

ACYR

CENTER OF EXCELLENCE
HIGH SCHOOL
2015-16



Parent/Student Handbook

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Phoenix, Arizona 85003
Phone (602) 252-6721 ext. 222
Fax (602) 252-2952

Visit Our Website:
www.acyraz.org

The school prohibits discrimination against current or prospective students and employees based on race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.

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ACYR's Mission

*To transform lives, build futures, strengthen communities, and develop our greatest natural resource... **Youth.***



For 38 years, ACYR has equipped young people with academic, vocational, and social skills by offering opportunities to claim their individual potential, secure their economic future and transition to the roles required of responsible adulthood. We operate several different mission driven programs.

Center of Excellence's Mission

Preparing students for college and careers through individualized learning plans that focus on personal accountability, problem solving skills, academic achievement, and industry recognized certifications.

We teach the rights, responsibilities and duties of citizenship, and instill in students a sense of duty toward their community.

ACYR's Center of Excellence High School (COE) is a fully accredited charter high school that provides education opportunities for youth who have completed 8th grade through their 22 birthday. Our smaller class sizes and flexible schedules provide an environment that allows all learners the opportunity to be successful.



ACYR provides a well-rounded experience to ensure youth success by addressing education and employment needs. Students at the Center of Excellence High School have access to additional support through the following options:

The Center for Workforce Development

The primary focus is to help create a highly qualified and well-educated emerging workforce. ACYR provides workforce development services to youth who are economically disadvantaged and demonstrate one or more significant barriers to employment and/or higher education, with a special component that provides services to youth involved in the juvenile justice system.

The Center for Educational Options

ACYR Adult Education programs support students 16 through 22 years of age who dropped out of high school in earning a GED. We also offer academic skill improvement instruction for those already holding a high school degree or equivalent to enhance employability and post-secondary education or training completion. Additionally, ACYR offers a Distance Learning program for learners age 16 and above with no upper limit. Students are overseen by an instructor who provides individualized lessons and tutoring as needed. This allows students to work from home at their own paces and schedules.

Graduation First - Dropout Recovery Program

On July 1, 2015 ACYR will open a dropout recovery program for students that have been out of school more than 30 days and have not yet earned their diploma. It is an online high school with highly-qualified teachers and mentors to motivate students and support them to stay on target toward their goal of earning a diploma.

Letter from the Principal

Dear Parents:

Welcome to Center of Excellence High School! You made a great choice when you chose to send your student to our high school. We have so much to offer a student to ensure that their high school experience is one they will appreciate and value for a lifetime.

We are able to create an educational plan for your child that is suited for their individual needs. If they are behind on credits, we offer credit recovery. If they struggle in any subject, we offer free tutoring. If they need to work while attending school, they can earn elective credit for the job they have. We are able to capitalize on our small school environment by offering unique educational opportunities unlike any other high school.

Our teachers are highly qualified in the subjects they teach, and we offer 15:1 class sizes! Our teachers are passionate about what they do and will take the time to get to know your student so they will excel at his or her talents, and strengthen any areas of need.

ACYR has been working with youth in Phoenix since 1976 and our experience shows in everything we do. While at Center of Excellence students are preparing for post-secondary options. We focus on the Arizona Career and College Readiness Standards and have extensive elective options. We are even a Microsoft IT Academy, which means your student can be certified in Microsoft programs before they even graduate, for FREE!

Other programs in the ACYR organization are Youthbuild, Workforce Development, and the Youth Leadership Council. The Center of Excellence offers students the opportunity to be on the student council, and members of Future Business Leaders of American (FBLA). I encourage your student to explore all options and take full advantage of everything or every opportunity we offer.

The opportunities at ACYR are as great as the effort the student wants to put into it. We help every student find their passion and our staff will help them create a path to earn a living working in whatever field they have a passion for.

Your experience here at Center of Excellence will be unlike any other high school. We are committed as our motto says, ACYR is about Transforming Lives, Building Futures, Strengthening Communities: Developing our Greatest Natural Resource... Youth. If you ever have any concerns or questions, please do not hesitate to call anytime.

Your Principal,

Kelly Sheick

School Information

Office Hours:

8:00 am – 4:30 pm Monday through Friday

School Hours:

7:00 am – 5:30 pm Monday through Thursday

Class Schedule:

A full time student enrolls in four classes that are an hour and fifteen minutes each and meets Monday through Thursday. A student that is absent or tardy Monday through Thursday is expected to attend Friday from 8:00 – 12:00 to make up their work and time missed.

1 st Hour	7:00 – 8:10
2 nd Hour	8:15 - 9:25
3 rd Hour	9:30 - 10:40
4 th hour	10:45 - 12:00
	LUNCH 12:00 - 12:30
5 th Hour	12:30 - 1:40
6 th Hour	1:45 - 2:55
7 th Hour	3:00 - 4:10
8 th Hour	4:15 - 5:30

Some student can earn the privilege of taking more than four classes and earning additional credits toward graduation.

How to Contact Us

You can reach the School Office at (602) 252-6721 ext. 222.



Center of Excellence Governing Board, Administration and Staff

ACYR Governing Board

George Flores	Town of Buckeye
Penny Larson	Community Member
John Oyler	Partners in Participation
Cynthia Peters	Community Member
Marvin Robinson	Johnson Bank
Tim Valencia	City of Phoenix
Gene Weinstein	VBS Construction
Anna Journey	Tumbleweed
Juan Nunez	North High School

Center of Excellence Governing Board

Gloria Junkersfeld	Community Member
Bernice Lever	ACYR Executive Director, Retired
Sharlet Barnett	ACYR, Chief Executive Officer
Gene Weinstein	VBS Construction

Organization/District Administration

Sharlet Barnett, Chief Executive Officer
Tambie Cicerelli, Business Manager

School Staff Administration

Kelly Sheick, Principal
Olga Gaytan, Registrar
Ralph Weinberg, Technology Coordinator

Teachers/Facilitators

Dr. Sheila Lacey, English
TBA, Mathematics
Bob Lacey, Social Studies
Dr. Jeffrey Shephard, High School Sciences
Kimberly Reynolds, Career & Technical Education, Microsoft Testing
Coordinator
Shana Tompa, Exceptional Student Services
Stuart Grant, Parapro

General Information

The Center of Excellence is a public charter school serving grades 9-12. The academic programs are competency and project-based, geared toward practical application of the knowledge and skills learned in the classroom setting. As a Title 1 program, we emphasize skill development in reading and math. All instruction is aligned with the Arizona State College and Career Readiness Standards.

In addition to standard course offerings, students will participate in classes that address career planning, computer competency, and problem-solving skills. These courses are designed to demonstrate the need to graduate from high school, pursue post-secondary education, and prepare for long-term self-sufficiency.

Each student has four, 70 minute classes. There are various start times available. This ensures that the students have adequate time to complete tasks and allows students to concentrate on fewer subjects, thus encouraging mastery of state academic standards. A student-teacher ratio of approximately 15:1 offers personalized instruction and the development of strong teacher/student relationships.



Center of Excellence 2015-2016 School Calendar

First Quarter

Aug 3rd	School Starts 9:00-1:00 pm /1 st Quarter Starts
Aug 5-6	Aspire Testing (all grades)
Aug. 7, 14, 21, 28	Friday Make-up Days
Sept. 4 th	Friday Make-up Day
Sept. 7	No School/Labor Day
Sept 10 th	Family Engagement Night (5:00-7:00 p.m.) Progress Reports Due
Sept. 11, 18, 25	Friday Make-up Days
Oct. 2, 9	Friday Make up Days
Oct 13 th	End of 1 st Quarter/Report Cards Due
Oct 14-16	Fall Break – No School
Oct.19-20	Extra days off for 90% attendance rate during 1 st quarter!

Second Quarter

Oct. 19	School Starts/2nd Quarter Starts
Oct. 23, 30	Friday Make-up Days
Nov. 6, 13, 20	Friday Make-up Days
Nov. 11	No School/Veteran’s Day
Nov. 26-27	No School/Thanksgiving Break
Dec. 4, 11	Friday Make-up Days
Dec. 18	End of 1 st Semester/Half day of school
Dec. 21-Jan. 1	No School/Winter Break

Third Quarter

Jan. 4	School Starts/2nd Semester Starts
Jan. 8, 15, 22, 29	Friday Make-up Days
Jan. 18	No School/MLK Day
Feb. 5, 12, 19	Friday Make-up Days
Feb. 15	No School/Presidents Day
March 4	Friday Make-up Day
March 11	End of 3 rd Quarter
March 14-18	No School/Spring Break
March 21	Extra day off for 90% attendance during 3 rd quarter

Fourth Quarter

March 21	School Starts/4 th Quarter Starts
March 25	Friday Make-up Day
April 1	No School/Spring Holiday
April 8, 15, 29	Friday Make-up Days
May 4-5	Aspire Testing Days (all grades)
May 6, 13, 20	Friday Make-up Days
May 26	Extra day off for 90% attendance during 4 th quarter
May 26	Last Day of School/1/2 day of school Graduation @ 6:00

Events and/or dates are subject to change or cancellation without prior notice

What We Do

The Center of Excellence develops students that are:

Academic Achievers, who

- ❖ read, write, speak, and listen effectively
- ❖ demonstrate higher order and critical thinking skills
- ❖ solve problems creatively and analytically
- ❖ demonstrate mastery of concepts through practical applications and exhibitions of learning

Lifelong Learners, who

- ❖ manage and direct their own learning
- ❖ pursue early college initiative and Post-secondary education
- ❖ establish personal priorities and achievable goals
- ❖ develop an appreciation of varying world views
- ❖ link learning with career choices and life pathways

Responsible Citizens, who

- ❖ participate in service-learning projects
- ❖ practice respect of self, others, and community
- ❖ model productive citizenship

Collaborative Workers, who

- ❖ use effective leadership and interpersonal skills to foster, develop, and maintain relationships within diverse settings
- ❖ establish and accomplish effective goals with others
- ❖ participate and demonstrate collaborative skills through small group and peer partnering opportunities

Effective Communicators, who

- ❖ convey significant messages to others verbally, in writing, and by the use of technology
- ❖ reflect originality, high standards, and the use of advanced technology
- ❖ receive and interpret the messages of others in an effective manner
- ❖ relate to others in personal and professional settings through reflective, innovative, and relevant application of technology and interpersonal-based communication methods

A Mutual Responsibility

A high-quality education can only happen when there is a strong, working partnership between the school, students, parents, and the governing board.

The Center of Excellence will:

- Provide a safe, well-ordered and caring environment
- Encourage each student to work to the best of his or her ability
- Provide a balanced and challenging curriculum that meets the individual needs of each student

- Listen and respond quickly to any concerns that parents or students may have
- Contact parents promptly if a concerns arise
- Communicate with parents about their child's progress and achievements
- Be available to parents for meetings and conferences
- Encourage each student to attend school every day and punctually
- Value and respect each student as an individual
- Provide each student with high quality instruction and a variety of enrichment activities

Students will:

- Come to school prepared every day
- Follow the school's rules, procedures and policies
- Attend school every day and be on time
- Cooperate with teachers, staff and other students
- Complete assignments on time
- Respect the school environment and the local community

Parents/Guardians will:

- Ensure their student attends school daily and is punctual
- Support their child and assist with homework when needed
- Keep the school informed about any concerns which might affect your child's learning
- Get involved by attending and participating in open houses and other school events
- Support the school's rules, procedures and policies
- Encourage a positive attitude toward school
- Recognize their child's accomplishments

Members of the Governing Board will:

- Seek financial efficiency and value for resources
- Consult with parents when necessary
- Ensure compliance with statutory obligations, including health and safety regulations
- Monitor and review all aspects of the school's work

Graduation Requirements

Arizona State Department of Education requires the following passing AIMS mathematics, reading and writing in order to graduate. In addition, students must complete the following core subjects and credits:

I. At a minimum, these include:

English	4 Credits
Social Studies	3 Credits
Math	4 Credits
Science	3 Credits
CTE*/Fine Arts	1 Credit
Electives	<u>7 Credits</u>
Total	22 Credits

* Career and Technical Education

II. Annual Portfolio with Quarterly Expectations

III. Work Experience requirements

IV. Community Service requirements
(9 hours per academic year)

V. Senior Project

VI. Minimum Reading and Math competencies

Education and Career Action Plan

Upon entrance, an Education and Career Action Plan (ECAP) will be initiated. An Education and Career Action Plan (ECAP) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals.

	<i>1st quarter</i>	<i>2nd quarter</i>	<i>3rd quarter</i>	<i>4th quarter</i>
<i>Freshman</i>	<i>study skills ECAP ASPIRE</i>	<i>time management Life skills</i>	<i>Collaborative problem solving Benchmark testing</i>	<i>ECAP updated ASPIRE</i>
<i>Sophomores</i>	<i>College and Career Readiness ASPIRE</i>	<i>Service learning Career exploration</i>	<i>Leadership/extra- curricular Benchmark testing</i>	<i>Work experience ASPIRE</i>
<i>Juniors</i>	<i>Test strategies Pre test</i>	<i>ACT/SAT registration</i>	<i>Resume/job applications Service learning Benchmark testing</i>	<i>Work experience Post test</i>
<i>Seniors</i>	<i>College application Service learning</i>	<i>College visits and tours</i>	<i>FAFSA Personal Finance</i>	<i>Portfolio completion</i>

Portfolios

Every student that completes their high school education with COE will graduate with experiences that sets them apart from other graduates. COE students build a portfolio each year that documents their academic accomplishments, real world exposure, and application of the knowledge and skills learned in class. Students will gain experience in careers of interest, and tour colleges each year. Students are exposed to real world careers through internships, jobs, volunteer work, while learning about careers and colleges they are interested in. At COE, students graduate with confidence knowing their portfolio is verification that their learning helped prepare them for post-graduation.

GRADE LEVEL TEACHER ADVISORS

Each teacher will be assigned a grade level that they are responsible for. Responsibilities include meeting with their students, advising them, and tracking their success in school. The purpose is that students know who to talk to if they have any concerns, and so every student is held accountable and monitored for their academic success. Teachers will be responsible for their grade levels portfolio activities. (See ECAP calendar) Teacher advisors will also assist with recruitment and retention of students.

Grading Scale

A = Superior performance. Student mastered 90% or more of the Arizona State Standards for the subject area.

- B** = Above average performance Student mastered 80-89% of the Arizona State Standards for the subject area.
- C** = Average. Student mastered 70-79% of the Arizona State Standards for the subject area.
- D** = Below average. Student mastered 60-65% of the Arizona State Standards for the subject area.
- F** = No Credit. The student did not demonstrate proficiency in the Arizona State Standards for the subject area.
- INC** = Incomplete. Work needs to be completed within two weeks unless otherwise noted.

Grades can be affected by factors such as attendance, class participation, effort, homework completion, and grades earned on assignments and assessments.

Credit Recovery Options

All Day Program

The All-Day Program is a credit recovery opportunity that is available to students that need to earn additional credits in order to graduate. There is an eligibility criteria that one needs to meet prior to acceptance into this program to ensure successful completion. Students must submit an application and meet with the principal prior to admittance to the All Day Program. This must take place prior to the beginning of the quarter in which the students wishes to begin the All Day Program.

Odyssey Courses

COE offers online classes to those students that are required to take a class in order to graduate, however the class is not being offered. So as to not postpone graduation, online classes are an option to keep students on track to graduate.

Tutoring Services

Your child may receive free tutoring to assist him or her in meeting the AIMS requirements. This free tutoring will be an opportunity for your child to improve reading, math, or writing skills and are tailored to the particular academic needs of each student.

Attendance/Registration Office (602) 252-6721 ext. 222

Attendance

Employers expect and assume that employees will arrive to work every day, on time. And while many employers understand that emergencies and unique circumstances can occur, most will terminate the employment of an individual who frequently misses, comes late or leaves early from work. As in the world of work, you are expected to plan and conduct your arrangements in a way that minimizes your need to miss school.

CoE is trying to prepare students for careers and college, therefore students are expected to be in school every day, just as employer expects employees to be at work each day.

Students that accumulate **6 or more absences within a semester** will lose credit in their classes. It is important for students understand the importance of attending school every day and do not start and stop attending school which interferes with their learning and academic progress.

Students that are tardy or absent need to attend school on the next scheduled Friday Make-up Day. Six or more absences without making up the time on Friday Make-up days will result in a loss of credit.

Tardy Policy

Being late to school is a disruption to the learning environment for both the teacher and the other students in class. Being on time is a responsibility every student should learn because it promotes success in a post-secondary environment and in the workplace. Therefore, three unexcused tardies will equate to one absence.

Make-up Assignments

It is the student's responsibility to complete school work missed due to absences. Teachers will provide make-up assignments for excused absences upon request. All assignments must be completed within two school days of your child returning to school.

Please schedule appointments before or after school so as to not disrupt your student's learning. If it is necessary to leave campus during the school day, the student must have parental permission and notify the attendance office BEFORE the early departure occurs. Students must check out through the office. Leaving school without permission is against the law and ACYR policy. The police and parents will be notified if a student leaves school without permission.

Student Discipline Guidelines

The Center of Excellence has established policies and procedures that promote character traits that are desirable for lifelong success. Students are responsible for their actions. Consequences for not following school rules is a method of educating students on desirable behaviors expected from young, responsible adults. Students' behaviors on the way to and from school or during a school function can have consequences at school according to Arizona law and ACYR policy.

Guidelines for Student Dress

The Center of Excellence believes an important skill is wearing clothing that promote character traits that are desirable for the workforce environment. During your time with Center of Excellence you will be learning about the world work. A key factor to success is learning to dress appropriately and professionally. To assist you with learning the following parameters should be practiced on a daily basis:

- Pants should be fitted and not saggy or baggy
- Attire and accessories should not display gang-affiliation of any kind or imply the use of drugs, alcohol or tobacco; profanity; sexual or sexist connotations
- Shirts and other clothing should appropriately cover and not be revealing
- Please remove hats when inside the building.

Searches

In order to ensure the safety and well-being of all students and staff, the school staff has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. This would include personal property such as backpacks, book bags, clothing, electronic devices, or other items carried by the students.

Please Note: *The Center of Excellence has a policy that allows the administration to examine the personal belongings of a student thought to be in possession of weapons or drugs or if use of drugs is suspected. Parents will be notified of the*

examination as well as the outcome if weapons, drugs, and/or illegal substances are found.

***Drug & Tobacco Policy**

Center of Excellence is a drug, tobacco, and alcohol free program. Substance abuse is a complex social problem that seriously and repeatedly interferes with health, job performance, safety, personal and family welfare, and interpersonal relationships. When a substance abuse problem is identified in a student, CoE will assist that person in meeting the responsibility to address the issue. Resource information and referral for anyone needing assistance will be made. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, illegal substances, controlled substances, or tobacco, prescription medications without a prescription is strictly prohibited.

The purpose of this policy is to protect the safety, health, and well-being of all students and staff, and to help students to successfully meet their educational and career goals.

Zero Tolerance Behaviors*:

Possession of Drugs, Drug Paraphernalia, or Alcohol

Racial and Other Harassment/Bullying (ARS 15-341.A.40)

Fighting/Mutual Combat/Intimidation/Bullying

Gang Association or Activity

Inciting To Riot or Demonstrating

Hazing (ARS 15-2301)

Destruction of school property (parents are liable under Arizona State law)

*Administration will exercise discretion when determining consequences and may assign a more or less severe consequence depending on each individual situation.

Student Vehicles and Parking

Students who have parking permission are allowed to park in the school parking lot. To acquire permission the student must provide the office with a copy of the vehicle registration, driver's license, and proof of insurance. **Any parking violation may result in disciplinary action including loss of**

driving privileges on campus or having the vehicle impounded. The school assumes no responsibility for items left in vehicles or the vehicle itself.



Cell Phones and Electronic Devices

To ensure everyone has a positive learning experience, cell phone use is not allowed in classrooms. If a parent needs to contact their student, please call the school's front office to get a message to your child. If they are on and make a noise, vibrate or are otherwise disruptive, the teacher has the right to confiscate the device. These items must be off and kept out of sight. Phone calls or text messages may not be made or taken when class is in session.

Students who bring an electronic device on campus do so at their own risk. The school assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus.

Media Recording

We respect the confidentiality of all students and staff, therefore, media recordings are prohibited on campus unless it is for educational purposes and has been pre-approved by a teacher and/or administrative staff.

Personal Property

Any personal property, including cell phones and electronic devices or any materials for classroom use or demonstration(s), brought on, or left on school premises ---IS AT THE RISK OF THE OWNER. The school does not carry insurance to cover such losses.

Food and Beverages

No food and/or beverages are to be consumed in class with the exception of bottled water with a cover/cap.

Public Displays of Affection

To demonstrate respect for all students and staff, public displays of affection is limited to holding hands.

Parent Involvement

Good communication between the home and the school is essential. Please let us know if you have any concerns or want to discuss your child's progress by calling the school's office to make an appointment with your student's teachers and/or the administration. We will contact you with regard to your

child's progress, coursework, or conduct. Our expectation is that you will engage in your student's academic success and be involved with their education. Bilingual staff members are available.



Family Engagement Nights

Twice each school year, we will have Family Engagement Nights. This is an opportunity for parents to get resources, distribute progress reports, celebrate our students' achievements, and share their accomplishments with you. During these events there will be a lot of information and resources shared with families about opportunities available to students during high school and after graduation. Parents are strongly encouraged attend these planned events.

Parent Portal

The parent portal allows parents to access their child's class grades, report cards, progress reports, assignments, attendance, schedules, and school announcements online. Parents are given a username and password when they enroll their child. Please check the portal frequently for important announcements and the school calendar. Demonstrations on how to use the portal will be done during Family Engagement Nights.

<https://acyraz.powerschool.com/public/>

Reporting Child Abuse

State law mandates all employees to report reasonably suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services or local law enforcement agencies. State law from civil or criminal liability protects people who are required to report reasonably suspected abuse. Reports of child abuse are confidential records.

Special Education

IDEA

The Individuals With Disabilities Education Act Amendment of 1997 (IDEA) is a federal special education law that requires school districts, charter schools and other public education agencies (hereafter referred to as the "school") to provide a free, appropriate public education to eligible children with disabilities.

This free, appropriate public education refers to special education and related services, described in an Individualized Education Program and provided to the child in the least restrictive environment.

Children with disabilities and their parents are guaranteed certain educational rights, known as procedural safeguards, from birth through age 21. IDEA and its implementing regulations also provide methods to help you assure that your input is considered. If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed. If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the school administrator if you wish to make a referral personally.

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has any disabilities that affect his or her learning and, if so, to determine what special education and related services are required. The evaluation will be done only after we have explained what we plan to do during the evaluation. We will use tests and procedures selected specifically for your child. This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you the complete results within 60 calendar days of your written consent.

Exceptional Student Service Records are destroyed three years after the student leaves the Center of Excellence High School. You may obtain a copy of your child's record before the child is withdrawn.

Child Find Information

The Center of Excellence actively seeks children, birth through age 21, who may benefit from special education services. We use this notice as one means of annually informing our staff, the public, and all parents/guardians of our responsibility to make a free, appropriate public education (FAPE) available to all high school age students with disabilities.

In order to provide FAPE:

- Screening for possible disabilities will be completed within 45 calendar days after notification to the responsible public agency by the parents / guardians of the child, or after any student enrolls in our school without appropriate records of screening, evaluation, and progress in school. The Child Study Team (CST) will look at the

child's ability in the areas of academics, vision, hearing, adaptive living, communication, social/emotional and motor skills.

- An initial, comprehensive evaluation of a child being considered for special education will be completed, at no cost to the parents /guardians, as soon as possible, but time may not exceed 60 calendar days from receipt of informed written parents/guardians consent.
- In the case of a student who is identified with a special education need, a reevaluation of that need is conducted every 3 years, or more frequently if requested by the student's parents/guardians or teacher. The re-evaluation process need not include formal assessments.
- Some students who are not eligible for special education services may be eligible for support under Section 504 of the Rehabilitation Act of 1973. If eligible, District staff and the parents/guardians may develop a written plan to assist the student.
- The Center of Excellence personnel will also assist parents/ guardians who seek services for their pre-high school age children who might qualify for special education services.

If you have knowledge of a child, birth through 21 years of age - including those attending private schools and home schools - who may require special education services, please call the school.



Medications

We do not have a nurse on staff at our school. **All medications (prescription and non-prescription)** must be given to the front office staff where it is locked up until needed for administration. Parents must provide a written request for a student to be given prescription or non-prescription medication during school hours. The request shall state the name of student, drug, dosage, frequency, prescriber's name, and diagnosis/indication for use. It is the student's responsibility to administer the dose of the prescription as needed. A parent is welcome to come to the school to administer medicine to his/her child.

Medicine will be locked in the front office of the school. Your child **may not** keep the medication on his or her person, with the exceptions of:

- 1) student may carry and self-administer prescription medication for breathing disorders (e.g., asthma)

- 2) student may carry and self-administer prescription medication for anaphylaxis (severe allergic reaction) provided all requirements for prescription medications, as described above, are complied with.

Clothing Closet



ACYR maintains a closet with a variety of men's and women's clothing for our youth. Students may browse the clothing if they need clothing for any reason. Let a staff member know about the student's need, and we will escort them to the Clothing Closet, which is located in the 648 5th Avenue building of ACYR.

Equal Educational and Employment Opportunity

Our organization is an equal opportunity employer/ program. We will not discriminate against employees, students, program participants, or applicants for employment or services, on any legally-recognized basis including, but not limited to: veteran status, race, color, religion, sex, national origin, age, physical or mental disability and sexual orientation. In addition, race, color, religion, sex, age, disability, national origin, and genetic test results are protected classes in Arizona. You may discuss equal employment opportunity related questions with the designated EEO coordinator or any other member of the management or administration.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect teacher resumes (located in front office – upon request). The teachers at the Center of Excellence are highly qualified and committed to providing a positive learning experience. Resumes are available for your review from the school administration by appointment.
2. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school administrator a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or

- misleading. Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write to the school administrator, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, we will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the school board, or a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. Certain student education records are considered "directory information", including the following: student's name, mailing address, e-mail address and telephone number; names of the parents; address and telephone number of the parents, date and place of student's birth, class designation (grade level, etc.), extracurricular participation, weight and height (if a member of an athletic team), enrollment dates, awards received, and photograph.

Campus Security and Safety



The ACYR Center of Excellence provides a safe and secure environment and maintains a “closed” campus. No student is authorized to leave the campus during regular school hours.

Other individuals who are not employees or students of the school are not authorized to be on the school campus during school hours except by express permission of the school administration. Parents and guardians are always welcome on the campus and are required to check in at the office.

Backpacks, skate boards, in-line skates or other personal conveyances must be locked in the front storage room. **Access will not be given during the school day.**

Fire Drills/Evacuation



The school will have practice fire drills and practice lockdowns. Specific signals and procedures have been established for all types of disaster drills and safety areas have been designated. All drills will be practiced with students on a regular basis.

Student Records and Transcripts

The State of Arizona requires that we have a complete and up-to-date immunization record and birth certificate for each student. Please provide us with a copy of these records.

All official transcripts must be mailed directly from/to the Registrar's office. Unofficial transcripts will be provided to the student upon request.

Educational Rights of Youth Experiencing Homelessness

Please let CoE know if there is any way in which we can assist the student and family experiencing homelessness. We have many community resources we would be happy to share.

- Go to school, including public preschool, no matter where they live or how long they have lived there
- Continue in the school of origin (the school attended when permanently housed or the school in which last enrolled) if that is the parent's or youth's choice and is feasible
- Receive transportation to and from the school of origin
- Enroll in school immediately even if missing records and documents normally required for enrollment

- Enroll and attend classes while the school arranges for the transfer of school and immunizations records or any other documents required for enrollment
- Enroll and attend classes in the school of choice (either the school of origin or the school in the attendance zone where the family or youth is residing) even while the school and parent or youth seek to resolve a dispute over the selected school
- Receive the same special programs and services, if needed, as provided to all other students served in these programs
- Receive transportation to and from school and school programs, comparable to that of housed students

Student Clubs and Leadership

Student Council

Student government is designed to provide participating students with the opportunity of being directly involved in school and community service. Students develop leadership potential and an awareness of the need for productive involvement.

National Technical Honor Society (NTHS)

We are now an official Chapter of the National Technical Honor Society. This is a version of National Honor Society, but it is only for CTE students. Students must have a GPA of 3.0 or better to qualify and take at least one CTE course.

Future Business Leaders of America (FBLA)

FBLA is a vital part of Career & Technical Education success. All CoE students are all eligible and encouraged to participate in class room and after school FBLA activities, competitions, and leadership events.



There are plenty of other opportunities to participate in extra-curricular activities through ACYR or one of our community partners.

Computer, Internet and Telecommunications Safety



Center of Excellence Technological Agreement

All students attending the Center of Excellence will be required to use an individual login and password combination to access any computer on the school's campus. It will be the responsibility of each student to log on to the computers when directed by a teacher or other school staff using their student login and password combination. It will also be the student's responsibility to log off or shutdown that computer when directed.

The use of Center of Excellence's computer equipment is a privilege, NOT a right. Students are to use *ONLY* their assigned login credentials when accessing computers or any electronic media. Students are *NOT* to use another student's login information or provide their credentials to any other student. Abuse of the rules may result in the restriction or cancellation of a student's account. Repeated abuse may also lead to disciplinary action for both students, including suspension or expulsion.

The Center of Excellence Charter High School reserves the right to monitor users' online activities and to access, review, copy, store, and delete any electronic communication or files accessed on Center of Excellence's computers and disclose them to others, including police, as it deems necessary. *Users should have no expectation of privacy regarding their use of computer or internet access at the Center of Excellence property, network, and/or internet access or files, including email.* Center of Excellence employs a computer monitoring system that monitors student computer activity real time, records all keystrokes, and allows teachers and staff to copy, control, or shutdown the student's workstation at any time.

In addition, the following rules apply to ALL Center of Excellence computers at all times.

1. NO personal storage devices, cell phones, or music players may be connected to ANY ACYR computer at any time.
2. Use of proxy servers is STRICTLY prohibited. At no time should you ever attempt to subvert the firewall settings in place at ACYR.
3. *No streaming or downloading of music.*

4. No downloading of images for personal use. ONLY images needed for coursework and that do not violate copyright laws may be put on school computers.
5. Only class related videos may be viewed and only when instructed to do so as part of an assignment. ***NO other videos, music or otherwise, may be viewed at any time while using ACYR computers or networks.***
6. No accessing of Facebook, MySpace, Flickr, Twitter, Tumblr, **or any other type of social media** unless specifically directed to do so by instructor for educational purposes only.
7. No using the internet to search for information related to drugs, gangs, violence, sex, fighting (human or animal), weapons, defamatory, or offensive material at any time.
8. No use of any instant messaging or chat service is allowed on any ACYR computer, unless specifically approved by instructor for educational use only.

Classroom teachers may add additional rules as needed to ensure student safety and an effective learning environment.

Parent Agreement

Please initial and sign that you have read the following sections included in the Center of Excellence Parent/Student Handbook, and agree to follow the procedures:

	Parent initials	Student initials
Attendance Policy	_____	_____
Tardy Policy	_____	_____
Guidelines for Student Behavior	_____	_____
Dress Code Policy	_____	_____
Grading System	_____	_____
Health and Safety	_____	_____
Parking Lot Guidelines	_____	_____

I also agree that my child/children have been made aware of all rules and procedures set forth in this handbook.

Parent/ Guardian Signature

Parent Name (please print)

Student Signature

Student Name (please print)

Date: _____

Center of Excellence Technological Agreement

Student Computer Use Contract

I have read and understand the terms and conditions of the Technology Use Agreement at Center of Excellence and agree to follow the rules and procedures. If I violate any of the rules or procedures, I understand my computer privileges will be suspended and discipline may be assigned as a consequence of misuse. I promise to use the school's technology for educational purposes only as directed by the teacher and staff.

Student name (print)

Student Signature

Date

Parent Signature

Date