signs of illness:**

Restlessness during night	Fever (100° or higher)	Runny nose
Sneezing and coughing	Rash	Discolored nasal discharge
Nausea/vomiting/diarrhea	Headache	Sore throat
Swelling of face/glands	Flushed face	Red, watery eyes

24 HOUR REQUIREMENT

- Please keep your child home for 24 hours following a fever of 100° or higher, diarrhea, or vomiting.
- Students who are sent home due to fever of 100° or higher are required to remain home until 24 hours post the last fever **without the use of fever-reducing medications (Motrin, Tylenol).**
 - **Parents will be called to pick up their student if they do not follow the 24-hour requirement.**
 - If your child had a fever overnight or in the morning, **please DO NOT give him/her Tylenol or Motrin and then send them to school.**
 - If s/he has had a fever prior to the start of school, please keep him/her home to prevent the spread of contagious illness.

HEALTH SERVICES (cont.)

- Please keep your child home if they are feeling tired, not acting like themselves, or showing any possible signs of flu-like symptoms. **Please help us stop the spread of germs.**

Additionally, if your student is exposed to a communicable disease, please notify the Nurse at 623-247-2204. Following is a list of common communicable diseases:

Chicken Pox	Impetigo	Common Cold
Poison Oak	Ring Worm	Scarlet Fever
Strep Infection	German Measles	Mumps
Meningitis	Poliomyelitis	Diphtheria
Tuberculosis	Whooping Cough	Scabies
COVID-19	Head Lice	Measles
Athlete's Foot	Pink Eye	Infectious Hepatitis

EARLY DISMISSAL OF STUDENTS DUE TO ILLNESS OR INJURY

When illness or injury occurs at school and remaining at school is not in the student's best interest, parents, legal guardians, or the designee will be contacted. *If you want the school to contact you in the event of ALL ILLNESSES AND/OR INJURIES, please notify the nurse and administration in WRITING at the beginning of the school year.* Parents will be called in the event of any serious accident or illness. Students will only be released to parent/legal guardian or designee; every attempt will be made to notify parents first.

When illness or injury occurs, and it is determined that it is not serious and the student remains in school, notification of the parent/legal guardian will be at the nurse or school administration's discretion.

HEAD LICE

WHAT ARE HEAD LICE?

Head lice are tiny, wingless insects that live close to the human scalp. They feed on blood. The eggs, also called nits, are tiny, teardrop-shaped eggs that attach to the hair shaft. Nits often appear yellowish or white and can look like dandruff but cannot be removed or brushed off. The nymph, or baby louse, is smaller and grows to adult size in one to two weeks. The adult louse is the size of a sesame seed and appears tan to grayish-white. An itchy and inflamed scalp is a common symptom of lice. Although not common, persistent scratching may lead to skin irritation and even infection.

WHO IS AFFECTED BY HEAD LICE?

Head lice are not related to cleanliness. In fact, head lice often infest people with good hygiene and grooming habits. Infestations can occur at home, school, or in the community. Head lice are mostly spread by direct head-to-head contact—for example, during play at home or school, slumber parties, sports activities or camp. Less often, lice are spread via objects that have been in recent contact with a person with head lice such as hats, scarves, hair ribbons, combs, brushes, stuffed animals or bedding.

WHAT TO DO IF AN INFESTATION OCCURS

If you think your child has head lice, it's important to talk to a healthcare provider to discuss the best treatment approach for your family. Resistance to some over-the-counter head lice treatments has been reported, but the prevalence of resistance is not known. There are new prescription treatment options available that are safe and do not require combing of nits.

SICK STUDENTS

One sick student can potentially affect the entire student population and staff. It is important that all stakeholders do their part in keeping our school free from disease. All illnesses must be called into the health office. There are certain cases when the school is required by law to report certain diseases to the Department of Health Services.

HANDWASHING WITH SOAP

Handwashing with soap is very important in killing germs. All students should wash hands before eating lunch. If a student has a common cold, cough, etc., they should wash their hands more frequently.

INTERVIEWS

Child Protective Services (CPS) Workers

- Interviews by Child Protective Services workers who are investigating abuse/neglect may be conducted at public schools.
- The parent or sibling of a student who is the subject of an investigation need not be given notice of such interview.
- School officials may be present at the interview only if it is necessary to the investigation.

Law Enforcement Officers

- In cases where students are interviewed for criminal investigations by law enforcement officers, the building administrators shall make reasonable efforts to notify the student's parent/guardian of the interview unless the law enforcement officer deems that notification would interfere with a criminal investigation.

POSITIVE INCENTIVES

The Camelback Academy staff values and encourages the positive behaviors displayed by our students each day. In an effort to recognize and reinforce leadership and demonstration of good character, Camelback Academy will utilize a number of positive incentive programs.

Academic Assemblies (K-8)

Camelback Academy will hold quarterly academic assemblies. These assemblies will provide our staff the opportunity to recognize students who have achieved academic excellence. ***Due to safety concerns and in order to limit disruption, we do not permit balloons, toys, flowers or gifts on campus. Please give these gifts to your students at home.***

Habit Hero Assemblies (K-5)

Habit Hero Awards will be given to students who demonstrate any of the seven habits from The Leader In Me. Our Camelback Academy students are encouraged to practice these habits to build their leadership skills. The Seven Habits are Be Proactive; Begin with the End in Mind; Put First Things First; Think Win-Win; Seek First to Understand, Then to Be Understood; Synergize; and Sharpen the Saw.

The intent of The Leader In Me is to teach our students to lead themselves and the intent of Habit Hero Assemblies is to recognize students who live out the seven habits. ***Due to safety concerns and in order to limit disruption, we do not permit balloons, toys, flowers or gifts on campus. Please give these gifts to your students at home.***

Positive Behavior Intervention and Supports (PBIS)

The goal of PBIS is to focus on positive behaviors and change undesired behaviors through a healthy balance of accountability, positive interactions, and incentives.

PBIS "Coyote Stamps"

Classroom teachers and all other team members reward students displaying any of the Leader In Me habits with a stamp. The purpose of the stamp is to reward the students for displaying leadership and making positive choices. For every five stamps earned in a single week, the student will have the opportunity to fill out a ticket to be entered in the monthly Habit Hero Awards drawing.

POSITIVE INCENTIVES (cont.)

“Shout-Out” Slips

In addition to our monthly Habit Hero Awards, we have a monthly drawing to celebrate excellence in character. When a staff member witnesses a student demonstrating one of the seven habits and/or displaying good character, they immediately recognize the student and present him/her with a “Shout-Out” slip. The student brings the slip to their teacher where it is held until the end of the month. All of the slips for each grade level are collected at the end of the month and put in an envelope for a drawing at the Habit Hero Assembly. The winning student receives a special prize for their entire class.

Classroom Incentives

Positive classroom incentives will be offered by individual teachers or teams as part of their classroom management plan. Possible classroom incentives may include extra recess, class parties, games, movies, written/verbal praise, etc.

Positive Behavior Incentive

All students who end each month with zero “clip-downs” (K-2), zero “checks” (3-5), & zero DAL marks (6-8) will receive a reward dress-down day on the last school day of the month.

Reward Field Trip (Middle School Only)

Depending on the available funds, middle school students are eligible to participate in a reward field trip at the end of the school year. The requirements for the reward field trip are:

- No suspensions after January
- No more than two detentions during 3rd and 4th quarters
- Must meet 90% attendance criteria (**regardless of excused or unexcused absences and/or illnesses**)
- Must have a “C” average GPA at cut-off with no “D” or “F” grades

Promotion Ceremony

All promoting eighth grade students who meet behavioral expectations will be invited to attend the Eighth Grade Promotion Ceremony.

STUDENT CODE OF CONDUCT - TECHNOLOGY

All students receiving digital curriculum are subject to any applicable district policies and this Student Code of Conduct.

There are established rules and expectations regarding proper internet etiquette in place in order to protect all students. Internet access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use the benefits of the internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible internet use. Please review the following **rules and expectations** carefully:

- **Students are responsible for good behavior** on the network. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- **We take integrity and authenticity of student work** very seriously. Do not cut, copy, or plagiarize internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing internet content could result in disciplinary action.
- **Security is a high priority**, especially when the system involves many users. If you identify a security problem in the school's computers, network, or internet connection, notify a system administrator.
- **It is illegal to create harmful computer viruses.**
- **Email/chat is not private.** Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.
- **Beware of emails from anyone (particularly adults you don't know)** asking for personal information, attempting to arrange meetings, or asking to engage in personal contact. Alert your teacher of any message you receive that is inappropriate or makes you feel uncomfortable.
- **Email/chats with your online classmates should be course-related.** It is prohibited to send unwelcome email/chats to your online classmates.
- **Protect your password.** Keep it secret from everyone except your parents.
- **Administrators will cooperate fully** in any investigation related to any illegal activities conducted through internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from course(s) as well as other disciplinary or legal action.

STUDENT CODE OF CONDUCT – TECHNOLOGY (cont.)

INTERNET USAGE POLICY

All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the school and is subject to disclosure to parents, administration, or other third parties. Consequently, we expect both students and staff to abide by the school's internet usage policy.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of internet platforms and tools provided by the school in violation of school policies will result in disciplinary action. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the education portal for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

STUDENT CODE OF CONDUCT – TECHNOLOGY (cont.)

ACADEMIC INTEGRITY POLICY

What is academic integrity?

Academic integrity is an ethical code whereby the student guarantees that all work submitted is the student's own work.

Why is academic integrity important?

When students submit an assignment that is not their own original work, there are two issues involved:

- Students are earning credit for learning material for which they have not demonstrated mastery.
- They may be violating the policies of the school.

What are some examples of academic integrity violations?

There are two kinds of academic integrity violations. One is plagiarism and the other is cheating.

- **Plagiarism:** To steal and pass off (the ideas or words of another) as one's own or use another's production without crediting the source. Some examples are:
 - Copying and pasting a report from the internet and representing it as your own work.
 - Copying any other work and not properly citing authorship.
- **Cheating**
 - To influence or lead by deceit, trick, or artifice
 - To practice fraud or trickery to violate rules dishonestly
 - Providing questions/answers/work to another student
 - Receiving questions/answers/work from another student

Ensuring Academic Integrity

Camelback Academy uses a variety of tools to ensure the integrity of student work.

- **Teacher Expertise.** Instructors have extensive classroom experience. Their expertise is often a guide in identifying the level of originality in student work.
- **Discussion-Based Assessments.** Each teacher regularly conducts discussion-based assessments with his or her students. These conversations occur at specific intervals as well as randomly in a course and are included in the assessment component of each course. The teacher discusses individual student work and extends the conversation to allow the student to demonstrate mastery of the content and to verify the authenticity of the student's work.
- **Academic Integrity Reporting Policy.** Community members, guidance counselors, parents, and students can call or email any issue related to academic integrity anonymously.

STUDENT CODE OF CONDUCT – TECHNOLOGY (cont.)

Consequences of Violation of This Policy

A variety of consequences will be administered when students are caught cheating or plagiarizing. These consequences range from resubmission of an assignment up to expulsion from coursework. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted to a transcript.

Students are responsible for submitting their own original work and are expected to:

- Read and sign the Student/Parent Acknowledgement Form as part of the enrollment process.
- Participate in a welcome call during which components of our academic integrity program will be discussed.
- Ask any questions regarding plagiarism or cheating if they are not sure.

Parents, as partners in supporting student learning, are expected to:

- Read and sign the Student/Parent Acknowledgement Form as part of the enrollment process.
- Participate in a welcome call during which components of our academic integrity program will be discussed.
- Ensure that their student's work is authentic and original.
- Monitor, via their guardian account, various academic integrity tips from the IM.
- Ask any questions regarding plagiarism or cheating if they are not sure.

Teachers, as stakeholders in ensuring the highest standards of academic integrity, are expected to:

- Act as a resource for student questions.
- Submit various assignments in the Plagscan.com database.
- Coordinate any academic integrity issues with the instructional leader.
- Verify student mastery of content through discussion-based and authentic assessments.
- Participate in any mandated trainings or staff development.

Instructional Leaders are expected to:

- Support academic integrity in each course they oversee.
- Ensure that all teachers participate in academic integrity initiatives.
- Support the administration of consequences.
- Provide support to the instructional staff in the implementation of these policies.

STUDENT CODE OF CONDUCT – TECHNOLOGY (cont.)

STUDENT CODE OF HONOR

A student should NEVER:

- Share their username and password with anyone other than their parents.
- Use anyone else's username and password.
- Obtain or assist anyone to obtain unauthorized access to the network.
- Post their personal information or anyone else's (i.e., address, email, telephone, etc.).
- Post private messages sent to them.

Administrators will cooperate fully in any investigation related to any illegal activities conducted through internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from course(s), as well as other disciplinary or legal action.

Academic Integrity means that all work submitted is created by the student and is an original representation of the student's work. When students submit an assignment that is not their own original work, there are two issues involved: 1) Students are earning credit for learning material for which they have not demonstrated mastery and 2) They may be violating the law. There are two kinds of academic integrity violations: plagiarism and cheating.

Parents, as partners in supporting student learning, are expected to:

- Review Code of Conduct and sign the Academic Integrity Statement as part of the enrollment process.
- Participate in a welcome call with teachers that includes components of our code of conduct.
- Ensure that their child's work is authentic and original.
- Ask any questions regarding plagiarism or cheating if they are not sure.

Teachers, as stakeholders in ensuring the highest standards of academic integrity, are expected to:

- Act as a resource for student questions.
- Coordinate any academic integrity issues with the instructional leader.
- Verify student mastery of content through discussion-based assessments and authentic assessments.
- Participate in any mandated trainings or staff development, focus groups, or other opportunities.

Instructional Leaders are expected to:

- Support academic integrity in each course they oversee.
- Ensure all teachers participate in academic integrity initiatives.
- Support the administration of consequences.

STUDENT CODE OF CONDUCT – TECHNOLOGY (cont.)

VIOLATION OF ACADEMIC INTEGRITY POLICY

Consequences range from resubmission of an assignment up to suspension from coursework. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted to a transcript.

CYBERBULLYING

Cyberbullying is an issue of conduct taken quite seriously by the school. Cyberbullying is the use of the internet and similar technologies to hurt and/or harm other people. It has been a pervasive problem, especially among contemporary children and adolescents, and can have extraordinarily deleterious effects on students ranging from low self-esteem and poor academic achievement to severe mental and emotional problems leading to suicide. In order to combat this serious problem, the school's administration, faculty, and staff prepare an introductory lesson educating students about the nature and consequences of cyberbullying and how they can avoid and stop it. Beyond this proactive intervention, the school also closely monitors all discussion boards, student-to-student emails, and peer interaction that takes place through the internet or other related technologies. Teachers are also trained (during professional development sessions) on how to identify potential cyberbullying and are required to report to school administration any potential examples of such abuse.

VIOLATION OF CYBERBULLYING POLICY

As is the case with the gradation of cyberbullying, the severity of the offense is the prime determiner in deciding the appropriate consequence. Again, depending on the violation, the school will follow the guidelines for possible consequences adapting these to a virtual setting as necessary. For example, possible actions may include but are not limited to:

- **Written and verbal warning** and notification to the parent.
 - Placement on **"temporary conduct probation."** A student's online academic network activities will be monitored for the duration of the student's current course(s) and the course(s) the student takes in the subsequent term.
 - **Suspension** from the program for a specified period of time. When a student is suspended, he or she is temporarily removed from class (the Learning Management System) or a school-sponsored program or activity. The length of a suspension is determined by the school administration. A suspension will be documented in writing and will become part of a student's permanent record. During a period of suspension as defined by the school administration, a student's permission to sign in and/or use parts of the LMS is restricted. Student access to Webmail, the message boards, online clubs/activities, and/or the entire LMS may be revoked. In cases where the student's access is completely revoked, the student will be provided paper/pencil assignments. The student should continue with his or her schoolwork during a suspension.

STUDENT CODE OF CONDUCT – TECHNOLOGY (cont.)

When a violation has occurred, a report, including the date, time, and circumstances of the alleged act will be submitted. This report will include a description of the actions of all parties involved, names of witnesses available, and documentary evidence that supports the charge. Students wishing to report a violation should file the report through the teacher. Upon receipt of the report, the school will determine if a policy may have been violated by the student. If there is sufficient information, the student and parent will be contacted in writing informing the student of the charges in detail including the time and place the alleged violation occurred and the penalty that would be appropriate if the student did violate the policy. A parent conference will be scheduled to discuss the matter with the school principal.

PRIVACY POLICY

We will abide by **student privacy guidelines** inspired by the Family Educational Rights and Privacy Act (FERPA) of the federal government of the United States. The following persons have access to student records:

- executive director
- principal
- administrative team
- professional staff (teachers, coaches, specialists)

Students may be provided with a unique password to access online content/resources. It is the student's responsibility to keep his/her password in confidence.

ANTI-DISCRIMINATION POLICY

We do not discriminate against pupils on the basis of sex; race; color; national origin; ancestry; creed; pregnancy; marital or parental status; sexual orientation; or physical, mental, emotional or learning disability/handicap.

Discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee is prohibited.

BULLYING AND HARRASSMENT POLICY

Harassment is prohibited between members of the school community including communication of any form between students, faculty and/or staff, and any third parties directly or indirectly related to Camelback Academy.

STUDENT CODE OF CONDUCT – TECHNOLOGY (cont.)

We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal.

It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting our students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and harassment **will not be tolerated** and shall be just cause for disciplinary action.

Conduct that constitutes bullying or harassment, as defined herein, is prohibited.

Bullying, harassment, and cyber-stalking are defined as inflicting physical or psychological distress and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose.

Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

Consequences for students for actions that violate the policy on bullying and harassment shall be determined by the administrative staff and may include:

- Student/teacher/parent conference.
- Suspension of chat privileges.
- Additional consequences determined by administration.

ETIQUETTE POLICY

Students are responsible for proper behavior while online. Students must always show consideration and respect when participating in classes. Obscene, profane, or threatening language online as well as offline will not be tolerated.

Students should be cautious about email messages from anyone asking for personal information, attempting to arrange meetings, or asking to engage in personal contact. Students should disclose to teachers any message received that is inappropriate or that causes uncomfortable feelings.

Any distribution of unsolicited email to online classmates is prohibited. All course interaction between teachers, parents, students, and stakeholders will be logged. Email messages to classmates should be limited to correspondence that is course-related. Administrators will cooperate fully with any investigation related to any illegal activities conducted through the internet.

STUDENT CODE OF CONDUCT – TECHNOLOGY (cont.)

DISCIPLINARY ACTIONS

We will determine the appropriate disciplinary actions for student violations of the code of conduct as they arise. The severity of the offense is the prime determiner in deciding the appropriate consequence. Possible actions may include but are not limited to:

- Written and verbal warning and notification to the parent.
- Placement on “temporary conduct probation.” A student’s online academic network activities will be monitored for the duration of the student’s current course(s) and the course(s) the student takes in the subsequent term.
- Suspension from the online program for a specified period of time.

When a violation has occurred, a report including the date, time and circumstances of the alleged act will be submitted. This report includes a description of the actions of all parties involved, names of witnesses available and documentary evidence that supports the charge.

Students wishing to report a violation should file the report through the teacher. Upon receipt of the report, the school will determine if a policy may have been violated by the student. If there is sufficient information, the student and parent will be contacted in writing to inform them of the charges in detail including the time and place the alleged violation occurred as well as the penalty that would be appropriate if the student is found to be guilty of violating the policy. A parent conference will be scheduled to discuss the matter with the school principal.

STUDENT CODE OF CONDUCT

The Camelback Academy Team believes that developing positive student behavior and self-discipline is a shared responsibility between students, staff, and parents. Recognizing the importance of making good choices, we implement two programs on campus: Positive Behavior Intervention Supports (PBIS) and *The Leader In Me*. These programs encourage character development and personal responsibility in our day-to-day activities which in essence are an indicator of who we are and what kind of people we are choosing to be. We want to help each student succeed, make responsible choices, and have respect for self, others, and their school community. Our plan incorporates a fair and consistent system of accountability which consists of disciplining and rewarding students.

Individual teacher teams establish classroom discipline and incentive plans in their particular classrooms. These may vary from team to team. The schoolwide student discipline and incentive plan as defined in this handbook is uniform for the entire school. This plan is based on behaviors and rules that students are expected to follow.

We believe that our students are capable of achieving high academic standards and behavior expectations. Students will learn these expectations at different times based on their developmental level and their experiences outside of school. ***Students should expect consequences as part of learning what is right and wrong. We must work together with families to model and teach appropriate behavior.*** Our commitment to our students is providing a safe, orderly and effective school environment where they can soar. Camelback Academy is committed to using a team approach to develop and maintain a positive and caring school environment.

A detailed account of the **Student Code of Conduct** and discipline procedures follows. Please read through this information carefully with your child/children as it is important that all our stakeholders have a clear understanding of our policies.

Rules for student conduct are established by Camelback Academy Leadership Team. The Student Code of Conduct will be reviewed each year and modified as necessary to maintain a fair, effective, and consistent system of rules for student conduct throughout the school. At times, consequences not set forth in the Code may be developed if the proposed alternatives are viewed by the school leader as useful and appropriate.

Behavior Expectations

The students at Camelback Academy are expected to display behaviors and attitudes that demonstrate and promote good character. The elements of good character are *Trustworthiness, Responsibility, Respect, Fairness, Caring, and Citizenship*. These expectations are meant to provide for the safety and protection of each child, staff member, and visitor to our campus.

Two general rules that define our expectations both inside and outside Camelback Academy classrooms are:

- 1. No one has the right to interfere with the learning or well-being of another person.**
- 2. No one will engage in any behavior that is not in the best interest of themselves and others.**

STUDENT CODE OF CONDUCT

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Repeat offenses at Level 1 will cause all offenses to be treated as Level 2	Chronic repetition of Level 1 or 2 offenses may be elevated to Level 3 consequences	Chronic repetition of Level 1 or 2 offenses may be elevated to Level 3 consequences	* Report to ADE **Report to Law Enforcement & ADE
Aggression (NOT BULLYING)	Aggression (NOT BULLYING)	Aggression (NOT BULLYING)	Aggression
insults, name calling	minor aggressive act (hitting, tripping, pushing, holding, pulling)	stabbing or poking with any instrument or object	assault*
negative body language or gestures	recklessness	threats of fighting or harm	aggravated assault **
	disorderly conduct	verbal provocation	endangerment*
			fighting*
Safety	Dishonesty	Alcohol, Tobacco and Other Drugs (indicate whether sale, distribution or intent to sell/distribute; use; possession; or share)	Alcohol, Tobacco and Other Drugs (indicate whether sale, distribution or intent to sell/distribute; use; possession; or share)
riding bike, skateboard, scooter, rollerblades on campus	lying	tobacco violation*	alcohol violation*
running in buildings, on sidewalks, or in parking lots	forgery	drug paraphernalia	drug violation— inhalants*
climbing on trees, fences, walls or partitions	plagiarism	substance represented as illicit drug	drug violation—over the counter drugs (non-approved or inappropriate use of)*
hiding from staff, wandering away from staff supervision			drug violation— prescription drugs (non-approved or inappropriate use of)**
minor undirected aggressive behavior			illicit drugs**— ecstasy, cocaine, crack, hallucinogens, heroin, marijuana, methamphetamine, other illicit drug, unknown drug distribution and/or sale of illegal substances *

Uniform Code	Uniform Code	Possession of Dangerous Items*	Harassment, Threat and Intimidation
uniform violation (first violation)	repeated uniform violation	simulated weapons	harassment, nonsexual*
exposed tattoos or non-approved piercing (first violation)	repeated exposed tattoos or non-approved piercing	knife with blade less than 2.5"	bullying*
extreme hairstyles or color (first violation)	repeated extreme hairstyles or color	laser pointer	threat or intimidation*
inappropriate neckwear or wristwear (first violation)	repeated inappropriate neckwear or wristwear	blade letter opener	hazing*
	refusal to do academic work in a timely manner	graffiti or tagging	creating or placing any device or trap to cause injury to another
	riding bike, scooter, rollerblades or skateboards on campus		
	negative group affiliation		
	public display of affection		
	trespassing		
	disruption		
Attendance Policy Violation	Disrespect	Disrespect	Arson
unexcused tardy	active or passive defiance	repeated use of racial or ethnic slurs	of a structure or property*
leaving school grounds without permission	insults, name calling	repeated open defiance, disrespect toward authority, and non-compliance	of an occupied structure**
unexcused absence	negative body language or gestures		
	refusal to follow directions		
Violation of School Policy	Vulgarity	Violation of School Policy	School Threat
unauthorized buying or selling	inappropriate language	computer network infraction	bomb threat**
minor disruption	obscene language or gestures	repeated use of obscene language, gestures, or images	chemical or biological threat**
unexcused absence/tardy	abusive language	truancy	fire alarm misuse**

unauthorized and/or improper use of telecommunication device	use of ethnic or racial slurs		use or threat of use of explosive device including fireworks *	
unauthorized personal cell in possession	drawing and/or sharing obscene pictures or objects			
personal cell phone seen or heard during instructional day				
improper use of computer		Theft	Theft	
	petty theft	theft	burglary/breaking and entering (second and third degree)*	
			burglary (first degree)**	
			extortion*	
			robbery*	
			armed robbery**	
		Intimidation (NOT BULLYING)	Sexual Offense (NOT ASSAULT)	Sexual Offense
	written or spoken threats	inappropriate touching of self or others	harassment, sexual with contact*	
	extortion	pornography	sexual assault (rape)**	
	disrespect	use or display of gang-related, drug, satanic or sexual symbols, gestures or words	sexual abuse/sexual conduct with a minor/child molestation**	
	harassing			
		Vandalism	Vandalism	
		graffiti or tagging	vandalism of personal property*	
			vandalism of school property*	
			Weapons and Dangerous Items	
	firearms** (handgun, pistol, rifle, shotgun)			
		other firearm or destructive device**		

			(bomb, grenade, starter gun, other firearm or destructive device)
			other weapons** (nightstick, brass knuckles, knife with blade length of at least 2.5", chainsticks)
			dangerous items* (air soft gun, BB gun, mace, paintball gun, pellet gun, razor blade or box cutter, Taser or stun gun, other dangerous item)
			Homicide**
			Kidnapping**

STUDENT CODE OF CONDUCT (cont.)

Discipline Consequences and Procedures Grades K-2

	LEVEL 1 INFRACTIONS	LEVEL 2 INFRACTIONS	LEVEL 3 INFRACTIONS	LEVEL 4 INFRACTIONS
	Chronic repetition of Level 1 or 2 offenses may be elevated to Level 3 consequences	Chronic repetition of Level 1 or 2 offenses may be elevated to Level 3 consequences	Chronic repetition of Level 1 or 2 offenses may be elevated to Level 3 consequences	Chronic repetition of Level 1, 2, or 3 offenses may be elevated to Level 4 consequences
CONSEQUENCES*	Reflection Sheet, 1-3 Days Loss of Secondary Recess, Other Classroom Consequence	1-5 days After-School Detention, Alternative Setting	Alternative Setting, 1 -10 Days Home or In-School Suspension	Alternative Setting, 1-10 Days Home or In-School Suspension, Recommendation for Expulsion
PROCEDURES	Teacher: Student Conference Parent Phone Call	Teacher: Student Conference Parent Conference	Teacher: Referral to Office Principal: Conference	Teacher: Referral to Office Principal: Conference
Any inappropriate language or gestures directed at school staff members will result in suspension.				
Theft or damage by student may require parent restitution of loss and/or repair.				
Classroom disruptions will remain at LEVEL 1 for the first three infractions before moving to LEVEL 2.				

Discipline Consequences and Procedures Grades 3-8

	LEVEL 1 INFRACTIONS	LEVEL 2 INFRACTIONS	LEVEL 3 INFRACTIONS	LEVEL 4 INFRACTIONS
	Chronic repetition of Level 1 or 2 offenses may be elevated to Level 3 consequences	Chronic repetition of Level 1 or 2 offenses may be elevated to Level 3 consequences	Chronic repetition of Level 1 or 2 offenses may be elevated to Level 3 consequences	Chronic repetition of Level 1, 2, or 3 offenses may be elevated to Level 4 consequences
CONSEQUENCES*	Reflection Sheet, 1-3 Days Loss of Secondary Recess, Other Classroom Consequence, Detention	1-5 days After-School Detention, Alternative Setting	Alternative Setting, 1 -10 Days Home Suspension	Alternative Setting, 1-10 Days Home or In-School Suspension, Recommendation for Expulsion
PROCEDURES	Teacher: Student Conference Parent Phone Call	Teacher: Student Conference Parent Conference	Teacher: Referral to Office Principal: Conference	Teacher: Referral to Office Principal: Conference
Any inappropriate language or gestures directed at school staff members will result in suspension.				
Theft or damage by student may require parent restitution of loss and/or repair.				
Classroom disruptions will remain at LEVEL 1 for the first three infractions before moving to LEVEL 2.				
** Any offenses which violate federal or state laws will result in immediate recommendations for expulsion and involvement of appropriate authorities.				

STUDENT CODE OF CONDUCT (cont.)

DAL (DAILY ACCOUNTABILITY LOG)

We utilize a daily accountability/recognition tool in grades 3-8 to reinforce positive behaviors, as a tool to help students grow in their academic years, and as a communication tool for parents. The DAL tracks daily recognition of a student’s choices and behavior. Poor choices will show as a “mark” and positive choices will show as a coyote “stamp.” For every five stamps earned in a single week, the student will have the opportunity to fill out a ticket to be entered in the monthly Habit Hero Awards drawing.

Marks are given when students are not following the Student Code of Conduct. The first mark during the day is a warning and subsequent marks include consequences such as “Think Sheets,” detention, and office referral. The DAL is also used as a grade check to keep parents informed on student performance. The DAL is to be signed each night by parents/guardians.

Grades 3-5 DAL

Student Name: _____ Homeroom: _____ Week of: _____

Earn a stamp for any of the following Leader In Me qualities:

<i>Leadership</i>	<i>Respect</i>	<i>Accountability</i>	<i>Unity</i>
<i>Compassion</i>	<i>Integrity</i>	<i>Motivation</i>	<i>Honesty</i>



Behavior Key (Marks +)								
<i>RO-Respect Ourselves</i>	<i>IL-Interfering w/Learning</i>	<i>G-Gum/Candy</i>	<i>HW-Homework</i>	<i>CH-Cheating/Copying</i>	<i>V-Vandalism</i>	<i>B-Bullying</i>	<i>F-Fighting</i>	<i>L-Lying</i>
<i>RO-Respect Others</i>	<i>DD-Disrespect/Defiance</i>	<i>SH-Shove/Push</i>	<i>PR-Profanity</i>	<i>TA-Taunting</i>				
<i>R-Respect Classroom</i>	<i>ID-Lost</i>	<i>ST-Stations-Off-Task</i>	<i>OT-Other</i>					

3-5	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Stamps (+): Every 5 stamps will earn a Shout-Out slip to be entered in the monthly drawing Marks (-): 3 rd : Think Sheet/Parent Contact 4 th : Detention 5 th : Referral to Administration						Stamps: _____ Marks: _____
Parent Signature:						
Consequence:						

STUDENT CODE OF CONDUCT (cont.)

Grades 6-8 DAL

Student Name: _____ Homeroom: _____ Week of: _____

Earn a stamp for any of the following Leader In Me qualities:

<i>Leadership</i>	<i>Respect</i>	<i>Accountability</i>	<i>Unity</i>
<i>Compassion</i>	<i>Integrity</i>	<i>Motivation</i>	<i>Honesty</i>



Behavior Key (Marks +)							
<i>RO-Respect Ourselves</i>	<i>IL-Interfering w/Learning</i>	<i>G-Gum/Candy</i>	<i>HW-Homework</i>	<i>CH-Cheating/Copying</i>	<i>V-Vandalism</i>	<i>B-Bullying</i>	<i>F-Fighting</i>
<i>RO-Respect Others</i>	<i>DD-Disrespect/Daifiance</i>	<i>SH-Shove/Push</i>	<i>PR-Profanity</i>	<i>TA-Taunting</i>			
<i>R-Respect Classroom</i>	<i>ID-Lost</i>	<i>ST-Station-Off-Task</i>	<i>OT-Other</i>				<i>DAL-Lying</i>

6-8	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Stamps (+): Every 5 stamps will earn a Call-Up slip to be entered in the monthly drawing Marks (-): 3 rd : Think Sheet 4 th : Detention/ Parent Contact 5 th : Referral to Administration						Grade Check IA: _____ M: _____ SCI: _____ SS: _____ SP: _____ Stamps: _____ Marks: _____
Parent Signature:						
Consequence:						

STUDENT CODE OF CONDUCT (cont.)

CAMELBACK ACADEMY'S POLICY ON EXPULSION

The teacher may recommend expulsion of a student to the principal who then may pass the recommendation to the executive director and/or governing board. Possible causes of expulsion include but are not limited to the following:

- Defiance of authority of school staff
- Repeated disregard or disobedience of Camelback Academy Student Code of Conduct and/or Student Responsibilities
- Verbal abuse of adults or students
- Disruptive or disorderly behavior
- Violent, harassing, bullying, or threatening behavior
- Fighting
- Destruction of school property or personal property
- Possession of firearms or other dangerous weapons
- Possession of controlled substances including illegal drugs, alcohol, tobacco, and prescription drugs without parental permission

Law enforcement authorities will be notified in cases where the student has committed a crime that violates local, state or federal law.

The parent/legal guardian will be notified of the intent to expel, and a hearing shall be held that includes the student, the principal or other staff, and the parent/legal guardian.

All rights and responsibilities of the school, the governing board, and the parent/legal guardian shall be adhered to in cases of expulsion. These rights include the right of parents to request an open meeting and/or executive session for the expulsion hearing, the right to reapply for readmission after one year of expulsion, and the right of the governing board to deny admission of a student expelled from another school as well as readmission of a student previously expelled from Camelback Academy.

Camelback Academy does not accept students who have been expelled from any public or private school, including Camelback Academy.

Camelback Academy has a ZERO tolerance policy on Drugs, Alcohol, Bullying, Harassment and Violence.

STUDENT CODE OF CONDUCT (cont.)

PERSONAL BELONGINGS

The following personal items are not permitted on campus during the instructional day:

- Smartphones, cellphones, or any technology device that allows students to communicate via messaging or telephone technology or access the internet are NOT PERMITTED at school or at any school activity that takes place during the instructional day. Students are required to use the school phone to contact parents and guardians.
 - If a cell phone is seen or heard during the instructional day, the student will be in violation of the Student Code of Conduct and will be subject to the appropriate discipline consequence.
 - All cellphones will be confiscated and parents will be notified to make arrangements for pick-up. Confiscated phones will not be returned to student.
 - A parent/guardian may request an IN-PERSON meeting with the assistant principal to present appropriate reasons for their student to bring a device to school. It is up to the assistant principal to grant or deny the request.
 - The parent/guardian and student will be required to complete and sign a Student Personal Phone Agreement for the student to bring and use a device AFTER SCHOOL ONLY. Please read the following policies regarding exemptions:
 - The parent/guardian and student understand the device will remain OFF and in the student's backpack until AFTER SCHOOL.
 - If the device is seen or heard, it will be confiscated and parents will be notified to make arrangements for pick-up. Confiscated cellphones will not be returned to students.
 - If a device is seen or heard, the signed Student Personal Phone Agreement will be revoked, and the student will no longer have permission to bring the device to school.

Additional personal items not permitted on school premises:

- iPods, mp3 players, radios, CD players and CDs, handheld game systems (PSP, Game Boy, etc.), cameras, or other personal electronic equipment
- Jewelry (K-5 only)
- Toys, fidget spinners, trading cards
- Permanent markers
- Sunglasses (worn indoors)
- Gambling games or devices

STUDENT CODE OF CONDUCT (cont.)

- Footballs
- Cigarettes, e-cigarettes, matches, lighters, tobacco and any explosive device
- *Knives, chains, weapons, firearms of any kind/size or any instruments that could be used as a weapon or simulated weapon.
- *Alcohol and or drugs (prescription, herbs, over-the-counter, illegal substances, paraphernalia)
 - Students are permitted to carry prescription inhalers provided the health office has a signed permission slip on file.
- ***Local authorities will be immediately called in the event alcohol, illegal, opiate, or barbiturate drugs, paraphernalia, and/or weapons are found on a student's person or property. Student(s) will be suspended and expulsion proceedings will begin.**
- Students found with prohibited personal property in their possession (on their person or in backpack, binder, desk, jacket, etc.) will be in violation of the Student Code of Conduct, and they will be subject to discipline consequence.
- All prohibited items will be confiscated and the parent notified to make arrangements for pick-up. Confiscated items will not be returned to student. Illegal items are not returned in any circumstance.
- Camelback Academy does not accept responsibility for theft, loss or damage to student's property.

Search and Seizure

Order, safety, and security are essential to a productive learning environment. As necessary, we reserve the right to perform random backpack checks to ensure student safety. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search for and seize the contraband from students (or non-students) if there is a reasonable suspicion that the student possesses such contraband.

- Camelback Academy has a ZERO-TOLERANCE policy regarding alcohol and/or illegal substances. If students are found with alcohol, illegal substances or paraphernalia, opiate or barbiturate drugs, and/or weapons, the local authorities will be called immediately. The student(s) will be immediately suspended and expulsion proceedings will begin.
- If students are found with any other prescription drugs or over-the-counter drugs in their possession, they will be subject to school discipline including possible expulsion.
- Students who are found to possess dangerous items or weapons will be subject to school discipline and/or possible expulsion.
- Student backpacks, binders, bags, lunchboxes, jackets, etc., are all considered legal to search.

STUDENT CODE OF CONDUCT (cont.)

Student desks, school textbooks, and library books are the property of Camelback Academy and remain at all times under the control of the school. However, students are expected to **assume full responsibility for the security and safekeeping of their desks, books, and other property and equipment.**

- Inspections of desks may be conducted by school authorities at any time without a search warrant or student consent.

Labeling Personal Belongings:

All items such as water bottles, coats, lunch boxes, books, folders, bags, crayon boxes, jackets, etc., should be labeled with the student's name.

Permitted Drinks in the Classroom:

Students are permitted to bring only **clear plastic water bottles filled *only* with water to school.**

- For accountability purposes, students will be required to place their water bottles on their table/desk in their homeroom class each morning.
- If students are found to have juice, tea, soda, sports drinks or any non-alcoholic beverage other than water, the drink will be confiscated and the student will receive a detention.
- Students may refill their water bottles at the water fountains **ONLY** during classroom time, not in passing periods.

Lost and Found

Remember to label all items belonging to children with their first and last names. Lost items will be placed in a box labeled "lost and found." Lost and found items will be kept no longer than 30 days. Items that are not claimed will be donated to a local charity.

STUDENT CODE OF CONDUCT (cont.)

STUDENT RESPONSIBILITIES

State law maintains the school's authority for the conduct and well-being of students from time they arrive on campus in the morning until they are picked up in the afternoon.

The administration reserves the right to take action involving the student's conduct regardless of where or when said action takes place if the student brings discredit upon the school, staff or other students.

Misbehavior will necessitate disciplinary action from a teacher, administrator and/or designee as established in the school's code of conduct.

Students at Camelback Academy Are Expected to:

1. Show respect toward other students and all staff members.

- a) Use of violence, force, and obscene language will not be tolerated.
- b) Obey the directions of all school staff members.

2. Remain concerned about the health and safety of everyone.

- a) Running on the sidewalks, on the stairs, and in the hallways is not permitted.
- b) Talking in hallways is not permitted.
- c) No rough play during recess.
- d) Hitting or hurting someone will not be tolerated.
- e) No chewing gum or sunflower seeds.
- f) No spitting on sidewalks or playground.
- g) Bathrooms are kept clean, toilets and urinals are flushed and all toilet paper and paper towels are disposed of properly.

3. Dress Appropriately. (REFER TO UNIFORM POLICY AND DRESS DOWN POLICY.)

- a) The approved uniform for Camelback Academy must be worn at all times.
- b) School uniforms and dress-down day clothing may not be over or undersized.
- c) The only acceptable shoes are sneakers (athletic shoes).

4. Arrive on time and be prepared to learn.

- a) All students shall be at assigned area by 8:00 a.m. each school day.
- b) Students are expected to bring their homework, books, and other supplies to school every day.

STUDENT CODE OF CONDUCT (cont.)

5. Care for all school property.

- a) **School Property (A.R.S. 13-2911)** Any student who cuts, defaces, or otherwise injures any school property is subject to suspension or expulsion, and the parents of such students shall be liable for the damages.
- b) Return all classroom library books when due and in the same condition received.
- c) Keep desks, chairs, books, and other school items clean and in good condition.
- d) All trash is thrown in trash cans in classrooms and on the playground.

6. Care for Textbooks.

- a) When students are issued a textbook, they are responsible for it until it is returned to the teacher.
- b) Any damage or loss is the student's responsibility.
- c) Report cards and school records will be withheld until the damage and replacement fees have been paid.
- d) Textbook prices range from \$5.00 to \$100.00 each.

7. Comply with classroom rules.

- a) Rules are established by each grade level and/or teacher.

8. School Pride

- a) Custodians are vital members of the school staff and have the responsibility of keeping the buildings and grounds in order.
- b) Students are required to pick up litter and books from the floor of their classroom before leaving the classroom and from their eating area during lunch time.
- c) Students are required to place their chairs on top of their desks at the end of the school day in order to facilitate our custodial cleaning process.
- d) As we work to instill a positive attitude toward all staff, students are reminded that all visitors, substitute teachers, and aides are to be treated with respect and courtesy.
- e) Disrespect of any guest on campus, including substitute teachers, will automatically result in a minimum discipline of two after-school detentions.

CAMELBACK ACADEMY 4-STEP DISCIPLINE PLAN

When a student is continually exhibiting disruptive behavior in the classroom, the classroom teacher will follow the four steps listed below.

Before beginning the 4-step plan, the teacher must have a clear and concise classroom management plan in place. The management plan **must** be consistent throughout the cluster and must include consequences that are understood, specific, and fair. At Camelback Academy, we ALWAYS **discipline with dignity**.

*Camelback Academy students are **NOT PERMITTED** to sit outside the classroom in the hallways for any reason. Removing a student from the classroom and placing them in the hallway is NEVER permitted. Teachers must collaborate with their colleagues to arrange for an alternative setting for students.*

1. Student Exhibits Disruptive Behavior

- a. Contact parent and DOCUMENT
 - i. disruptive behavior
- b. Involve parents by asking them to provide possible solutions or any background that might assist you in working with their child.
- c. Ask parents for help; they will appreciate the request.
- d. There are many different ways to hold students accountable, not just detention.
- e. At Camelback Academy, we **never** take away a student's special.
- f. Teacher assigns consequence (discipline).

2. Student Behavior Progresses (Detention)

- a. Contact parent and DOCUMENT
 - i. Disruptive behavior
 - ii. Accommodations you have made to help the student succeed
- b. Collaboration with your team (ask for help)
 - i. Rewards or consequences for the individual. Ask the child what they're willing to work for.
- c. DOCUMENT all parent conversations and all discipline as administration will need history if behavior continues.
- d. Complete Discipline Referral Form and submit to office. Detentions should never be assigned without documentation on the Discipline Referral Form.

3. Office Referral (Suspension)

- a. Office referrals are reserved for instances when student behavior has escalated to warrant possible suspension.

- b. Provide documentation with student to the office
 - i. If documentation is not included, the student will be sent back to classroom.
 - c. Teacher: Be prepared to meet with administration, student, and parent.
 - d. Teacher input is crucial. Final discipline decisions are a team effort between teacher and administration.
 - e. Possible parent, teacher, student, administration conference to take place.
4. **Possible Recommendation for Expulsion** (See Camelback Academy's policy on expulsion on page 48.)

STUDENT ORGANIZATIONS

STUDENT COUNCIL

Student Council is a positive activity that helps students develop leadership, responsibility, and pride in themselves and their school. Students in grades 4-8 elect a representative from their homerooms. Officers are students from grades 5-8. All student council members must meet set academic and behavioral standards. These standards are explained to the students and their parents before they run for office. The school administration and student council sponsor reserve the right to remove students from office if these standards are not maintained.

NJHS AND NEHS

The National Junior Honor Society and National Elementary Honor Society (NJHS/NEHS) are open to all students in grades 7-8 (NJHS) and grades 4-5 (NEHS) who have met five criteria: scholarship, leadership, service, character, and citizenship. The basic scholarship requirement is a cumulative average of "B" or better. Academically eligible candidates will be evaluated on the basis of leadership, service, character, and citizenship. They must demonstrate appropriate conduct and they can have no suspensions from school (in-house or out of school suspensions). Selection is made by a majority vote of a faculty council consisting of five faculty members.

Each year the NJHS and NEHS complete one or more community service projects in which all the members of the society are involved. This project could be oriented toward improving student leadership, educating them as citizens, working with and learning about senior citizens, providing learning about other cultures, or performing a school service. In addition, individual members are expected to choose another "area of involvement" in line with their particular talents and interests. This approach emphasizes the need for cooperative effort in service to the community while providing an opportunity for individuals to discover and develop their own unique contributions.

TEAM STUDENT AMBASSADORS

TEAM Student Ambassadors are nominated by their teachers as students who display Leader In Me qualities or aspire to lead others well in their classrooms. Student Ambassadors are privileged to lead schoolwide student initiatives, welcome and accompany new students on their first day of school, and host prospective families as they tour our campus.

AFTERSCHOOL CLUBS

Based on staff availability and funding, Camelback Academy will offer 4-week student activity clubs to support extracurricular experiences.

Afterschool clubs will take place during the times below:

Grades K-2: 3:45pm – 4:15pm

Grades 3-5: 4:00pm – 4:30pm

Grades 6-8: 4:15pm – 4:45pm

Students who are not picked up within 10 minutes of the ending time will be sent to Coyote Club. Parents will be charged for the amount of time students are in Coyote Club.

Parents who are consistently late picking up their students will lose the opportunity for their students to participate in clubs.

MIDDLE SCHOOL COMPETITIVE SPORTS

Camelback Academy is an active participant in the Canyon Athletic Association.

Basketball – Boys

Basketball – Girls

Cheer - Girls

Co-Ed Football – Boys & Girls

Co-Ed Soccer – Boys & Girls

Volleyball - Girls

All eligible students may try-out for the following sports teams:

Fall Sports:

Basketball - Girls

Co-Ed Football – Boys & Girls

Cheer - Girls

Winter Sports:

Basketball - Boys

Volleyball - Girls

Cheer - Girls

Spring Sports:

Co-Ed Soccer – Boys & Girls

Cheer - Girls

MIDDLE SCHOOL COMPETITIVE SPORTS (cont.)

ELIGIBILITY REQUIREMENTS FOR MIDDLE SCHOOL SPORTS PROGRAMS

Behavior Eligibility

- In order to tryout or participate in interscholastic sports, the student must be a student in **current good standing** at Camelback Academy who follows our standards of conduct and character.
 - **Eligibility to tryout:**
 - Students who have been suspended within the semester tryouts are scheduled are **not eligible** to tryout for interscholastic sports.
 - **Eligibility to participate:**
 - If a student is assigned a suspension, the student may not participate in interscholastic sports scheduled on the week(s) of suspension.
 - Students who are suspended from participation are not permitted to attend practices and/or games.
- **Leadership reserves the right to permanently remove students from activities due to grades and/or behavior.**

Academic Eligibility

In accordance with the State of Arizona's regulations and Camelback Academy policy, only those students deemed academically eligible may tryout and participate in extra- or co-curricular activities in which competition is an integral part of the organization. We view our athletes as student athletes, meaning they are students first and are expected to hold up our core values and expectations as representatives of Camelback Academy.

- **Camelback Academy eligibility requires that students have a "C" average (all subjects) and may not have any "D" or "F" grades.**
 - **Eligibility to tryout:**
 - If a student has a "D" or "F," or does not maintain the proper average, they are not eligible to tryout for interscholastic sports.
 - **Eligibility to participate:**
 - If a student has a "D" or "F," or does not maintain the proper average, they are expected to come to all practices and games but will not be allowed to participate in practice or play in the game until their grades have improved.
- On the third consecutive grade check, students with grades that do not meet the standard will be dismissed from the team.
- Administration reserves the right to permanently remove student from activities due to grades and/or behavior.

MIDDLE SCHOOL COMPETITIVE SPORTS (cont.)

Student Transportation for After School Sports

Camelback Academy owns two 11-passenger vans to transport athletes to and from the school for away games. Each van holds up to 10 athletes. In the event we have more athletes than seats or not enough approved drivers, we may request parent volunteers to help transport athletes in their personal vehicles. It will be up to the coach to schedule parent volunteer drivers for each team/season.

In the event that we do not have parent volunteers scheduled, we will be limited to the number of players we can transport.

STUDENT TECHNOLOGY USER AGREEMENT

Camelback Academy, in alignment with Arizona Department of Education and recognizing the Partnership for 21st Century Skills, believes technology encompasses the tools and strategies for solving problems, using information, increasing productivity, and enhancing personal growth. Camelback Academy encourages students to become responsible digital citizens by mastering technology standards in order to live, learn, and work successfully and responsibly in an increasingly complex, technology-driven society.

Through the integration of technology, Camelback Academy believes all students will:

1. Master online safety.
2. Inquire, think critically, and gain knowledge that extends beyond the school walls.
3. Communicate, collaborate, publish, research, and interact to gain academic growth.
4. Expand creative production through multimedia experiences.
5. Develop a culture of innovation and creativity.

Master Online Safety

Learning how to safely navigate the internet is a life skill that all students are expected to master. Filtering software is utilized by Camelback Academy; however, no filtering system is capable of blocking 100% of inappropriate material on the internet. All students are advised that access to the internet may include potential for access to materials deemed inappropriate.

To ensure online safety, students will:

- Only log into accounts authorized to the student by Camelback Academy when using district technology resources.
- Protect personal information such as name, address, email, family information, and school details while visiting websites or engaging in online communications.
- Immediately report the malicious online behavior of cyberbullies or suspected online predators to a Camelback Academy staff member.
- Consult a Camelback Academy staff member if uncertain about whether a particular site is acceptable or appropriate.

Inquire, Think Critically, and Gain Knowledge that Extends Beyond School Walls

Technology has opened a floodgate of information to enhance education that extends beyond school walls. Camelback Academy encourages students to use technology to learn skills of inquiry and critical thinking as they navigate the online world to gain educational value. It is essential that students collect, evaluate, and analyze information for accuracy, reliability, and authenticity.

STUDENT TECHNOLOGY USER AGREEMENT (cont.)

Students must also know, understand, and obey all copyright laws while taking care to give credit to other's ideas and separate them from one's own writing.

Communicate, Collaborate, Publish, Research, and Interact to Gain Academic Growth

Communicating and collaborating are real-world skills which technology can enhance. Camelback Academy encourages students to utilize technology in order to:

- Communicate and collaborate with peers and teachers in a respectful manner.
- Enhance academic content by researching reliable, safe sites.
- Publish work as designed and guided by the teacher.
- Create web-based portfolios for confidential and safe publishing of student work.

Develop a Culture of Innovation and Creativity

Some of the greatest challenges have yet to be discovered, rendering it essential that all students develop a culture of innovation and creativity through problem solving, critical thinking, and imagining the impossible. Therefore, real-world situations are embedded in the curriculum, authentic solutions are encouraged and nurtured, and sharing a variety of problem-solving approaches through technology is expected.

Excluding Students from use of Technology

Student's mastery of technology is critical for their educational development in our technological world. Many classroom activities involve technology and multimedia projects. Excluding students from participating in technology may put them at a disadvantage and requires alternative assignments to fulfill those performance objectives. Should a family have questions or concerns about their child's participation in technology while at school, we encourage you to please contact the principal to speak about how the school can best meet your child's needs.

Acceptable Use of Computers

The following behaviors are not permitted and will result in disciplinary consequences:

1. Sending, accessing, downloading, or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers, systems, or networks
5. Violating copyright laws and regulations
6. Using passwords other than your own
7. Sharing passwords with others
8. Trespassing in other's folders, work or files
9. Employing the network for commercial purposes

STUDENT TECHNOLOGY USER AGREEMENT (cont.)

10. Providing personal information about myself or others (i.e., names, addresses, phone numbers, card numbers, etc.)
11. Plagiarism. Plagiarism is taking the ideas or writing of others and presenting them as if they were your own.
12. Attempting to destroy data by spreading viruses or by any other means
13. Utilizing the internet/computer to engage in any illegal or inappropriate act (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.)
14. Attaching any other device (i.e., external disk, printer, or video system) to the school's equipment without prior approval

If a student mistakenly accesses inappropriate information, they are to **immediately** tell a teacher so the teacher will know that the student did not intentionally access the information and can contact the IT specialist. **If the student does not immediately go to the teacher, they will face possible consequences.**

Consequences

- Violations of the above may result in a loss of internet access.
- Violations of the above may be subject to disciplinary action including expulsion/dismissal.
- When applicable, law enforcement agencies will be involved.

Technology use at Camelback Academy is a privilege, not a right, and misuse may result in restriction, cancellation, or other disciplinary action noted in the Student Handbook.

Students are held responsible to use Camelback Academy technology resources responsibly.

TRAFFIC PATTERN AND POLICIES

Camelback Academy has a defined and specific traffic pattern for all persons entering and exiting our campus. In order to ensure the safety of all stakeholders, we have developed a Traffic Pattern Policy designating how traffic should proceed through the campus driveways. Please read the Traffic Pattern Policy outlined below.

Entering and Exiting Campus for Arrival and Dismissal

- All traffic entering the campus must use the **east driveway only**.
- Please exercise patience and caution when entering the campus. **Do not drive your vehicle into the center turn lane on Camelback Rd. before passing the west driveway**, as this poses a traffic hazard for people exiting the campus.
- There are two lanes for entering the east driveway; they are marked by arrows. *The lanes narrow to one lane at the staff parking area by Building 100.*
 - o The left lane is for entering the campus from the west.
 - o The right lane is for entering the campus from the east.
- **There are five designated STAFF PARKING AREAS. Parents are not permitted to park in these areas.**
 - o The east side of Building 100 (the auditorium)
 - o The parking spaces north of Building 300 (the music building)
 - o The parking spaces along the north side of Building 400 (the elementary classroom building)
 - o The first row of parking spaces south of Building 400
 - o The west side of Building 200
- Please follow all parking and directional signs as well as traffic directors on campus.
- **The only permissible drop-off and pick-up zone is located on the north parking lot.** Dropping students off or picking students up on the south drive without parking is strictly prohibited as this is a moving traffic lane. There are two lanes in the drop-off/pick-up zone:
 - o The right lane is for drop-off and pick-up only. If you are the first car, please pull all the way forward. In order to keep traffic flowing, follow the directions of the traffic director.
 - o The left lane is a drive-through only. Do not attempt to drop-off or pick-up your children in this lane as they will have to cross moving traffic to reach the sidewalk or your vehicle.
 - o **The south parking area and driveway does not have a drop-off/pick-up zone.**

TRAFFIC PATTERN AND POLICIES (cont.)

- Middle School parents **without K-5 students** are to drop-off and pick-up their middle school students on the **west property** (where the athletic field is located).
- Do not cut through parking lot in order to enter drop-off/pick-up zone; follow the perimeter of the parking lot to enter the drop-off/pick-up zone.
- All Kindergarten students are to be escorted to and from the Kindergarten playground or Homeroom classroom.
- If you park in the north or south lot, you **must** escort your child to the sidewalk in the morning and to your vehicle in the afternoon. Students are not permitted to walk through the parking lot unless escorted by an adult. **Please watch your children closely** and only cross traffic in the designated areas monitored by traffic directors. They will stop traffic to allow for you to safely cross. We cannot ensure your safety if you cross in areas not monitored by staff.
- All traffic exiting the campus must use the **west driveway only**.
- There are both eastbound and westbound exit lanes to assist exiting onto Camelback Road. Please exercise patience and caution when exiting the campus and watch for pedestrians.
- Students are not permitted to drive themselves to school.
- NEVER leave children unattended in your vehicle.

STAGGERED DISMISSAL

Camelback Academy has a staggered dismissal and pick-up schedule. Please read the schedule and procedures carefully.

(3:45pm) Grades K-2 are dismissed.

- **Kindergarten students:** Parents will pick-up Kindergarten students in their homeroom.
 - **Kindergarten students with siblings in grades 3-8**
 - Students will be supervised in another classroom until the 3-5 or 6-8 dismissal. Adult staff member will escort student to wait with older sibling.
- **Grades 1-2:** Escorted by their teachers to pick-up area located on north parking lot.
 - **Grades 1-2 students with siblings in grades 3-8**
 - Students will be supervised in another classroom until the 3-5 or 6-8 dismissal. Adult staff member will escort student to wait with older sibling

(4:00pm) Grades 3-5 are dismissed.

- **Grades 3-5** are escorted by their teachers to pick-up area located on north parking lot.
- K-2 grade siblings join their older siblings at the pick-up area.
 - Parents may also park in the south parking lot and walk to the north pick-up area.

(4:15pm) Grades 6-8 are dismissed.

- **Grades 6-8** are escorted by their teachers to one of two pick-up areas: the north parking area or the west parking area.
- K-5 grade siblings join their older siblings at the north pick-up area.
 - Parents may also park in the south parking lot and walk to the north pick-up area.

**THERE ARE NO DROP-OFF/PICK-UP ZONES BY BUILDING 200
(THE MIDDLE SCHOOL CLASSROOM BUILDING)**

DROP OFF AND PICK UP

Please refer to page 63 for details on entering/exiting campus and traffic policies

- Please remember to set a good example for our students when on campus to pick-up or drop-off your children.
- Please remember to be patient during pick-up and drop-off of your children.
- Please remember our staff is here to ensure the children's safety in the parking lot.

STAGGERED DISMISSAL (cont.)

- Please adhere to Camelback Academy staff member's directions.
- Please be nice to our staff. Profanity and abusive language or gestures violate state law and will not be tolerated.

Arizona Revised Statute 15-507

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

STUDENT UNIFORM CODE & POLICY

Camelback Academy parents, staff, and governing board support the establishment and enforcement of a uniform policy. It is our belief that a uniform policy sets a standard of excellence and pride and assists in creating an environment conducive to a quality learning opportunity for the students who attend Camelback Academy. *Camelback Academy parents and students agree to comply with the Uniform Code at all times.*

UNIFORM SHIRTS ARE LIMITED TO CAMELBACK ACADEMY LOGO POLO SHIRTS

CAMELBACK ACADEMY APPROVED UNIFORM STYLES AND COLORS

SHIRTS FOR BOYS AND GIRLS

There are **TWO APPROVED** shirt styles for both boys and girls:

1. Short-sleeved **Camelback Academy Logo Polo Shirt** (can be purchased at Main Office – see prices below) in the following APPROVED colors:
 - Royal Blue
 - Powder Blue
 - White
2. Long-sleeved **Camelback Academy Logo Polo Shirt** (can be purchased at Main Office – see prices below) in the following APPROVED colors:
 - Royal Blue
 - White

UNIFORM SHIRT PRICES

Short Sleeve: Youth XS – XL - \$15 / Adult XS – L - \$17 / Adult XL – 10XL - \$20

Long Sleeve: Youth XS – XL - \$21 / Adult XS – L - \$25 / Adult XL – 10XL - \$27

Students may **not** wear any shirt other than a **Camelback Academy Logo Polo Shirt**.

Boys and girls may wear **plain white** undershirts or camisoles underneath their uniform shirts. The only permissible color is white.

Girls may not tie or knot shirts.

Except while at recess, lunch, or in PE class, **uniform shirts are to be tucked in.**

STUDENT UNIFORM CODE & POLICY (cont.)

SHORTS AND PANTS FOR BOYS AND GIRLS

The ONLY APPROVED COLORS are navy blue and khaki.

PANTS:

- The ONLY APPROVED STYLE of pants is "chino-style."
- **Pants with denim (jean) material, "skinny" style and tight-fitting pants are not permitted.**
- Camelback Academy staff reserves the right to determine what is considered "tight-fitting."

CAPRIS

- Plain khaki or navy blue capri-length pants are acceptable for girls.
- **Capris with denim (jean) material, "skinny" and tight-fitting pants are not permitted.**
- Camelback Academy staff reserves the right to determine what is considered "tight-fitting."

SHORTS

- The ONLY APPROVED STYLE of shorts is "chino-style."
- **Shorts with denim (jean) material, "skinny" style and tight-fitting shorts are not Permitted.**
- Camelback Academy staff reserves the right to determine what is considered "tight-fitting."

BELTS

- SHORTS AND PANTS for 3-8 grade students **will have belt loops and must be worn with a black, brown, navy or khaki belt.**
- Belts for K-2 grade students are optional, **but colors are limited to black, brown, navy, and khaki.**

SKIRTS, SKORTS, AND JUMPERS

- The ONLY APPROVED COLORS are navy blue and khaki.
- Skirts, skorts and jumpers will not be shorter than the fingertips when the hand is extended at the side while standing straight.
- Uniform jumpers and skirts **must be worn with shorts underneath.**
- Uniform jumpers, skirts, and skorts may be worn with **plain (no patterns, lace or trim) white, tan, grey or navy blue** leggings or tights underneath.

SHOES

- Students may only wear SNEAKERS (athletic shoes) to school.

STUDENT UNIFORM CODE & POLICY (cont.)

OUTERWEAR

- APPROVED **uniform sweater** (only permitted to be worn during **October-March**)
 - Crew or V-neck cardigan sweater (button down the front)
 - navy blue or white
 - no contrasting graphics, words, designs or trim
 - Crew or V-neck pullover sweater
 - navy blue or white
 - no contrasting graphics, words, designs or trim

- APPROVED **uniform jersey sweatshirt** (only permitted to be worn during **October-March**)
 - Crew or V-neck pullover sweatshirt
 - navy blue or white
 - no contrasting graphics, words, designs or trim

- APPROVED **uniform jersey jacket** (only permitted to be worn during **October-March**)
 - Grey and navy hooded jackets are available for purchase for \$15.00 in Main Office.
 - Hooded jacket in a cotton, jersey sweatshirt material with a zippered front with no contrasting graphics, words, designs or trim.
 - **NON-ZIPPERED HOODED SWEATSHIRTS ARE NOT ACCEPTABLE.**
 - Approved colors for this hooded, zippered front jacket:
 - navy blue
 - grey

All clothes will:

- Be clean, neat, and the appropriate size (not too tight, too large, or too short).
- Be free of logos (other than Camelback Academy's logo), letters, numbers, icons or symbols.
- Be free of graphics.
- Not interfere with the educational process or present a safety hazard as determined by the CA Administration.
- Have first and last names written inside clothing (suggested).
- **Any student wearing, carrying, or displaying gang clothing, symbols, or paraphernalia who causes and/or participates in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action.**

STUDENT UNIFORM CODE & POLICY (cont.)

Uniform Tops will:

- Be tucked in at the waist at all times, except while at lunch, recess, or in PE class.
- (May) be worn with a plain, **white** short-sleeved undershirt or camisole underneath, and will be **TUCKED-IN. The only permissible color is white.**
- (May) have a **plain, uniform color (white, powder blue or royal blue)** long-sleeved shirt underneath and will be **TUCKED-IN** in colder months. **Long-sleeved shirts worn under short-sleeved uniform shirts may not have designs or patterns.**

Uniform Pants will:

- Be pulled up and snug above the hips. **SAGGING IS NOT PERMITTED.**
- Be no longer than just above the sole of the shoe.
- **Not** consist of tights, stretch pants, "skinny-style" pants, denim (jean) material, athletic wear or loungewear.
- **Not** display any visible logos.
- Be worn with a belt **AT ALL TIMES** for students in grades 3-8.

Shorts, skirts, and skorts will:

- Be pulled up and snug above the hips. **SAGGING IS NOT PERMITTED.**
- Be worn with shorts underneath (skirts).
- Not be shorter than the fingertips when the hand is extended at the side while standing straight.
- Not be longer than the top of the knees.
- Not display any visible logos.
- (May) be worn with **plain (no patterns, lace or trim) white, tan, grey, or navy blue** leggings or tights underneath.

Jumpers will:

- (**Must**) be worn with shorts underneath.
- Be no shorter than the fingertips when the hand is extended at the side while standing straight.
- Be no longer than the top of the knees.
- (May) be worn with **plain (no patterns) white, tan, grey, or navy blue** leggings or tights underneath.

Jackets, Coats, Non-Uniform Sweaters, Non-Uniform Sweatshirts will:

- Be removed when entering the classroom.
- Be restricted to school-appropriate designs that are not vulgar, violent, obscene, or gang-related.
- Not interfere with the educational process or present a safety hazard as determined by the CA administration.

STUDENT UNIFORM CODE & POLICY (cont.)

Sweaters and Sweatshirts worn inside will:

- Be school-approved styles and colors only (see approved outerwear on page 69).
- Be free of logos, letters, numbers, icons, and symbols.

Jewelry/Piercings will:

- Be kept to a minimum, including only appropriate neckwear, bracelets, and belts.
- Not include any piercing of body parts other than the earlobe.
- Not include gouging of the earlobe. Spikes and gouge-type earrings are not permitted.
- Not include large hoop or dangle style earrings.
- Not interfere with the educational process or present a safety hazard as determined by the CA administration.

Makeup:

- Will **not** be allowed for grades K-5.
- Will be **kept to a minimum** for grades 6-8. Minimum makeup is limited to **light blush, clear or light-colored lip gloss, and mascara.**

Footwear will:

- Be **limited to sneakers (athletic shoes)** and will be required at all times.
- Not include non-athletic shoes or sandals.

Hair will:

- Not be an **extreme style** as determined by CA administration; including but not limited to:
 - Tails
 - Mohawks
 - "Faux-hawks" over 1.5" high and with skin-shaved/bald sides
 - Engraving
- Only consist of natural hair colors.
- Not interfere with the educational process or present a safety hazard as determined by CA administration.

Headwear will:

- Only be worn outside the building(s).
- Be restricted to school-appropriate designs that are not vulgar, violent, obscene, or gang-related.
- Not include "do-rags", bandanas or sweatbands of any color or style.
- Not interfere with the educational process or present a safety hazard as determined by CA administration.

STUDENT UNIFORM CODE & POLICY (cont.)

Tattoos and Body art will:

- Not be allowed (including permanent, temporary, henna, or any other type of tattoo or body art) except for religious purposes. Permanent and henna tattoos or body art for religious purposes will be covered as much as possible.
- Temporary tattoos or body art will be washed off immediately.

Backpacks and Binders will:

- Be free of logos, writing, symbols, or graphics that represent anything illegal, violent, illicit or suggestive.
- Not display gang symbols or paraphernalia.
- Not interfere with the educational process or present a safety hazard as determined by CA administration.
- ***Be subject to search by any CA employee at any time, with or without warning.***
- ***If necessary, CA employee will direct student to empty their backpack and/or belongings. If student refuses to comply, CA employee will empty backpack and/or belongings.***

UNIFORM POLICY VIOLATIONS

- All uniform policy violations will result in consequences associated with Camelback Academy's Student Code of Conduct including not being allowed to return to the classroom until in compliance with the Uniform Code.
- Loaner clothing will be given to students out of compliance. Student's clothing will be returned when Camelback Academy loaner clothing is washed and returned.
- ***In the event that loaner clothing is not available, parents will be called to either bring correct uniform clothing or take student home.***
- Camelback Academy reserves the right to withhold report cards if loaner clothing is not returned.

Camelback Academy Administration reserves the right to make ongoing updates to policies regarding uniforms as the need arises.

STUDENT UNIFORM CODE & POLICY (cont.)

DRESS-DOWN MONDAY DRESS CODE

Dress-Down Monday is a year-long fundraiser to pay for field trip buses and other school-wide initiatives. In order for students to participate in Dress-Down Monday, they must pay \$1.00 by the current Monday. Late payments will not be accepted; students will receive a dress code violation if they have not paid \$1.00 and are "dressed down."

We encourage students to take pride in their attire as it relates to the school setting. Students who participate in Dress-Down Monday are to dress in a manner that, in addition to the following guidelines, takes into consideration the safety, health, and welfare of self and others and does not disrupt the learning environment. Students volunteering for extracurricular activities such as athletics, chorus, etc., are subject to the standards of dress as defined by that activity sponsor. **The final decision as to appropriateness of dress shall be determined by the administration.**

The following clothing/garments/articles **are not** permitted on campus on Dress-Down Mondays or at any school activity:

- Low-hanging or sagging pants, including exposure of any undergarments. Pants and shorts must cover the buttocks.
- Pants with tears or holes that are higher than mid-thigh or holes that are larger than 3" that expose an inappropriate amount of skin
- Yoga pants
- Leggings not paired with a long tunic shirt, sweater, or dress that covers the buttocks
- Hairnets, skull caps, "do-rags," or bandanas
- Hats of any kind are not permitted in the classroom or school buildings. This includes hoods or hoodies.
- Strapless, spaghetti-strap, razor back, or backless dresses or blouses, and halter tops. All undergarments (brassieres, etc.) must be fully covered. The straps on *tank tops* **must be a 3-finger width, will not be low cut, and must fully cover the undergarment.**
- Blouses or shirts of a transparent or mesh material revealing undergarments, skin, or a bare midriff or shoulders
- Tops that are too short to be tucked in
- Muscle shirts and oversized tanks that overexpose the body must have a t-shirt worn underneath.
- Spandex shorts, side-split shorts, tight or brief shorts. **Shorts will not be shorter than the fingertips when the hand is extended at the side while standing straight.**
- Pajamas of any kind
- Bare feet, open toe/heel sandals, and Crocs are not acceptable. In the interest of safety, shoes must be worn at all times.

STUDENT UNIFORM CODE & POLICY (cont.)

- Clothing, hats, jewelry, or accessories that display inappropriate messages or symbols.
- Clothing with messages or pictures referring to death, violence, Satanism, racism, sexual and/or gender identity, weapons, sex, profane or obscene statements or places of business
- Clothing that promotes alcohol, drugs, tobacco, gang affiliation, nudity, or profanity
- Spiked or studded belts, bracelets/necklaces, chain belts, wallet chains, handcuffs, or sharp, heavy rings
- Pacifiers of any kind. This is an item that is associated with gang activity and/or drug use.
- Any item that is a distraction/disruption to the classroom learning environment as determined by Camelback Academy administration.

If the student does not follow dress code, s/he will be sent to the office for a change of clothing and will be subject to uniform code violation procedures. Violations are not negotiable—our students will present themselves appropriately. Due to rapid changes in our society, it may become necessary to modify the dress code or personal property code to include additional items at the judgment of the administration.

NOTE: Camelback Academy administration reserves the right to use their discretion in deciding what is or is not acceptable attire on campus.

VIDEOS

Camelback Academy administration authorizes the utilization of movies and videos in the classroom with advanced notice. Videos shown will have an educational value by extending and reinforcing concepts taught in the classroom.

Movies and videos that are rated PG or PG-13 are not shown in classrooms or at any school-sponsored event without approval from administration and signed permission slips by parents.

Movies and videos that are rated R and MC-17 **are not shown.**

Via permission slip, teachers will notify parents in advance of the title of the movie/video with a PG or PG-13 rating and date of viewing. Students will not be permitted to view PG or PG-13 movies or videos without a signed permission slip.

Parents have the right to request that their child not view any movie or video.

All movies and videos that deviate from the adopted curriculum must be approved in advance by the school administration.

ARIZONA REVISED STATUTES REFERENCES (A.R.S.)

- **Abuse, Verbal Abuse** – A.R.S. § 15-507 Verbal abuse (includes profanity) and physical abuse (assault) of a staff member is not permitted.
- **Computer Tampering** —A.R.S. § 13-2316
- **Disorderly Conduct** — A.R.S. § 13-2904
- **Expel** —A.R.S. § 15-841
- **Hazing** —A.R.S. § 15-2301
- **Loitering** — A.R.S. § 13-2905
- **Suspension** — A.R.S. § 15-843
- **Tobacco** — A.R.S. § 36-798
- **Trespass** — A.R.S. § 15-841
- **Truancy** — A.R.S. § 802; § 803
- **Vandalism** — A.R.S. § 15-842
- **Weapons** — A.R.S. § 13-3102(11)

FAMILY POLICY COMPLIANCE OFFICE

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (**FERPA**) is a federal law designed to protect the privacy of a student's education records. **FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless—for reasons such as great distance—it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed 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 commenting on the contested information in the record.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies, and state and local authorities within a juvenile system (pursuant to specific state law).

Schools may also disclose without consent "directory" type 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

FAMILY POLICY COMPLIANCE OFFICE (cont.)

notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

Family Policy Compliance Office

U.S. Department of Education 600 Independence Avenue. S.W.

Washington, D.C. 20202-4605

Office of Management's Homepage <http://www.ed.gov/offices/OM/ferpa.html>

THE EARLY INTERVENTION PROGRAM (AzEIP)

The Arizona Early Intervention Program, also known as AzEIP (pronounced Ay-zip), is a statewide system of support and services for families of children from birth to 3 years old with disabilities or developmental delays.

The Arizona Department of Economic Security, Arizona Early Intervention Program (DES/AzEIP) is the lead agency. DES/AzEIP works together with DES, Division of Developmental Disabilities (DDD) and other DES programs, the Arizona Department of Health Services (ADHS), the Arizona State Schools for the Deaf and the Blind (ASDB), the Arizona Department of Education (ADE), the Arizona Health Care Cost Containment System (AHCCCS), and other community resources to implement the Arizona Early Intervention Program.

If your child is referred to AzEIP, an **Interim Service Coordinator (ISC)** will contact the family. The ISC can make an appointment to visit with the family in the home or another location of their choosing. During this visit, the family may talk with the ISC about concerns and ask questions about their child's development. They will be asked to share information about the child's health and medical history. The ISC and the family may decide that a more detailed evaluation of the child's development is needed.

If your child is eligible for AzEIP, a meeting to develop the **Individualized Family Service Plan (ISFP)** will be held within 45 days after your child and family were first referred to AzEIP. Your ongoing Service/Support Coordinator will set up the meeting at a time and place which is convenient to you. The people at the first IFSP meeting (and each annual meeting) must include:

- You and any other family member you request.
- An advocate or any other person outside of the family you request.
- The ongoing Service/Support Coordinator.
- The people who did the assessments/evaluations.

Your child and family may stay enrolled in AzEIP until your child turns three years old or until your child no longer needs early intervention. As your child nears 2 ½ years old, your Service Coordinator and other people who work with your family will talk to you about transition to other programs. Options may include a preschool program for children with special needs offered by your local school district, a Head Start program, or a local childcare center.

If you would like additional information or to refer your child to the Arizona Early Intervention Program (AzEIP), please call your local Interim Service Coordinator: Maricopa County – Gay Waters (480) 820-3605, azactionc@earthlink.net. The DES/AzEIP phone number is (602) 532-9960.

CHILD FIND

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate, and evaluate all children with disabilities, aged birth through 21, who are in need of early intervention or special education services. Public schools and the Arizona Early Intervention Program (AzEIP) are responsible for "finding" eligible children.

Contact the AzEIP for children aged birth to 3 years old if you are concerned about how your child:

- plays and interacts with others
- learns
- communicates
- moves
- sees
- hears

An AzEIP specialist will come to your home to talk with you about your concerns and observe your child. For more information about the Arizona Early Intervention Program visit their [site](#) or call 1-888-439-5609 or (602) 532-9960.

Contact Camelback Academy or your district of residence for children aged 3 through 21 if you are concerned about your child's development or performance in the areas that affect development and learning in school:

- vision and hearing
- motor control or coordination
- behavior or social skills
- speech or language skills
- thinking or performing tasks

Camelback Academy or your district of residence will use a screening process to check your child's development and academic progress at no cost to the parent. If students do qualify, an appropriate service plan will be generated to meet their individual needs.

TITLE I PARENT INVOLVEMENT

Each school served under Title I shall:

1. Convene an annual meeting at a convenient time to which all parents of participating children be invited and encouraged to attend. During this meeting, parents will be informed of their school's participation and requirements/parental rights will be explained.
2. Offer flexible number of meetings such as meetings in the morning or evening.
3. Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs including the parent involvement policy and the joint development of a schoolwide plan.
4. Provide parents timely information about programs, a description and explanation of the curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. If requested, opportunities for regular meetings will be offered so parents can formulate suggestions and participate, if appropriate, in decisions relating to their children.
5. If the schoolwide program plan is not satisfactory, parents may submit comments on the plan.



Volunteer Information and Guidelines
School Year 2023/2024

VOLUNTEER INFORMATION AND GUIDELINES

VOLUNTEERING PHILOSOPHY

Mission Statement

Camelback Academy's mission is to ensure our students receive a high-quality education in a safe environment that promotes character development and enthusiastic, lifelong learning through a cooperative relationship with parents, students, and the community.

What is a Volunteer?

Camelback Academy is a school of choice. Camelback Academy's expectation is that parents will be directly engaged in tutoring, coaching, preparing resource materials, and providing other necessary and invaluable assistance including volunteering, sponsoring, and chaperoning at Camelback Academy events.

A Camelback Academy volunteer is a person who donates time to help students, teachers, and staff while working under the direction of the director, principal, and/or staff member. By inviting parents and community members to volunteer as team members, we build the partnership noted in our mission statement. As a parent, if you are in a classroom assisting and/or observing instruction for more than one block (90 minutes), then you will be considered a volunteer.

Goals of Volunteer Program

- To increase the quality of education that our students receive
- To increase parent involvement on Camelback Academy's campus
- To increase the base of volunteers by including community and business members, retired teachers, and those with special skills to enrich and broaden the experiences of Camelback Academy students
- To provide needed help to assist staff members and teachers in providing a superior education and to stimulate community support for our students

How do we gather our school volunteers?

Volunteer forms are provided in registration packets as students are enrolled. As completed forms are returned to the school office, information is forwarded to the classroom teacher to add parents to volunteer schedules.

VOLUNTEER INFORMATION AND GUIDELINES (cont.)

GUIDELINES AND POLICIES

Fingerprints

A criminal history fingerprint verification is required for all volunteers who volunteer more than three days per school year. At the discretion of Camelback Academy administration, a criminal history fingerprint verification may be conducted on any volunteer working with students or in a classroom.

Confidentiality

Volunteers often have access to sensitive information or may observe situations of a sensitive nature. Any information about students, grades, or faculty derived in this manner is to remain confidential.

If a volunteer has a concern involving something that is witnessed, observed, or overheard, it may only be discussed with the affected faculty member, director, or principal.

If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Punctuality

Volunteers should arrive on time for any activity. The school day and class periods are set for specific times. A delay of even 10 minutes may result in the activity being over.

Dependability

Teachers and staff members rely on the services performed by volunteers. If you are unable to volunteer on your scheduled day or time, it is extremely important that you contact Camelback Academy at (623) 247-2204 so other arrangements can be made.

Supervision

Volunteers work under the supervision of staff or an appointed representative of Camelback Academy.

Student Discipline

Adult volunteers have a responsibility to inform staff if there is a problem. Under no circumstances should volunteers discipline a student even if that student is their child.

No Cell Zone

Remember to turn your cellphones off. Camelback Academy is a cell-free zone.

VOLUNTEER INFORMATION AND GUIDELINES (cont.)

Signing-In for Volunteers

Please sign in and out at the front desk when you volunteer. You will receive a visitor's badge when you sign in; please remember to return it when you sign out. This assists the school with safety and security of students, staff, parents and community.

Identification Tag

Volunteers must always wear a visitor's badge which is issued at the front desk when you sign in. Please remember to return the badge when you sign out.

Professionalism: Although the job is voluntary, the commitment is professional.

Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.

Camelback Academy expects all parent volunteers to model excellent character at all times, and this extends to dress. All volunteers are to dress appropriately when volunteering on campus or at school-related events. Halter tops, tank tops, short skirts and shorts, and exercise apparel are not considered acceptable dress.

According to AZ state law, the use of tobacco, drugs and alcohol are strictly prohibited on the school campus or school-related events.

Camelback Academy encourages every adult—parents, stepparents, grandparents, aunts, uncles, and community members—to take a special interest in the lives of Camelback Academy's students, to act as mentors and tutors, and to instill a love of learning in every student. Volunteers work in conjunction with the faculty to ensure the most effective education possible for their children.

Volunteers are not permitted to bring younger siblings when they volunteer.

Volunteering is a privilege. As indicated on the Camelback Academy Volunteer Form, volunteering privileges may be revoked by the director, principal or board for conflicts of interest, violation of confidentiality, or if believed to be in the best interest of the school.

Camelback Academy staff members are trained in handling spills throughout the school day.

VOLUNTEER INFORMATION AND GUIDELINES (cont.)

Please notify them immediately if there is an incident. They will make sure that they are following correct protocol in cleaning up spills.

Workroom and Technology

We are thankful for the ability to utilize technology in our school and extensive training is provided to Camelback Academy staff prior to use of technology. As we do not provide this training to unpaid staff, volunteers are not permitted to use Camelback Academy technology including computers, mimeograph machines, copy machines, and laminator.

Restrooms

Camelback Academy staff and volunteers are not permitted to use student bathrooms.

Volunteers are welcome to use the staff restrooms located downstairs in the 400 building or the staff lounge in the 500 building.

Volunteer Communications with Teachers and Administrator

Realize that the staff of Camelback Academy is responsible for instruction of students during the school day. Please do not interrupt a lesson while the staff is teaching.

Use of the School Phone

It is important not to tie up the school phones with personal calls.

Emergency Drills

Volunteers must follow the same procedures as staff, including leaving the building.

Entrances, Exits and Gates

Gates are locked for the safety of all students and staff. Please do not open gates. Please use the main entrance doors to enter and exit Building 400.

Parking Area for Volunteers

Volunteers are permitted to park in the north or south lots. Keep in mind that you will enter and exit the building on the north side of the campus.