Student Handbook

Leading Edge Academy Gilbert
717 W. Ray Road
Gilbert, Arizona 85233
(480) 545-8011

Principal – Dr. Gerald Slemmer
Assistant Principal – Mary Ellen Lee
Academic Advisor – Ryan Bradley
MISSION STATEMENT

Leading Edge Academy Gilbert Early College is dedicated to providing its students with the tools necessary to become independent lifelong learners and citizens of character with a concern for individuals in their community. This will be accomplished through a rigorous curriculum, preparing students for post-secondary education, civic engagement in the community, and a variety of extracurricular opportunities.

Core Values:

- Character above all else
- Fiscal sustainability
- Academic excellence
- Staff fit and focus
- Safe atmosphere
- Whole child

NETWORK ADMINISTRATION

President - Delmer Geesey
Executive Director/Education Director – Lori Anderson
Executive Team/Operations Director – Becki Krueger

NETWORK OFFICE
633 E. Ray Road, Ste. 132
Gilbert, AZ  85296
480-633-0414

LEAD CHARTER SCHOOL BOARD

Delmer Geesey – President
Candy Body
Tim Hall
Dr. Rick Howard
Vicky Schildgen

Regular School Board meetings are normally held monthly. Meeting notices are posted at the Network office and online 24 hours in advance.
Welcome Parents and Students:

We are looking forward to an exciting and productive new school year with you and your students. This Student Handbook is a resource for some of the basic information that you and your student will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

Section I - General Policies and Procedures
This contains information all students and parents will need to respond to school-related issues. This section also describes school operations and requirements.

Section II - Health Services
This section outlines Health Office Policies and Procedures.

Section III – Student Code of Conduct
All students and parents must review this section. After the Student Code of Conduct is reviewed, please sign and return the last page of the handbook to the school office.

Please note that the term “the student’s parent” is used to refer to the parent or legal guardian.

Both students and parents must be familiar with the Student Code of Conduct. Please be aware that the handbook is updated yearly, however policy adoption and revision may occur throughout the year. Changes in policy that may affect handbook provisions are made by the School Board in open meetings, which are publicized locally.

We strongly recommend that parents review the entire handbook with their students and keep it as a reference during this school year. If you or your students have questions about any of the material in this handbook, please contact the school office.

We are looking forward to a great school year of working with you and serving your students.
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SECTION I

I. GENERAL POLICIES & PROCEDURES

A. CAMPUS BOUNDARIES

From the time a student arrives at school until they leave to go home, with the exception of lunch and early release, if they have left campus without permission, then they are subject to disciplinary action. This policy also applies to students who have parked off campus. Students are expected to plan and prepare well enough ahead to avoid leaving campus to go to their vehicle for any reason during the school day. Students are considered on campus when they are dropped off for school and may not leave campus before school begins.

B. PERSONAL ITEMS

Leading Edge Academy Faculty and Staff will not be responsible for ANY personal items (i.e., skateboards, cell phones, MP3 players, iPods, laptops, purses, textbooks, etc.). Personal items are the student’s responsibility.

C. REGISTRATION/ADMISSIONS

1. Enrollment in Leading Edge Academy Gilbert Early College

To register, students new to the LEAD Charter Schools Network must provide an immunization record, birth certificate and residency documentation. To ensure proper placement, the student must provide a transcript and/or most recent report card or a promotion certificate from the previous school. These documents shall be presented by the student and parent to the school’s Registrar. Leading Edge Academy will request official transcripts/report cards from the previous school as well as discipline records; however bringing a copy to the Registrar expedites the registration/admissions process. Leading Edge Academy may elect not to admit students who have been or are currently under disciplinary action or who have withdrawn pending such action from another school. If it is discovered that a student has been previously expelled or long-term suspended, the student’s enrollment may be terminated.

NOTE: One goal of Leading Edge Academy is to provide small classroom sizes, therefore, depending on the current enrollment, some students may be placed on a waiting list.
2. **Schedule Change Procedures**

   Once the school year begins, only the following schedule changes will be made:

   a. Missing a period in schedule, incorrect placement, lacking prerequisite, courses needed for graduation or completed summer school work or other approved course alternative.

   b. A Parent, Teacher, Advisor, and/or Administrator may initiate a level change within the first week and a half (1 ½) of each semester (i.e., honors class to regular class). Lower level requests may be granted only if students experience academic difficulty.

   c. A student choosing to withdraw from a class and enter another class, including elective courses, before the first week and a half (1 ½) of the semester will not receive a W/F (Withdrawal/Failing) grade. A student choosing to withdraw from a class and enter another class after the first week and a half (1 ½) of the semester will receive a W/F grade.

   d. A request for a Teacher change may be considered if the following conditions are met: Parent and Teacher communication has occurred and an Administrator and Advisor’s approval has been obtained.

   Notwithstanding the above, the school’s Administration may have to change a student’s schedule due to extenuating circumstances (i.e., addition of teaching Staff, etc.).

   No schedule changes will be allowed after the first three weeks of each semester. In the rare circumstance that a class is dropped after the first three weeks of each semester, the student will receive a grade of W/F. Schedule change requests should be submitted to the Academic Advisor.

D. **LIBRARY/MEDIA SERVICES**

   The Library/Media Center offers many resources to students, such as books, electronic databases, periodicals, and reference works. Access to online sources is also available to approved students.

   **Using the Library**

   Library hours run from 30 minutes prior to the start of school until 30 minutes following the end of school, allowing students to use the facility before and after school. During lunch and early release, students may check in to the library for study purposes only. Any student assigned to a class must have a pass from that Teacher in order to be admitted. Access may be limited during the school day due to class research periods. From time to time, the library hours may be adjusted as necessary.
Checking Out Materials
If students desire to check out any items or materials from the library (maximum two at one time), they must check out the books or materials with the Librarian. Most materials are checked out for a period of two weeks, after which time a fine of $0.05 is charged daily. Fines and overdue materials must be cleared before students may check out any other materials and excessive fines may result in disciplinary action. Students will be required to pay for any books that are lost.

Services
Students may use computers on a first-come, first-served basis. Students are required to save documents onto a personal flash drive. Documents saved to the computers will be deleted on a regular basis during the maintenance of the computers, and therefore students who save documents to the hard drive do so at the risk of losing the document. Students may be required to purchase their own materials or pay for copies at $0.10 per copy. Teachers and Office Staff will not be able to make copies or print documents for students. Periodicals (magazines) and textbooks are available for pleasure reading or study. Please note that these materials may only be used in the library.

E. ADVISING

Advising Services are provided to assist students in course selection, schedule adjustments, vocational and career planning, scholarship applications, college admissions and dual enrollment at a local community college. In order to meet with the Advisor, please schedule an appointment in the office. Students may also stop by the office, but there are no guarantees of availability.

F. PARKING GUIDELINES

Parking space is limited on campus. Parking is a privilege, not a right. Therefore, this privilege will be revoked for violations of the parking guidelines. Seniors and juniors will be given priority in permit allocation. Students who drive vehicles to school park at their own risk and must understand that neither the school nor the Governing Board can be held responsible for the vehicle. In order to park on campus, a student must register their vehicle in the school office. When applying for a permit, please provide driver’s license, proof of insurance, license plate number, and the make and model of the vehicle.

Students who drive to school should be aware of the following guidelines and procedures:

a. Parking on campus will be limited to the designated areas, on a first-come, first-served basis. Students should never park in the Faculty or reserved parking spaces.

b. Students are not to go back to their vehicles during school hours without proper authorization from the school office.

c. Students who may be driving more than one vehicle to school must register all vehicles.
d. Students who leave campus without the proper authorization will be subject to disciplinary action including potential loss of parking privileges.

e. Vehicles may be searched if, in the opinion of the Administration, reasonable suspicion of a violation exists.

f. Neither the school nor any Staff member will be responsible for any damage to vehicle locks if a request for assistance is made by a student or parent.

g. For the safety of all, a 15-MPH speed limit will be strictly enforced on campus.

h. Reckless driving will result in the loss of parking privileges on campus and no warnings will be issued.

G. LUNCH

Lunch is available for purchase through the Leading Edge Academy website. Menus and information are available in the office and online and all meals must be prepaid.

H. ATTENDANCE & TARDINESS

Since consistent attendance is essential to academic success, students must attend school regularly, arrive on time, and not leave during the school day for unnecessary business. State law charges the parent with the responsibility for the student’s consistent school attendance. A student must be in attendance a minimum of ninety (90) percent of each semester per class period. Excessive absences may result in the student not receiving credit for the course(s). An absence is defined as all or part of a school day, excused or unexcused. An excused absence is one in which the parent has notified the school within 24 hours of the student’s absence and the school Administrator has approved the absence. When a parent knows that the student will be absent for more than one day, one phone call to the school will be sufficient. School Administrators may require verification of an absence due to illness or injuries.

1. State Law

Regular school attendance is essential for success in school; therefore, absences shall be excused only for specific reasons including illness, bereavement, family emergencies, and observance of major religious holidays of the family’s faith.

Before scheduling medical and dental appointments, the Administration strongly encourages parents to consult the school calendar and school hours. In addition, family vacations should be scheduled when school is NOT in session.

2. Student Attendance

In the event of an absence, the parent is expected to inform the school by calling the school attendance line at (480) 545-8011. If a student is absent for an extended period of time for medical reasons, documentation from a medical doctor may be required at the discretion of the school Administrator. The documentation will outline any limitations to which the student must adhere.
3. **Absence Notification**
   When the school has not been notified of an absence, the school shall make reasonable efforts to notify parents of a student absence. It is the parents’ responsibility to provide the school with the most recent telephone contact number. Parents will be notified in writing of excessive school absences.

   Actions taken by the school for absences:
   a. Three absences: After three absences per class period per semester (including both excused and unexcused absences), the office will notify the parent/guardian by phone or mail.
   b. Seven Absences: After seven absences per class period per semester (including both excused and unexcused absences), the student and parent/guardian will meet with the appropriate Administrator and the student may be placed on an attendance contract or dropped from the class with a grade of W/F.
   c. Ten Consecutive Absences: After 10 consecutive days of absences, the state requires schools to automatically withdraw the student.

   The Network and its Board, Employees, or Agents are not liable for failure to notify.

4. **Arrival At and Departure From School**
   Students should arrive at school no earlier than 30 minutes before the start of the school day. Students should be picked up or depart the campus promptly once school is dismissed and be off campus by 3:30 p.m. Staff is not able to provide supervision outside of these hours.

5. **Make-Up Work**
   When an absence is excused, students are allowed one day for each day absent to submit make-up work. The student is responsible for getting their own work. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment. Work can NOT be made up for credit for unexcused absences.

   Parents may request missed assignments for extended absences. Teachers need 24 hours advance notice to accommodate such a request.

6. **Check-In/Check-Out Procedures**
   Students returning to/leaving from campus during the day must check in and out through the school office. Students who do not comply with this procedure will not be excused from classes. A parent must sign the student in or out, in person, in order for the student to leave for any reason. Self-excusers (18-year-old senior students) agree to not sign themselves in or out without Parental/Administrative permission.

7. **Tardiness**
   Students are responsible for being in class, in their seat, at the posted time that each period begins and at the time stated by each Teacher for any breaks during the period. Students who choose to be tardy will receive a demerit for each unexcused tardy.
Parents may not excuse their student’s tardies more than three times within a semester. Any tardies beyond the three will count toward the consequences outlined above for students.

NOTE: Because of the number of class changes throughout the day, it is possible for students to accumulate multiple tardies within one school day. It is possible that a student could earn multiple tardies in one day and automatically receive detention without any warning or parent notification.

Student Attendance Legal References:

I. SCHOOL PROCEDURES

1. Faculty and Staff Authority
Arizona law authorizes school employees to act “in loco parentis” (in place of parents). Therefore, all students are subject to the authority of all Faculty and Staff members during the regular school day and while attending any school function. Any student who is insubordinate or disrespectful to a Faculty or Staff member or violates generally accepted rules of good citizenship and behavior will be referred to the office for disciplinary action. Students should comply with reasonable requests made by Faculty, Staff, and Administration.

2. Released Time
   Off-Campus Lunch
Leading Edge Academy students in grades 9-12 MAY receive the privilege of off-campus lunch. This is a privilege and may be revoked by the Administration as necessary due to absences, disciplinary issues, tardies, or various other reasons.

Students must abide by the following guidelines for off-campus lunch:
   a. No current discipline issues.
   b. No driving or riding in a student vehicle.
   c. Return to 5th period class on time, NO exceptions.
   d. Only visit the following: Los Favoritos, Hungry Howie’s, Dragon Wok, Shell Food Mart, Jack-in-the-Box, Subway, Venezia’s
   e. Always use the crosswalk at Ray and Cooper roads to cross the street.
   f. Follow school rules and regulations while off campus.

Failure to abide by these guidelines may result in the immediate loss of the off-campus lunch privilege for the student or entire student body. Off-campus lunch will be evaluated throughout the semester to determine the success of the privilege. Should the school receive any complaints from the restaurants, stores, tenants of the approved restaurants, or local tenants, the off-campus lunch privilege will immediately be evaluated and possibly discontinued indefinitely.
In addition, students who remain on campus or return during lunch are NOT permitted to be in classrooms without a pass from the appropriate Teacher. Students will be allowed to enter the classroom once the bell rings at the end of the lunch period.

NOTE: Early release students are exempt from these guidelines; however, non-early release students are not allowed to ride in early release student’s vehicles. If an early release student allows a non-early release student or students to ride in their vehicle during school hours, they will be subject to disciplinary actions, such as losing driving privileges.

**Early Release**

Students deemed early release students (typically juniors and seniors) will be released after 4th period. Once released, students must leave the campus and are not allowed to return, except for extracurricular activities, to pick up another student after school, or for a pre-arranged meeting with a Teacher or Administrator. Once the student has left the campus, they may not return to the campus, even during the lunch break. **Students who return to school after early release dismissal will be treated as non-students and must sign-in as a visitor in the school office and follow the guidelines for visitors.** This is to provide accountability and a log of any person(s) on campus during school hours for the safety of all students and employees. If students do not comply with this rule, they will be sent to the office and issued a demerit.

3. **Visitors**

   All visitors must check in at the school office and wear a visitor’s badge while on campus. Students may not bring guests to school, unless approved by the Administration. Unauthorized visits from students and non-students are prohibited and may result in arrest.

4. **Telephone Usage**

   The office phones are **NOT AVAILABLE FOR PERSONAL CALLS.** Students may use the office phone **ONLY** for calls that are emergency in nature. Students will not be called out of class to answer the phone, except for emergency calls from parents.
5. **Personal Electronic Devices (Non-Instructional Use)**

Cell phones may be in a student’s possession on campus; however, cell phones **are to be turned off during instructional time.** This includes use in hallways, washrooms and all common areas during instructional time. Students may not call their parents from their cell phone if they are ill. They are required to go to the office and the Health Assistant will call the parent if the student needs to go home. **PARENTS: Please do NOT call students during class time.** Students are to keep their cell phones in backpacks, purses, or pockets during each instructional period. Electronic devices will be confiscated from any student found to be out of compliance with this policy. The first time a phone or electronic device is confiscated, the student may return at the end of the day and retrieve it from the Staff member that confiscated the device. The second time a phone or electronic device is confiscated, the student must pick it up from the Principal at the end of the school day. The third time a phone or electronic device is confiscated, the student’s parent or guardian will have to come to the school office to retrieve the phone or device.

Students are permitted to possess items such as laptops, tablets, radios, CD players, digital recorders, MP3 players, camcorders, DVD players, cameras, or any other electronic devices at school, but must be used appropriately and for educational purposes. If an Administrator and/or Teacher gives a student permission to use one of these electronic devices in their class, it should ONLY be used during that class period and is deemed inappropriate use outside of that class period. The student will then be subject to disciplinary action for using the device outside of the approved class period.

Any use of electronic devices, for taking photos, audio or visual recordings or instant messaging during school hours is prohibited. Violating this policy will result in the confiscation of the electronic device and possible further consequences, including possible police involvement. Students choosing to bring electronic devices, including cell phones, to school do so at the risk of confiscation, theft, or damage; Leading Edge Academy and Staff are not responsible for any damage to missing or stolen electronic devices. (Please refer to Appendix H for details of our Bring Your Own Technology policy.)

6. **Custody**

In most cases, parents shall be given reasonable access to their student at school and to their student’s official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a student and/or the student’s official school records. It shall be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school Officials of the conditions and to provide school Officials with a current copy of the court order. In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school Officials of the conditions of the guardianship and for providing school Officials with all pertinent written documentation or changes.
7. **Student Records**
Parents have reasonable access to their student’s school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records. Parents requesting copies of student school records should provide the request in writing and allow 48 hours processing time.

8. **Lost and Found**
Leading Edge Academy and its employees are not responsible for lost or stolen property; however, a student should report lost and/or stolen items to the office immediately. Any found items should be taken to the office immediately. Lost and found items are kept in the school office. Students should check in the office if they have lost anything. It is recommended that all books and valuable items, such as calculators, purses, wallets, instruments, electronic devices, yearbooks, etc., be carried in a backpack and remain in students’ possession at all times. At the end of each semester, unclaimed items will be donated to charity.

9. **Skateboards, Rollerblades, Scooters, Bicycles and Heelys**
Students may use the above listed modes of transportation to ride to school. Once at school, these items are either to be stored by the student or placed in a designated place (i.e., bike racks, office). Students are not to use any of the above on the school campus, except with the permission of the school Administration.

10. **Pets**
Pets are NOT allowed on campus under any circumstances.

11. **Change of Address and Telephone Number(s)**
It is very important that parents notify the office immediately of any change of address or telephone number. The office phone number is (480) 545-8011.

12. **Signs and Posters**
Organizations or persons desiring to display posters must have authorization by the Sponsor and/or Administration. All posters, decorations, and tape must be removed by 6 a.m. of the school day following the activity/event. If this is not done, the Sponsoring organization or individual will be assessed a fine that is payable to the Student Body Activity Fund. Publicity for election campaigning must follow the rules of good taste. Posters can only be placed in designated areas.

13. **Withdrawal from School**
The Faculty and Administration encourages all students to remain in school. Students who are having problems are advised to see the Advisor, Teacher, or Administrator for guidance. A student under age 18 may be withdrawn from school only by a parent/legal guardian. The school requests notice from the parent at least three (3) days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the school office and must be turned in along with all school property before the student will be withdrawn.
14. **Student Fees**

   Materials that are part of the educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:
   
a. Elective fees ($20 per class) for classes that require consumables.
   
b. Costs of materials for a class project that a student will keep.
   
c. Costs for elective course materials, lab materials, reference materials, novels, or other consumable workbooks required or recommended by either the high school or college that becomes property of the student.
   
d. Membership dues in voluntary clubs, extracurricular activities, and/or student organizations and admission fees to extracurricular activities.
   
e. Security deposits.
   
f. Personal physical education and athletic equipment and apparel.
   
g. Voluntarily purchased pictures, publications, yearbooks, etc.

15. **Access to Materials**

   Students are expected to have access to the Internet and Microsoft Word outside of school hours, whether at home, a public library, family or friend’s home, etc., to work on assignments for school. Access is available in the school’s Library/Computer Lab; however, students must make arrangements before or after school or during lunch.

16. **Fundraising**

   Student clubs or classes, extracurricular organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. All fundraising activities must have prior approval from the Sponsor and Administration.

17. **School Facilities: Use/Pest Control/Vandalism**

   **Use by Students Before and After School**

   Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the Teacher or Sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under supervision of a Teacher/Sponsor, students must leave campus immediately.

   **Pest Control**

   The school periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their student’s school assignment area may contact the school office.
**Vandalism**
To ensure that school facilities can serve those for whom they are intended – both this year and in the coming years – littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

### J. ACADEMICS

1. **Grading System**
   Leading Edge Academy Gilbert Early College maintains a continuous system for informing parents of the status of their student’s progress in a class. **THE SEMESTER GRADE IS THE ONLY GRADE POSTED ON THE CUMULATIVE RECORD CARD (TRANSSCRIPT).**

   A=Work of excellent quality
   B=Above average work
   C=Average work
   D=Below average work**
   F=Failing work, no credit
   E=Excellent
   S=Satisfactory
   N=Needs improvement
   U=Unsatisfactory, no credit
   I=Incomplete*
   P=Non-competitive grade
   W=Withdraw

   * An Incomplete grade must be made up within four (4) weeks or it becomes an “F.” A “W/F” is the equivalent of an “F.”

   **A “D” in a class is not considered a passing grade.

   Grade Clarification:
   - A passing grade shall be determined on a cumulative basis, from the beginning of instruction to the recording of a transcript grade.
   - Withdraw/Fail (W/F) grades and grades received in all other courses for which the student is responsible will be used in determining a student’s GPA.
Grading Scale:

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<th>Grade Points</th>
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2. **Report Cards**
   Report cards are issued at the end of each quarter and are available to be viewed on FamilyLink throughout the semester. Report Cards are mailed home at the end of each semester. Parents are encouraged to contact Teachers for any clarification. Report cards contain a grade to date plus comments to give parents feedback on how they can help their student(s). If you are unable to access the FamilyLink system, please contact the school office for your login and PIN number.

3. **Weighted Courses**
   Honors Courses or courses with weighted grades are available through our Early College Program at the community college and/or in certain core classes. Weighted grades are assigned to classes that are accelerated and academically more challenging. If you are interested in Honors courses, please see the Academic Advisor. Please be aware that Arizona universities and many others may unweight these grades.

4. **Final Exams and Exemptions**
   Secondary students are expected to take final examinations as scheduled during final exam week. Students who do not take their final exams during the scheduled time will be given an Incomplete in the course and will need to make special arrangements through school Administration in order to complete the final exam at another time. Final exams comprise up to 20 percent of a student’s grade.

   Final exam exemptions are considered a privilege at Leading Edge Academy Gilbert Early College. To better prepare students for college and future exams or licensure tests, our goal is to provide students with opportunities to practice good study skills and to experience cumulative exams. Students in grades 7-10 are required to take ALL final exams; only students in grades 11-12 may be exempt from a final exam. Exceptions may be granted for 10th grade students admitted into the Early College Program.
To qualify for exam exemptions, a student must meet the following requirements:

a. A grade of 95% or higher in the course.

b. No more than three (3) absences in the course.

c. No more than three (3) tardies in the course.

NOTE: Absences due to In School Suspension will be counted toward absences in those courses.

5. Course Progression/Repeating Courses/Mandatory Tutoring/Ninth Hour

Course Progression

Students are allowed to progress to the next core course with a minimum grade of “C-.” Should a student earn any grade below a “C-,” they will be required to repeat the core course or take summer school prior to moving on to the next core course.

Repeating Courses

Students who have earned a grade of D+ or below may be required to retake the core course to earn credit to progress on to the next core course. (For example, if a student earns a D- in Algebra I, they will need to repeat the course with a C- or better to move on to Geometry.) Students may repeat a core course to improve their grade, but may not earn additional credit toward graduation by repeating the course. Students who repeat the course and earn a passing grade forfeit the credit previously earned. Students who repeat the course and then earn an F do retain credit earned from the previous attempt. In both cases, the original grade remains on the student records; however, the highest grade in the course is acceptable toward graduation and factors into the overall grade point average.

Students may also repeat a course in which they have earned an F. The F is not removed from the record and both grades are used in computing the GPA. Students may retake elective courses for credit. (For example, a student may take Art multiple times throughout high school.) All courses will factor toward a student’s overall grade point average, appear on the student’s record, and count towards graduation.

Mandatory Tutoring Grades 9-12

Students who have a grade of “C-” or lower for any core course on their progress report or report card will be required to participate in tutoring. Once the grade is a C or better, the student will no longer be required to attend tutoring. Students who are late or do not attend will be issued a detention. Tutoring will be scheduled after school. Each Teacher will have a set day and time for tutoring.
**Junior High (Grade 7-8) Ninth Hour Policy**

This program is an extension of the school day. **The Ninth Hour will last approximately 45 minutes which will be added to a student’s school dismissal time.** Ninth Hour will be used for study-hall purposes and will begin immediately after dismissal. Students may earn a regular dismissal by arriving on time to each of their classes and being prepared with completed homework and other required materials. Responsibility checks will be made by each Teacher every hour of the day to see that all students are ready to learn. Each student will carry an assignment calendar. **Teachers will stamp a “No” when a student is not responsible or prepared for that class period.** The students will be able to earn a Free Pass if they go an entire month without getting a “No” stamp. They can use the Free Pass when a Teacher is ready to stamp their assignment calendar.

- If a student receives a “No” stamp on a Friday, the Teacher will stamp the following Monday and the student will be required to serve their ninth hour on that Monday. If they receive another “No” stamp on that Monday, they will serve that additional Ninth Hour on Tuesday.
- If a student wants to use their Free Pass, the Teacher will stamp the “No” stamp and then use a sticker to cover the “No” stamp.
- In each class period that a student receives a “No” stamp, they are required to fill out the Ninth Hour form that will be sent to the supervising instructor for Ninth Hour.
- Students are allowed to reschedule their Ninth Hour only two (2) times per semester and must complete a reschedule form if needed. Rescheduling of Ninth Hour is only allowed for emergencies, such as a parent having a previous appointment scheduled on that day.
- If a student goes all year without getting any “No” stamps and not using any Free Passes, they will earn an incentive field trip.
- Students who receive a Ninth Hour will call their parents from the office during lunch or their 8th Hour class to notify them.

6. **National Honor Society Membership**

Sophomores, juniors, and seniors with a 3.8 cumulative unweighted GPA are eligible for membership in National Honor Society (NHS). A student’s character, leadership, and service will also be included in the criteria for selection by the Faculty of Leading Edge Academy. To be a member in good standing, all eligible students must maintain a 3.8 GPA, attend required NHS meetings, perform 20 hours of community service, and uphold standards in character and leadership during the school year. The candidate must be a member of those classes designated as eligible in chapter bylaws. (Ninth graders in a 9-12 school may not be inducted into either NJHS or NHS, nor can that school operate a chapter of NJHS as per these guidelines and those of the National Honor Society.)

Candidates must have been in attendance of the school the equivalent of one semester. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85%, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence.
7. **Honor Roll and High Honor Roll**
   A student, by virtue of their academic performance, receiving a “B average” (3.0 GPA) shall be classified as an Honor Roll Student. In addition, a student receiving an “A average” (3.5 GPA) shall be classified as a High Honor Roll Student. Honor Roll and High Honor Roll Students will be recognized at the completion of each semester.

8. **Promotion for Junior High**
   Students must pass their classes with a “C-” or better in order to be promoted to the next grade level.

9. **Graduation Requirements**
   Students in grades nine through twelve (9-12) in Leading Edge Academy Gilbert Early College must accumulate 22 credits of acceptable course work for graduation. Two (2) diplomas are offered:

   **General Diploma**
   The General Diploma exceeds the Arizona State Board of Education minimum requirements. A minimum twenty-two (22) total credit hours is required:
   a. Four (4) English – English I, English II, English III, English IV or an English elective such as Communications.
   b. Four (4) Math – Algebra I, Geometry, and either Algebra II, Consumer Math, or an approved course.
   c. Three (3) History – United States/Arizona History, World History/Geography, 1/2 credit Government, 1/2 credit Economics.
   d. Three (3) Science – Biology, Chemistry, Earth Science, or other science course. (Of the three (3) required science courses, one (1) science course must be a life science and one (1) science course must be a natural science.)
   e. One (1) Fine Arts.
   f. Seven (7) or more Elective Credits: selected from additional math, English, science, social science, arts, vocational (required), foreign language, or community college courses.

   **College Prep Diploma**
   The College Prep Diploma exceeds the Arizona State Board of Education and the Arizona State University minimum requirements. A minimum of twenty-two (22) total credit hours required:
   a. Four (4) English - English I, English II, English III, and English IV.
   b. Four (4) Math - Algebra I, Geometry, Algebra II, and Advanced Math or other higher math.
   c. Three (3) History – United States/Arizona History, World History/Geography, 1/2 credit Government, 1/2 credit Economics.
   d. Three (3) Science – Biology, Chemistry, Earth Science, or other science course. (Of the three (3) required science courses, one (1) science course must be a life science and one (1) science course must be a natural science.)
   e. Two (2) Foreign Language (same language).
   f. One (1) Fine Arts.
   g. One-half (1/2) Technology.
h. Four and one-half (4 1/2) or more Elective Credits: selected from additional math, English, science, social science, arts, vocational, foreign language, or community college courses.

Students are required to take College Preparation/Career Exploration, and an ethics course. Freshmen are required to take a half credit of Physical Education and a 1/2 credit Communications course. These courses apply toward the elective credits. Credit may be given for equivalent courses, college courses, and/or replacement classes if offered.

In addition to the above requirements for a diploma, students graduating in FY17 or after must also meet the, then current, Arizona State Assessment requirements.

10. **Graduating with Honors**
Seniors who have met the graduation requirements and maintained an overall GPA of 3.8 or higher shall be eligible to graduate with Honors.

11. **Testing**
State-mandated tests are as follows:

All students are required to take Assessments as required by the Arizona Department of Education. Possible exception to the requirement to pass the State Assessment is a valid Individual Education Plan designed otherwise.

**PSAT**- The PSAT is highly recommended for college bound students; however, it is not required. Students typically take the PSAT during their sophomore and/or junior year during the fall. In addition the PSAT 8/9 will be offered for 8th and 9th grade students.

**SAT**- The SAT is highly recommended for college bound students as most colleges/universities require an SAT or ACT score during the admissions process. Students typically take the SAT during the spring of their junior year or fall of their senior year.

**ACT**- The ACT is highly recommended for college bound students as most colleges/universities require an SAT or ACT score during the admissions process.

12. **Early College Program & Dual Enrollment**
Opportunities are available for mature and academically prepared students to experience higher education under the close supervision of the Academic Advisor. This will allow for exploration of a wide range of career-specific elective offerings as well as greatly improve the probability of the student’s continuation of post-secondary education upon graduation.
Eligibility and Application
Eligible students meet the following prerequisites:

a. 11th and 12th grade students at grade level.*
b. Have successfully met core requirements.
c. Are not on a behavioral discipline status or have no major discipline issues.
d. Exhibit maturity and the desire to experience higher education.
e. Cumulative GPA of 2.7 or higher.

*Exceptions may be granted for 10th grade students on a case-by-case basis.

Application process:

a. Eligible students must submit an application to the Academic Advisor.
b. Administration will request recommendations from the Faculty, Principal, and Academic Advisor as part of the approval process.
c. Cumulative GPA and the student’s current semester’s grades will be reviewed.

Approval:

a. Applications, recommendations, GPAs, and the current semester’s grades will be reviewed by the Early College Committee to determine final approval. The committee will be comprised of Faculty, Staff, the Academic Advisor, and the Principal.
b. Notification of the committee’s decision will be given in writing to the student.

Approved students may register at Chandler-Gilbert Community College (CGCC), Pecos Campus (or another Maricopa Community College) with approval of the Early College Committee.

Early College Program
Students are considered concurrently enrolled while taking courses at Leading Edge Academy Gilbert Early College and Chandler-Gilbert Community College. Concurrently enrolled students must:

a. Attend Leading Edge Academy for 1st through 4th periods.
b. Have community college courses approved by the Academic Advisor.
c. Register for CGCC courses starting at 12:40 p.m. or later.
d. Meet the CGCC registration and admissions requirements.
e. Maintain a minimum 2.75 GPA at school while enrolled in a course at CGCC.
f. Submit mid-semester and final grades of CGCC courses to the Academic Advisor.
g. Maintain a minimum of a “C” in each college course.

Failure to meet these requirements may affect reimbursement. Each student will work closely with the Academic Advisor, as well as a CGCC counselor, in planning their overall college goals and plans.
**Dual Enrollment**

Dual enrollment classes are offered on campus with Leading Edge Academy Gilbert Early College instructors for both high school and college credit. Dual enrollment classes are tuition-based and are the responsibility of the student/parents to cover. Students earn credit through Chandler Gilbert Community College and also receive high school credit for the approved course. Students are required to pass a placement test to meet the requirements and/or prerequisites for the course. Textbooks are provided by Leading Edge Academy Gilbert Early College.

**College Track Plans**

Students will normally choose one of three college track plans:

1. **General Studies**: Classes that are transferable to a university, usually required core courses, or major appropriate electives. Generally, this plan is for students who have selected a college major and are interested in the fastest track in completing a four-year degree.
2. **Associates or Diploma Studies**: Classes that lead to a one-year diploma or a two-year Associates Degree. Generally for students who are preparing to enter a career without going on to a four year university.
3. **Exploratory Studies**: A combination of classes that are required transferable classes or classes in areas that a student is interested in further exploring. For students who are not yet sure of specific career path choices.

**Registration Process**

1. Meet with the Academic Advisor for pre-approval of eligibility and to discuss course selection. This is typically done in April for fall courses and October for spring courses. Final approval will be given at the conclusion of each semester, once final grades, discipline records, recommendations, and applications are reviewed by the Early College Committee.
2. Set up your CGCC Online Student Center online at www.my.maricopa.edu, and then apply for admissions through the Student Center in order to enroll.
3. Schedule an appointment to take the placement test for English, Math, and Reading through the Testing Services website and take the placement test. Note: During the spring semester, placement tests may be offered on the LEA GEC campus. See the Academic Advisor for details.
4. Upon completion of the placement test, schedule a meeting with the Academic Advisor and bring your scores to determine which courses you will take based on your placement scores. The Academic Advisor is required to sign your “Request for Admission/Enrollment Form” as a concurrently enrolled student (enrolled in high school and college) for students under the age of 18.
5. Schedule an appointment, meet with the CGCC Academic Counselor, and take your “Special Admission Form” to register. At this time, you will be required to provide proof of residency and photo ID. NOTE: All students who are under the age of 16 years old at the start of the course must meet
with the “Under Age Counselor.”

6. Register for the Leading Edge Academy pre-approved course(s) at CGCC. (Course(s) must start at 12:40 p.m. or later unless approved by the Academic Advisor.) If you are a first time student at CGCC, you need to register for a New Student Orientation.

7. Pay the tuition and fees for the courses at CGCC and bring a copy of your course schedule to the Academic Advisor to keep on file. *Failure to submit a course schedule may affect reimbursement upon completion of the course.
NOTE: ONLY tuition will be reimbursed.

8. Attend the scheduled New Student Orientation at CGCC. This orientation is a great overview of the services available to students at CGCC. Many of these services are in place to help with student success.

9. Take a copy of your schedule to the bookstore on campus to purchase the appropriate textbooks. Textbooks vary per course section, so you will need the section number.

10. Obtain Student Photo ID Card and Parking Decal (if you plan to drive). These are both free. The Student Photo ID Card is necessary to use the on-campus computer labs and library.

REMEMBER: A progress report is due mid-semester. It is the student’s responsibility to turn this into the Academic Advisor.

**Attendance**

Attendance is essential for student success at the community college level. Absences from class may result in a serious disruption of the student’s mastery of the instructional material or the student being dropped from the course; therefore, the student and parents should make every effort to avoid unnecessary absences. **Please refer to each instructor’s syllabus for the attendance policy for the course. The instructor’s attendance policy often differs from the attendance policy set by Leading Edge Academy Gilbert Early College.**

The Leading Edge Academy school calendar and the school calendar for the community college may differ. If the college is still in session and Leading Edge Academy is not in session, please make every effort to be in attendance for college courses to ensure success. If the college is not in session and Leading Edge Academy is in session, the student will not be required to stay on the school campus during hours that are typically spent at the college.

**Report Cards and Transcripts**

Each student is responsible for requesting mid-semester grades from their instructor and providing these grades to the Academic Advisor. If grades are not available on Canvas or online, a progress report form is available in the school office for the CGCC instructor to fill out. Final grades for the semester must be submitted to the Academic Advisor. Should the student and/or parent fail to
provide mid-semester and official final grades to the school, reimbursement for college tuition will be impacted. (Please refer to the Payment and Fees section for additional information.) In addition, high school credit will not be given for the college course until official final grades/transcripts are turned into the Academic Advisor.

**Grades**

Leading Edge Academy Gilbert Early College requires that each student attain a minimum grade of “C” in each course taken at CGCC in order to receive reimbursement, as well as a 2.75 GPA at school. (Please see the Payment and Fees section for additional information.) Refer to the CGCC catalog and handbook for standards set by the college and/or program in which the student is enrolled regarding grades.

**Credit Equivalents**

In compliance with the Arizona Department of Education, high school credit will be awarded as follows for college course credits:

<table>
<thead>
<tr>
<th>Number of College Course Credits</th>
<th>High School Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units or credits</td>
<td>½ unit or credit</td>
</tr>
</tbody>
</table>

**Student Records**

Due to the federal privacy regulations (FERPA), Leading Edge Academy is unable to request information pertaining to the student’s records (i.e., grades) from CGCC.

**Transportation & School Hours**

If necessary, transportation will be provided from school to Chandler-Gilbert Community College, Pecos Campus. It is the responsibility of the student and parents to make arrangements for pick up from CGCC. Please refer to the “School Transportation Policies and Procedures” portion of the Student Handbook for expectations of students.

**School Hours**

Please refer to the class schedule attained from CGCC at registration for course start and end times. **Do NOT register for classes starting earlier than 12:40 p.m.**

**Student Code of Conduct at the Chandler-Gilbert Community College Campus**

Each student is expected to follow the policies and procedures set by CGCC. Non-compliance of these expectations may result in disciplinary action by the community college and/or Leading Edge Academy. Please refer to the CGCC Catalog, Student Handbook, and course syllabus for policies and procedures.

**Payment and Fees**

Parents and/or students must pay tuition and fees set by CGCC deadlines. The school will reimburse tuition only upon completion of the course based on the criteria outlined in the “Eligibility” section. The school will only reimburse up to two (2) courses per semester that have been pre-approved by the Academic Advisor.
**Tuition Reimbursement**

Only courses approved by the Academic Advisor will be reimbursed. Classes will not be reimbursed until grades are reviewed and it is determined that the student met the requirements for the Early College Program. Students must fill out the Early College Reimbursement Form and attach the appropriate paperwork and submit it to the Academic Advisor for approval and the final submission for reimbursement. The deadlines for reimbursement are as follows:
- Fall Semester – January 13
- Spring Semester – May 31

**Books**

Once the student registers for the course, it is the responsibility of the student and/or parent to purchase textbooks. A bookstore is available at the CGCC campus or check with the Academic Advisor for alternative options.

13. **East Valley Institute of Technology**

East Valley Institute of Technology (EVIT) offers career and technical education for 11th and 12th students enrolled in high school. Courses offered at EVIT are considered elective courses and students must enroll in the afternoon programs. Students interested in dual enrollment with EVIT should contact the Academic Advisor. Please note, EVIT is part of the Tempe Unified School District and is not a college; however, EVIT does offer opportunities to earn college credit at a cost. This cost is the responsibility of the student and/or parent.

**K. CITIZENSHIP AND CHARACTER PROGRAM**

One of the goals of Leading Edge Academy Gilbert Early College is to assist students in the development of responsible attitudes and behaviors. This includes preparing students for adult citizenship and ethical issues, as well as preparing them for careers and higher education. For these reasons, it is important for the school to teach character attributes, ethics, citizenship, and community service in conjunction with academics.

**Citizenship and Character Guidelines for Students and Parents**

Students are expected to follow the following guidelines:

a. Attend class regularly.
b. Come to class on time.
c. Come to class with necessary materials.
d. Do their own work when independent work is required.
e. Exercise reasonable care for school property.
f. Show respect to others.
g. Maintain good classroom behavior; exercise good conduct.

To promote this program, students will participate in seminars based on character and ethics and participate in mandatory community service each semester.
**Community Service**

Each student in grades 7-12 will be required to participate in 20 hours of community service each semester and will be 5% of each class grade.

Students will have the opportunity to participate in a school-wide service day each semester to help them earn community service hours and connect with various organizations within the community. Other opportunities will be available throughout the semester outside of school to assist students in earning their hours.

All hours will be kept on file with the Academic Advisor. If a student partners with an organization and volunteers outside of the designated school-wide service days or school sponsored service projects, the student must get a Community Service Hours Form from the Academic Advisor for the Volunteer Services Coordinator of the organization to sign. This form must be returned to the Academic Advisor.

**L. ACTIVITIES**

To participate in extracurricular activities, students must have a passing grade in all the classes on their schedules including community college and EVIT courses. Grades are reported through periodic progress reports and report cards. If a student received a failing grade, they will be declared ineligible to participate on the day following issuance of progress reports or report cards. If a student was ineligible and all classes are passed on the new report, they will become eligible on the Monday after issuance of that report. Final ineligibility decisions rest with the Administration. This includes athletics and performing arts.

Any student whose general behavior presents a problem or jeopardizes general school character expectations will be restricted from participation in extracurricular activities until such time that his or her behavior warrants reinstatement.

Music played at Leading Edge Academy Gilbert Early College must adhere to the school’s educational mission. All music played during any school function must be school appropriate. The music played at dances and sporting events must not be vulgar, offensive, obscene or libelous; demean others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; or promote alcohol, drug use or violence.

1. **Clubs**

Extracurricular activities are sponsored by Leading Edge Academy Gilbert Early College. The purposes of these activities are to enrich the students’ educational experiences and to support the educational goals of the Network. All students are encouraged to get involved in extracurricular activities and make a positive contribution to their campus and the community.

Students participating in clubs or other extracurricular activities are required to conduct themselves as role models, to demonstrate good citizenship, must be dressed appropriately (according to school dress code) and comply with all rules and policies determined by Leading Edge Academy Gilbert Early College.
2. **Field Trips**

Student field trips are considered a privilege at Leading Edge Academy Gilbert Early College. Administration or Teachers may deny a student’s participation in a field trip because of inappropriate behavior or discipline issues. Although the school will have a field trip permission form on file for most students, 24-48 hours notice will be given for field trips within the Phoenix-metro area. If a field trip exceeds regular school hours, a separate permission slip will be sent home and must be signed and returned for a student to participate prior to the field trip. **Students will not be allowed to call home on the day of the field trip to receive parental permission.** Parents may contact the campus Administrator for additional information on field trip procedures. Students must follow the “Safe Student Transportation” guidelines while on a field trip in school transportation or in a passenger car of parents/guardians, school personnel, and/or chaperones.

**Incentive Field Trips**

Incentive field trips will be offered each semester as a reward for hard work and self-discipline, as well as demonstrating positive character traits. It is the philosophy of Leading Edge Academy Gilbert Early College to recognize and reward students for their diligence and character, as students are committed to the academic rigor of our program. This is also an opportunity to build community amongst students, Faculty, and Staff. Only students who meet the requirements will be eligible to attend. Students who are not eligible are expected to attend class as a regular school day.

**Eligibility**

a. Grade of “C-” or better in all courses.
b. At least five (5) Merits.
c. No behavior issues for the current semester of the field trip.
d. No suspensions or Detentions for the semester.

Final approval is at the discretion of the Administration.

**Overnight Field Trips**

Once a year, students may have the privilege of travelling overnight. Please be aware that students who have had a Detention, suspension or other discipline issues may not be eligible to attend. Also, students must have a “C-” or better in all of their classes in order to participate. Final approval is at the discretion of the Administration.

3. **Dances and Activities/Events**

Student IDs may be required at the door. Students not properly identified will not be admitted to the dance or activity. Guidelines will be announced prior to the date of the event. If student(s) are not appropriately dressed, they will be denied admittance or asked to leave. Students who leave an event will not be readmitted. Students may not loiter near the door or on the grounds during events. Students must dance in an appropriate manner at school-sponsored dances. Students who dance inappropriately will be asked to leave and their entrance fee will not be refunded.
Guests
Students may invite guests to designated school events. Prior approval must be secured from the Administration before the event. Students in grades 9-12 from other schools may be invited as guests. All are subject to the same event regulations as Leading Edge Academy Gilbert Early College students. Guests must be 19 years or younger and bring a photo ID. It is the responsibility of the student enrolled at the school to turn in a Guest Approval Form into the Administration for approval within the designated timeframe.

4. Assemblies
Assemblies are a regular part of the school program. They help increase school spirit, develop talent and leadership, and give the student body entertainment with educational values. Appropriate student conduct is the most significant contributor to the success of the assembly program. Do not leave an assembly until everyone is excused.

Appropriate behavior at assemblies:
- Supporting and participating in all activities.
- Being quiet and attentive when appropriate.
- Refraining from obscenities.
- Supporting fellow students.

Inappropriate behavior may result in removal and disciplinary action.

M. ATHLETICS

Student Responsibilities
Students participating in extracurricular activities are reminded that they are representatives of Leading Edge Academy Gilbert Early College. As such, they are expected to conduct themselves in a manner that will reflect the highest credit to themselves and the Network. Students participating in or attending athletic events or school activities are expected to follow school discipline guidelines at all times. Please refer to the school Athletic Handbook for expectations and procedures.

N. TRANSPORTATION

Transportation to and From School, Including School-Sponsored and Athletic Events
Transportation provided by the school is a privilege. The primary purpose of school transportation is to safely transport students to and from school, community college, and/or school sponsored activities. The school Staff commits to providing the safest transportation that our resources allow. We rely on all of the students (supported by their parents or guardians) to follow procedures to contribute to the safety of everyone on school transportation. Please review the “Safe Student Transportation Expected Student Behavior” with your student.
It is expected that students attending field trips and athletic events with their team/group use transportation provided by Leading Edge Academy Gilbert Early College or approved by the Administration. Exceptions to this rule must receive prior approval from school site Administration. Inappropriate conduct at bus stops, on school Network vehicles, or in the process of boarding or exiting from a vehicle may result in student disciplinary action including, but not limited to, denial of transportation privileges.

Students who are transported to and from school on buses, vans or other vehicles provided by the Network are under the authority of the driver who is operating the vehicle. Students shall observe Network policies, regulations, and rules while being transported.

If a student rides a school vehicle regularly to be transported to and from school, they must have a Transportation Permission Form on file prior to being allowed on school transportation. This acknowledgement lets the school know that you have received information pertaining to the expectations established for your student passenger and that your student is aware of the standards for school transportation. We request that you keep an up-to-date telephone number on file where you can be reached during the school day should we need to contact you regarding your student’s conduct on school transportation. If you have any concerns, please discuss them with the driver or school Administration.
**Safe Student Transportation Expected Student Behavior**

1. Obey the driver at all times.
2. Be at the designated pick-up location 10 minutes prior to the scheduled pick-up time in the morning. Be on time to the designated pick-up location in the afternoon.
3. Stand at a safe distance from the curb or street.
4. Be courteous and respectful to the driver and other passengers.
5. When crossing the street, always cross in front of the vehicle.
6. Always use the steps and handrail when boarding and leaving the school vehicle.
7. Be seated quickly and quietly in your seat. Remain seated facing forward in your seat while the vehicle is moving. The aisle is not to be blocked at any time.
8. Always identify yourself when asked by the driver.
9. No eating, drinking (except water in plastic bottles), smoking, chewing gum or spitting inside the vehicle.
10. Keep hands, arms, head, and all objects inside the vehicle at all times.
11. Seat belts must be fastened at all times.
12. Talk in normal tones; loud, rude, vulgar, or obscene language is prohibited.
13. Keep the vehicle clean and free of damage.
14. State law prohibits the following items on school transportation: alcoholic beverages, dangerous or narcotic substances, legally prohibited substances, animals, insects, reptiles, weapons, glass items, smoke or stink bombs, explosives, fireworks, tobacco, and other dangerous objects.
15. All items carried by the student (i.e. band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat. Instruments cannot occupy needed seating space or aisles.
16. Skateboards, scooters, and roller skates/Blades are not allowed on the school vehicle.
17. Students are permitted to leave the vehicle only at the designated stops. Any changes require a parent/legal guardian’s written request, approved by the school Administrator.
18. Students are permitted to ride only the assigned vehicle. Any exceptions must be requested in writing by the student’s parent or legal guardian and approved by a school official.
19. Remain seated while the vehicle is in motion **and until it comes to a complete stop.**

These expectations are taken from various regulatory sources, including federal regulations and laws, Arizona state laws and regulations, DPS regulations and LEAD Charter Schools’ policies.
II. HEALTH SERVICES

A. EMERGENCY MEDICAL TREATMENT AND INFORMATION

The Health Assistant is available to students during school hours. If a student should feel ill during school, it is important that they go immediately with a pass to the Health Office to see the Health Assistant before phoning a parent or leaving campus. First aid is the only treatment given to students at school. In case of an emergency, the parent will be contacted. If we cannot reach the parent/guardian or anyone from the student’s Emergency Contact Information, the school may call paramedics, who may decide that the student needs to go to the hospital and an ambulance should be called. The cost of this service, if any, is the parent’s responsibility.

Any medication that students must take during school hours, including inhalers, over the counter or prescription medication must be registered with the Health Office. No student may carry any medication on campus. The ONLY exception would be in the case of inhalers and emergency epinephrine but ONLY with the appropriate paperwork on file with the Health Office and special clearance given prior to the student carrying medication on their person.

State regulations prohibit a school Health Assistant from treating an ill or injured student. If your student becomes ill or is injured, you or your emergency contact will be called. The parent or designee must promptly pick up the student who cannot return to class as we have limited space in the Health Office.

NOTE: Please notify the Health Office Staff as soon as possible of any phone number or emergency contact number changes that occur during the school year. Please update the Health Office Staff if your child has any major changes in their general health status during the school year.

B. MEDICATION AT SCHOOL

In order to comply with state guidelines, the following policies on dispensing medications to students during school hours have been implemented:

a. Whether a prescription or an over-the-counter drug, the medication must come in the original container. Your pharmacist should be willing to provide two medicine vials – one for school and one for home – if necessary.

b. Medication must have the student’s identification on the vial.

c. Do NOT send medication to school with your student. All medications are to be brought in by the parent/guardian.

d. Parents/Guardians must complete a medical consent form before school personnel can administer medications.

e. All medications will be kept in a locked cabinet in the Health Office.

f. A student may keep a prescribed inhaler with them during the school day, but a medical consent form must be complete and on file with the Health Assistant.
C. IMMUNIZATIONS

State law requires the school office to receive up-to-date proof of immunization from the parent/guardian for a student to enroll in school. If a student received an immunization during the summer, an official record from the student’s doctor, previous school or local health department must be turned in to the Health Office before the first day of school.

Documentary proof is not required for a pupil to be admitted to school if one of the following occurs:

a. The parent/guardian of the student submits a signed statement to the school Administrator stating that the parent/guardian has received information about immunizations provided by the Department of Health Services, understands the risks and benefits of immunizations and the potential risks of non-immunization, and that due to personal beliefs, the parent/guardian does not consent to the immunization of the student.

b. The school Administrator receives written certification, which is signed by the parent/guardian and by a physician, which states that one or more of the required immunizations may be detrimental to the student’s health and which indicates the specific nature and probable duration of the medical condition or circumstance, which precludes immunization.

In the event of an outbreak of a vaccine preventable disease for which a parent/guardian cannot provide proof of immunity for your student, your student will not be allowed to attend school until the risk period ends. The Department of Health Services or local health department shall transmit notice of this determination to the school Administrator responsible for the exclusion of the students.

D. ILLNESS POLICY

Please call the school office if your student has been diagnosed by a physician with an illness that is contagious (chicken pox, strep throat, conjunctivitis/pink eye, etc.).

Do not send your student to school if they:

a. Have a deep hacking cough.

b. Have green mucus.

c. Have a noticeable infestation of lice or lice nits.

d. Have had vomiting in the past 24 hours.

e. Have had diarrhea in the past 24 hours.

f. Have had a fever in the past 24 hours.

g. Have been on antibiotics for less than 24 hours. This includes eye drops for conjunctivitis (pink eye).
E.  **CHRONIC ILLNESS**

   If a student’s attendance will be affected by a chronic condition or accident, please contact the office at the beginning of the school year or when the condition occurs and provide a doctor’s note.

F.  **SCREENINGS**

   Various screenings may be scheduled through the Health Office during the school year. These will include vision and hearing.
SECTION III

III. STUDENT CODE OF CONDUCT

A. RESPONSIBILITIES OF STUDENTS

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most importantly, students share with the Administration and Faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of Teachers, students, Administrators, and all others who are involved in the educational environment. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the student to:

1. Obey School Rules in Addition to State and Local Laws:
   Students have a responsibility to know all rules and regulations for student behavior and appearance, and obey rules and regulations in order to provide a safe and positive learning environment. In addition, students have a responsibility to be aware of and comply with state and local laws.

2. Cooperate with School Staff:
   Students have a responsibility to cooperate with school staff, authorities, and peers, as well as be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of students and school property.

3. Respect the Rights of Others:
   Students have a right to an education without interference from others.

4. Attend School:
   Students have a responsibility to attend school daily and to be on time.

5. Complete Work Assignments:
   Students are responsible for completing all class work and homework on time. It is the student’s responsibility to get homework or make-up work for absences.

6. Be Prepared for Class:
   Students have a responsibility to bring to class any necessary books and materials that may be required to actively participate in class assignments and/or activities.

7. Respect School Property:
   Students have a responsibility to respect and to protect all school property, materials, and equipment.

8. Show Respect:
   Students have a responsibility to demonstrate respect for other students, Faculty, Staff, parents, community members, and themselves.
B. MERITS & DEMERITS

Merits
Students who demonstrate the responsibilities outlined in the “Responsibilities of Students” section, as well as outstanding character traits may receive “Merits” from the Faculty, Staff, and/or Administration. These will be kept on file in the school office, and the tally for each student refreshes every semester.

Demerits
Students who violate the responsibilities outlined in the “Responsibilities of Students” section, as well as the school and classroom rules may receive “Demerits” from the Faculty, Staff, and/or Administration. These will be kept on file in the school office and will not be mailed home to parents. Students who earn three (3) demerits will receive detention. When a student has received three (3) detentions, they are assigned a Detention. The tally for each student refreshes every semester.

C. USE OF TECHNOLOGY & ELECTRONIC DEVICES

Students are allowed, under adult supervision, to make use of available technology such as video equipment, computer labs, graphing calculators and Internet access. Each user is required to use the computer privilege in support of education or research and must be consistent with the educational objectives of the school and courses.

Access is a privilege – not a right. Leading Edge Academy Gilbert Early College will provide an educational setting for use but cannot be held responsible for student violations of set standards. Activities that shall be considered inappropriate shall include, but not be limited to, unauthorized use of technology such as downloading any information without permission; accessing music, video and game sites; visiting social networking sites, such as Instagram or Facebook; as well as possession and/or display of vulgar, profane or obscene material. Students are never allowed to use another person’s login password to gain access to a school’s computer. Loss of user privileges, disciplinary action, and/or legal action will be taken for improper use and violation of rules and standards. Students who do not sign up for usage may limit their accessibility to resource materials.

Wireless Internet access is available on campus. Should a student bring their laptop to campus with Teacher and/or Administrator approval, they should abide by the set guidelines for e-mail and Internet usage. Again, loss of privileges and/or disciplinary action will be taken for improper use and violation of guidelines. Internet access is available for educational purposes ONLY.

Internet Protocol

- Be polite, using appropriate language and pictures in messages to others. Inappropriate language, illegal activities, and downloading inappropriate materials are prohibited.
- Respect and maintain user privacy. Do not reveal any personal addresses or phone numbers. Assume that all communication and information accessible through the network are private property. Copyright infringement is prohibited and illegal.
Guard network security. Use the network appropriately in such a way that will not disrupt the use of the network by others.

- Damaging computers, computer systems, or computer networks is prohibited and will not be tolerated. If laptops/computers are found damaged (i.e., vandalized, downloaded viruses, etc.), student is responsible for the cost to repair or replace the computer(s).

**Saving Documents**

- Students are required to save documents created on the school computers to their personal flash drive. Documents saved to school computers may be deleted at the end of each day, and therefore students will not be able to retrieve the document at a later date. If students do not have a flash drive, they can e-mail the document to themselves (or to an alternative accessible e-mail address) as an attachment.

**D. ACADEMIC MISCONDUCT OR CHEATING**

Cheating on schoolwork is presenting the work of another as one’s own. This includes:

a. Copying an examination assignment or other work to be assessed, homework assignment, in-class assignment, etc.

b. Inappropriate collaboration on work to be assessed.

c. The use of “cheat sheets” or other forms of facsimile visual prompt.

d. Obtaining examinations, term papers, and essays from other sources, including electronic devices, with the intent to deceive.


f. Plagiarism is the representation of another’s words, thoughts, or ideas as one’s own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgment of such sources is required.

   Plagiarism includes:
   - Using a direct quotation without citing the source.
   - Paraphrasing the ideas, interpretation, or expressions of another without giving credit.
   - Failing to acknowledge or document sources.

The offenses for cheating and/or plagiarism are kept on record and will be considered for the student’s entire high school enrollment.

**E. DISCIPLINE PROCEDURES AND CONSEQUENCES**

School rules are designed to protect all students. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior.

The following contains a list of common and/or serious student conduct violations, along with a range of consequences. This list is not meant to be exhaustive. The intention to commit prohibited conduct may subject the student to the same discipline as an actual violation.

The violations and actions listed are meant as guidelines to promote consistency of discipline and are not intended to limit the school’s ability to discipline students.
### Consequences for Student Misconduct

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

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Definition</th>
<th>Minimum Action</th>
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<tbody>
<tr>
<td>Absences and/or Tardies</td>
<td>A student must be in attendance a minimum of ninety (90) percent of each semester per class period.</td>
<td>Conference</td>
<td>Receive an ‘F’ in the course</td>
</tr>
<tr>
<td>Academic Misconduct/ Cheating/Plagiarism</td>
<td>Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.</td>
<td>Conference/Zero on Assignment/Detention</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td><em>Alcohol (use, possession, under the influence)</em></td>
<td>The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><em>Alcohol (sale or distribution)</em></td>
<td>The sale or distribution of alcohol on school grounds or during a school event.</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Arson</strong></td>
<td>Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>*Assault</td>
<td>A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Bus/Transportation Misconduct</td>
<td>All students who ride the bus are subject to policies and regulations designed to provide safe transportation. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus and jeopardizes the safety of all passengers, the driver, and others. Riding the bus or van is a privilege, not a right, and the consequences of misconduct could result in the student being denied transportation. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.</td>
<td>Conference/Detention/Loss of Bus Privileges</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td><strong>Assault</strong></td>
<td>An assault accompanied by</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
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### Consequences for Student Misconduct

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<tr>
<td>(aggravated)</td>
<td>circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bomb Threat</strong></td>
<td>Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing devise.</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>*Bullying/Cyber Bullying</td>
<td>Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group of attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the use of technology.</td>
<td>Mediation/ Conference</td>
<td>Expulsion</td>
</tr>
<tr>
<td>*Burglary or Breaking and Entering</td>
<td>Entering or remaining unlawfully in or on school property with the intent to commit any theft of any felony therein. (A.R.S. §131507)</td>
<td>Restitution/ Conference/ Detention</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Burglary (first degree)</strong></td>
<td>A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft of any felony. (A.R.S. §13-1508)</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Class Violation</td>
<td>Students are responsible for following all class policies, rules, and procedures as outlined by the teacher.</td>
<td>Detention</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td>*Chemical or Biological Threat</td>
<td>Threatening to cause harm using dangerous chemicals or biological agents.</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Contraband</td>
<td>Items stated in school policy as prohibited because they may disrupt the learning environment.</td>
<td>Confiscation/ Conference</td>
<td>Suspension</td>
</tr>
<tr>
<td>Contract Violation</td>
<td>Failure to comply with the guidance of an agreed upon contract.</td>
<td>Conference/Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>*Dangerous Instrument/Device</td>
<td>Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
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## Consequences for Student Misconduct

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<tr>
<td>Detention Violation</td>
<td>Failure to serve an assigned detention.</td>
<td>Detention/Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. §132904)</td>
<td>Demerit/Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Disrespect</td>
<td>Treating personnel or any others with contempt or rudeness</td>
<td>Conference/Demerit</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Disruption</td>
<td>Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.A. § 13-2911)</td>
<td>Conference/Demerit</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Clothing that does not fit within the dress code guidelines stated in school and/or Network policy.</td>
<td>Change of Clothes/Demerit</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td>Drug Paraphernalia</td>
<td>Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Drugs (use, possession, under the influence)</strong></td>
<td>Chemical substances, narcotics, prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><em>Drugs (over the counter)</em></td>
<td>Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school’s policy for such medication. The term “drugs” includes anything that looks like drugs.</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><em>Drugs (sale or distribution)</em></td>
<td>Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>Misuse of cell phones, media players or other electronic items, whether operational or non-operational.</td>
<td>Confiscation</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td><em>Endangerment</em></td>
<td>Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes</td>
<td>Detention/Short Term Suspension</td>
<td>Expulsion</td>
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<td>provoke or antagonizing a fight.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Extortion</em></td>
<td>The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.</td>
<td>Detention/Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Failure to Follow School Rules</td>
<td>Students are responsible for following all school policies, rules, and procedures as outlined by the school.</td>
<td>Conference/Detention</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td>Failure to Follow Test Taking Procedures</td>
<td>Failure to comply with the rules, policies, or procedures for assessments or compromising the integrity of the test taking environment.</td>
<td>Detention/Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Failure to Return School Documents</td>
<td>Failure to return requested school documents.</td>
<td>Demerit/Detention</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td><em>Fighting/Mutual Combat</em></td>
<td>Students shall not fight, push, intimidate or otherwise abuse other students.</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Fire Alarm Misuse</strong></td>
<td>Intentionally ringing a fire alarm when there is no fire.</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Firearm</strong></td>
<td>Students are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Fireworks</td>
<td>Students are prohibited from possessing or using fireworks or explosive devices on school property.</td>
<td>Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Forgery/Falsification</td>
<td>The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).</td>
<td>Detention/Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Gambling</td>
<td>Playing games of chance for money or to bet a sum of money.</td>
<td>Detention/Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Gang Activity</td>
<td>Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the</td>
<td>Detention/Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Infraction</td>
<td>Definition</td>
<td>Minimum Action</td>
<td>Maximum Action</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Good Neighbor Policy</td>
<td>School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student’s conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner may result in disciplinary action. (A.R.S. §13-2905.A.5)</td>
<td>Detention</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>*Harassment/Hazing/Threat/Intimidation</td>
<td>The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (A.R.A. §15-2301)</td>
<td>Mediation/Demerit</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Inappropriate Language/Gestures</td>
<td>The use of profanity or any derogatory language stated publicly.</td>
<td>Detention/Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Inappropriate Language to an Adult</td>
<td>The use of profanity or any derogatory language towards a staff member.</td>
<td>Detention/Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Insubordination/Defiance/Non-Compliance</td>
<td>Intentionally resisting or disregarding the authority of school personnel. Failure to comply with the reasonable request of a staff member.</td>
<td>Conference/Demerit</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Leaving Campus without Authorization</td>
<td>Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee.</td>
<td>Detention</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td>Loitering</td>
<td>Remaining in a location for no obvious reason.</td>
<td>Detention</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td>Minor Aggressive Act</td>
<td>The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.</td>
<td>Detention/Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>*Other School Threat</td>
<td>An incident that cannot be coded in one of the other categories, but did involve a school threat.</td>
<td>Mediation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Pass Violation</td>
<td>Use of a pass for reasons other than specified.</td>
<td>Detention</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td>*Physical Abuse of Staff Member</td>
<td>Students shall not intimidate or physically abuse staff. (A.R.S. §15-507) School personnel may use reasonable</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
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### Consequences for Student Misconduct

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<tbody>
<tr>
<td>Physical Force</td>
<td>Physical force to protect themselves, other personnel, students, school and personal property.  (A.R.S. §15-843)</td>
<td>Detention</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Pornography</td>
<td>The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.</td>
<td>Detention</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>Kissing, hugging, fondling or touching in public.</td>
<td>Warning/Demerit</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td><strong>Robbery</strong></td>
<td>Taking, or attempting to take, any property of another from his person or immediate presence and against his/her will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.</td>
<td>Short Term Suspension/Restitution</td>
<td>Expulsion/Restitution</td>
</tr>
<tr>
<td><em>Robbery (Armed)</em></td>
<td>Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Sexual Abuse</strong></td>
<td>For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Sexual Assault</strong></td>
<td>For definition, refer to A.R.S. §13-1406</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Sexual Harassment</strong></td>
<td>Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Sexual Harassment with Contact</strong></td>
<td>Sexual harassment that includes unwanted physical contact of non-sexual body parts.</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas,</td>
<td>Short Term Suspension</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>
### Consequences for Student Misconduct

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

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Definition</th>
<th>Minimum Action</th>
<th>Maximum Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>depantsing, pulling another’s</td>
<td>Possession or distribution of pornographic materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>underclothing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simulated Weapon</td>
<td>An instrument displayed or represented as a weapon.</td>
<td>Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Tardy</td>
<td>Failure to be at a designated location at a specified time.</td>
<td>Demerit/Detention</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td>Technology</td>
<td>Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any Network facility. This includes the unauthorized access of any computer, computer system, or network.</td>
<td>Conference/Detention</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Misuse/Computer Tampering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Theft</td>
<td>Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by network insurance.</td>
<td>Short Term Suspension/Restitution</td>
<td>Long Term Suspension/Restitution</td>
</tr>
<tr>
<td>*Tobacco</td>
<td>Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, sniff, simulated tobacco, electronic cigarette and smokeless cigarette, or twist). NOTE: Possession of tobacco products on a K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, is a petty criminal offense. “Petty” offense is punishable by a fine of up to $300. (A.R.S. §36-798)</td>
<td>Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Paraphernalia</td>
<td>Any apparatus or equipment used, or capable of being used, in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, and lighters.</td>
<td>Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. §15-841)</td>
<td>Short Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
</tbody>
</table>
### Consequences for Student Misconduct

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<tbody>
<tr>
<td>Truancy/Unexcused Absence</td>
<td>The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization.</td>
<td>Detention</td>
<td>Short Term Suspension</td>
</tr>
<tr>
<td>*Vandalism/Destruction of School Property</td>
<td>Willful destruction or defacement of school or personal property.</td>
<td>Short Term Suspension/Restitution</td>
<td>Expulsion/Restitution</td>
</tr>
<tr>
<td>Vehicle Violation</td>
<td>Improper driving or parking of a vehicle on school property without permission, and/or parking in prohibited areas.</td>
<td>Revocation of Parking Privileges</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td><strong>Weapons</strong></td>
<td>Any item that may cause harm to another person, including but not limited to, a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife of any size, iron bar, brass knuckles, chains, billy clubs, Chinese starts, or any incendiary devices. (A.R.S. §13-3102(11))</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Weapons (sale or distribution)</strong></td>
<td>Sale of the above weapons.</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

Per AZ Safe Regulations:
A single asterisk (*) indicates the violation is reported to the Arizona Department of Education
A double asterisk (**) must be reported to law enforcement and is reported to the Arizona Department of Education

Any act that violates the law may result in Law Enforcement involvement, in which case the Administrator will make every effort to contact the parent/guardian unless Law Enforcement Personnel indicate otherwise.

Students who have been long-term suspended or expelled from Leading Edge Academy or who have withdrawn pending disciplinary action may not attend school functions or return to the school campus at any time. Doing so may result in Law Enforcement involvement.
F. **POSSIBLE CONSEQUENCES FOR PROHIBITED CONDUCT**

**Conference:** The student meets with school Officials. The student shall be asked to correct the misbehavior. A conference could result in loss of privileges, detention, Detention, or work detail. This conference may be documented.

**Demerit:** Warning to the student. Once a student earns three (3) demerits, they will be assigned a detention.

**Detention:** Loss of personal time before, during, or after school. Once a student is assigned three (3) detentions, they will serve a Detention. Detention is held every Thursday at 7:30 a.m. Parents must provide transportation for detention, even if the student rides the shuttle. If a student is late or absent, they will receive two (2) detentions, one to reschedule and one for the violation.

**Detention:** The student is assigned to stay on campus and do work detail from 12:45-3:15 p.m. on a Friday afternoon. Once a student is assigned three (3) Detentions, they will serve one (1) day of In-School Suspension.

**Restitution:** Payment to the appropriate authority for damage or loss of property.

**Teacher Involvement:** Teachers shall be involved in the implementation and enforcement of the Network’s disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

**Parent Involvement:** The student’s parent is notified by telephone, personal contact, or written notification. A conference may be held with the student, the parent and appropriate school personnel and other individuals concerned. This conference will be documented.

**In-School Suspension:** The student is removed from the regular classroom setting for one or more days and is assigned to a location isolated from other classmates. They will work on class work during these day(s) and will receive credit for the missed assignments. The parent will be notified.

**Short-Term Suspension:** The student is removed from school for a period of up to three (3) consecutive days or less. They must complete all missed assignments, but they may not receive credit. The school Principal and/or Designee may impose a short-term suspension. The student’s parent is notified by telephone and written notice that the student is subject to suspension. A short-term suspension of 3 days or less is not subject to appeal.

**Long-Term Suspension:** The student is removed from school for a period of up to 10 consecutive days or more. The school Principal and/or Designee may impose a long-term suspension. The student’s parent is notified by telephone and written notice that the student is subject to suspension.

**Expulsion:** The student is denied the opportunity to attend any school in the Network by the Governing Board. This decision is not subject to appeal.
G. SCHOOL-RELATED CRIMINAL AND CIVIL LAWS

Parent Liability: Upon complaint of the Governing Board, the parents of minors who have damaged school property shall be held liable for all damage caused by their children.

Abuse of School Employee: It is a violation of the law for a person to knowingly abuse a school employee on school grounds or while the employee is engaged in the performance of school-related duties.

Aggravated Assault: A person commits aggravated assault if such person commits the assault knowing or having reason to know the victim is a school employee engaged in the performance of school-related activities.

Interference with the Peaceful Conduct of an Educational Institution: A person commits interference with the peaceful conduct of educational institutions by knowingly:

- Going upon or remaining upon the property of any educational institution in violation of any rule of such institution or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property.
- Refusing to obey a lawful order given by school Officials.

Possession, Use or Sale of Drugs On or Near School Grounds (Drug-Free Zone): It is unlawful for a person to intentionally be present with one or more persons within 300 feet of a school or its accompanying grounds, or to be present on any public property within 1000 feet of a school or its accompanying grounds, or a school bus stop to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug. It is unlawful for a person to intentionally be present on a school bus to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug.

Drug and Alcohol Use by Students

The term “drug abuse” includes non-medical use, possession, sale or purchase of all dangerous controlled substances prohibited by law, alcohol, hallucinogenic substances and inhalants, being under the influence of drugs or alcohol, possession of drug paraphernalia, and/or intent or attempt to do any of the aforementioned. All school employees and students are responsible for reporting suspected instances of drug abuse to the Principal. The appropriate Law Enforcement Authorities shall be contacted in instances involving drug abuse. An attempt will be made to contact parent/legal guardian in instances involving drug abuse.

Attempted or actual drug abuse, which includes possession of, use of, or purchase of, shall subject a student to the following disciplinary action:

- A three to ten-day suspension by school Administration ranging to expulsion.
• Any offense that occurs after a first offense shall be considered “continued open defiance of authority” and “continued disruptive or disorderly behavior,” which may be subject to expulsion.
• A student who is apprehended for selling drugs/alcohol on a school campus shall be subject to expulsion.

**Medical Prescription Drugs and Over-the-Counter Medical Drugs**

A student who needs access to medical prescription drugs in school shall leave them with the school Health Assistant. The parent must deliver the medication in its original container to the school Health Assistant. Permission and written directions from a physician concerning the medication shall be left with the school Health Assistant. Students who are in possession and/or under the influence of prescription or over-the-counter drugs, and who have not followed the directions described above may be suspended for up to ten days. More serious consequences could result when it is determined that a student who is in possession and/or under the influence of prescription or over-the-counter drugs is participating in a situation where there is a higher degree of involvement (i.e., quantity of drugs, type of drugs).

Students who distribute prescription drugs to others shall be considered as distributing drugs for non-medical purposes and shall be subject to a minimum ten days suspension. More serious discipline, including expulsion, can be imposed depending on the circumstances or situation.

Reasonable efforts shall be made to notify a student’s parent(s)/legal guardian(s) that the school Principal or another Administrator has questioned the student regarding violation of the school’s drug/alcohol abuse policy.

Efforts to prevent future drug/alcohol abuse by students who have returned to school following disciplinary action for drug/alcohol abuse may include, but not necessarily be limited to the following:
• Conference with campus Administration.
• Behavior contracts as outlined by school Administration.
• Referral to substance abuse prevention programs.

A student may be required to undergo alcohol or drug screening if there is a reasonable suspicion of substance abuse. A positive test result or a student’s refusal to submit to such a test may result in suspension or expulsion.

**H. CLASSROOM DISCIPLINE PROCEDURES**

The classroom Teacher handles most minor disciplinary problems. Minor misbehaviors may include, but are not limited to such things as eating or drinking during class (with the exception of water), chewing gum, not following directions given by the Teacher, disturbing others, violating dress code, not being prepared for class (including missing homework assignments), or not putting forth academic effort. These misbehaviors may result in a demerit or detention at the Teacher’s discretion or based on chronic misbehaviors.
I. SCOPE OF SCHOOL’S POLICIES

While the school does not take responsibility for students or student behavior outside of the facilities, policies and regulations pertaining to student conduct are extended to include, but not limited to:

- School campus.
- Going to and from school.
- At or near school bus stops and in school vehicles. Off campus during the normal school day, including release periods, field trips, sporting events, etc.
- At school events on or off campus.

Failure to obey school policy, regulations, rules, and other reasonable expectations for acceptable student conduct will result in disciplinary action. Teachers and Coaches shall be involved in the implementation and enforcement of the school’s disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

Legal References for Student Conduct:

J. STUDENT DRESS CODE: Jr. High (Grades 7-8)

Each year parents ask for guidelines as they help students select appropriate attire for school. It is our belief that school pride, morale, and image are influenced by the general appearance of our students. Additionally, the school establishes high standards of personal conduct so that each student’s attire promotes a positive, safe, healthy atmosphere within our school.

Guidelines include, but are not limited to:

1. **Uniform Tops:**
   Daily wear will be the official red, black, Kelly green or light blue uniform polo shirts. If any t-shirts are worn under the polo shirts, they must be white or the color of their uniform shirt and must be tucked in.

2. **Uniform Pants, Skirts, and Jumpers:**
   Pants, shorts, capris: must be black or khaki. Pants must be uniform or dress pants, “Docker” style (no black jeans, tight pants or low rise/hip-hugger pants or pants with decorations). Length of shorts must be no shorter than 3 inches from the kneecap, and cannot be rolled. (i.e., Bermuda shorts or walking shorts). Tight/form-fitting stretch pants, or bagging/sagging is not allowed. No frayed edges will be allowed.

3. **Uniform Skirts and/or Jumpers:**
   Hems must be no shorter than 3 inches from the kneecap. Skirts or jumpers with decorations are not allowed. No fish nets or stockings with designs may be worn under dresses. Only black or white leggings can be worn under skirts and jumpers. Socks need to be either white, brown or black and can be ped-style.

4. Clothes must be neat, in good repair and not overly wrinkled.

5. Jewelry is limited to one bracelet, ring, necklace or one set of earrings. Gauges are not allowed.

6. Fridays are Dress Down Days and the same policies that are in the High School Dress Code apply.
K. STUDENT DRESS CODE: High School (Grades 9-12)

Each year parents ask for guidelines as they help students select appropriate attire for school. Leading Edge Academy Gilbert Early College is a College Prep school that promotes academics and character development. It is our belief that school pride, morale, and image are influenced by the general appearance of our students. Additionally, the school establishes high standards of personal conduct so that each student’s attire promotes a positive, safe, healthy atmosphere within our school. It is the goal of the school to prepare students for jobs and careers after high school, where dress codes are prevalent. Students must recognize that brief and revealing clothing or attire with offensive messages is not appropriate apparel in school.

Guidelines include, but are not limited to:

1. **Shirts and tops should be long-sleeved, short-sleeved or regular sleeveless; no tanks are allowed** and tops may not expose midriffs or be too low cut in the front, back, or under the arms. Halter-tops, tanks, razor back tops, tube tops, strapless garments, and shirts with spaghetti straps are not appropriate. No straps from undergarments should be visible. **Dresses may be sleeveless but must not be strapless, halter, razor back, or have spaghetti straps and must be no shorter than 3 inches from the kneecap.** Clothing may not be made of sheer fabric.

2. **Shorts must be no shorter than 3 inches from the kneecap, which would include Bermuda shorts, walking shorts or longer jean shorts. Skirts and dresses must not be shorter than 3 inches from the kneecap.**

3. Students shall not wear clothing that contains messages that are vulgar, offensive, obscene, or libelous; that demean others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school’s educational mission.

4. Students shall not wear pants/jeans that, when fastened, sag or fit below the waist. All pants/jeans must fit around the waist and be properly fastened so that no undergarments are showing.

5. Students may not wear pajama pants, or leggings with the exception of wearing them under a top/dress that hits 3” above the knee.

6. Any attire or grooming deemed to be gang related is prohibited when such attire or grooming creates an atmosphere of threat, intimidation, or undue pressure or disrupts the educational environment/process or interferes with curriculum goals or educational objectives.

7. Also NO:
   a. Tattered and torn clothing above the knee, including jeans/denim.
   b. Hats (all) and hats that are altered from their original forms. This includes both boys and girls.
   c. **Tank tops** of any kind, including underwear.
   d. Trench coats.
   e. Hairnets, bandanas, and do-rags.
   f. Clothing that references drug/alcohol markings.
   g. Clothing that displays inappropriate messages.

8. **Shoes must be worn at all times on campus according to state law and for student safety. Slippers or house shoes are NOT acceptable footwear.** Shoes must have a thick sole.
9. Body piercings, including facial piercings, may not be visible, which includes any part of the metal, while a student is on campus. Students will be asked to remove any piercings that are visible the entire time they are on campus. Earrings are allowed, but not in excess.

10. **Tattoos including temporary ones, writing or drawing on skin may not be visible and must be covered the entire time a student is on campus.**

11. Hair may not be disruptive to the learning environment.

12. Facial hair must be neat and well-trimmed.

13. No costumes may be worn except for designated spirit days.

14. Clothing, backpacks, binders, or other accessories, jewelry, or bracelets with symbols or negative messages are not allowed at school. Jewelry and ornamental accessories such as chains, wallet chains, spiked collars, or spiked wristbands are NOT allowed, as they present a safety hazard to self and/or others.

School Administrators will make the final decision regarding appropriateness of any student’s appearance.

Students and their parents/guardians have the responsibility to be aware of the school’s dress code and conform to these requirements. Leading Edge Academy Gilbert Early College may add other restrictions if the school Administration deems it necessary. If a student or parent has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact the Administration prior to wearing such attire or accessories to ensure compliance. Parents may be called to bring a change of clothes if their student is violating dress code policies.

Any student violating this policy is subject to disciplinary action including, but not limited to, warning, parent conference, school detention, in-school suspension, or off-campus suspension. In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school, student, or parent, depending upon the circumstances.
APPENDIX A: Lead Charter Schools Security Camera Policy

Security Camera Policy

For the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, to safeguard Network buildings, grounds and equipment, to monitor unauthorized individuals in or on school property, and for enforcing School policies and rules, Leading Edge Academy authorizes the use of electronic surveillance cameras in School Network buildings and on its property. Cameras are authorized for use in any area, inside or outside of School buildings where the public, students and Staff have no reasonable expectation of privacy: entrances, hallways, classrooms, commons, gymnasiums, athletic fields, parking lots and the exterior of buildings. Cameras are prohibited in areas such as bathrooms, locker rooms and health rooms.

Other public areas of Network buildings and grounds may be subject to limited term surveillance with the written authorization of the Network Administrator. Such approval will be granted only in situations when the Network Administrator has reason to believe that a safe and orderly educational environment is at risk or to monitor areas where theft and vandalism are believed to be occurring.

Notification
Signs will be posted at all main entrances to Network buildings stating "Surveillance Cameras May Be In Use."

Leading Edge Academy shall notify students and Staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time.

At each School or site where video surveillance is employed, the School Principal or other site Administrator shall inform students, Staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice.

Access and Use
Only individuals authorized by the Director of Schools, in accordance with policy, shall have access to video monitors, or be permitted to operate the controls. The Network Technology Assistant shall be responsible to manage and audit the use and security of monitoring cameras, monitors, hard drive storage, computers used to store images, and all other video records.

Students or Staff identified on security cameras in violation of Leading Edge policies will be subject to disciplinary action. Violations of the law will be referred to Law Enforcement Agencies and the recorded video evidence will be provided to Law Enforcement Agencies.

Video electronic data will be erased normally on a weekly basis. Video electronic data that contains personal information used to make a decision directly affecting an individual, however, may be retained for a longer period of time as needed.

Other Video Recordings:
A video recording of actions by students or Staff may be used by Leading Edge Administration as evidence in any disciplinary action brought against students or Staff arising out of the student's or Staff member's conduct in or about Leading Edge property.
APPENDIX B: Family Educational Rights & Privacy Act (FERPA)

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School Officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified Officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate Officials in cases of health and safety emergencies; and
  - State and Local Authorities, within a juvenile justice system, pursuant to specific State law.
  - Federal law also requires that high schools release directory information of juniors and seniors to military recruiting agencies unless the school or District has been notified by the parent not to disclose the information without consent.
Schools may disclose, without consent, "directory" information such as a student’s name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athlete), and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a 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 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
APPENDIX C: Lead Charter Schools Anti-Bullying Policy

Anti-Bullying Policy

I. PURPOSE

LEAD Charter Schools, in accordance with ARS 15-341(40), recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. LEAD Charter Schools finds that bullying, like other disruptive or violent behavior is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

II. DEFINITIONS

A. “Bullying” means systematic, repeated, or recurrent conduct committed by a student or group of students against another student that causes measurable physical harm or emotional distress. Verbal expression, whether oral, written, or electronic, is included within the definition of “bullying” only to the extent that (1) such expression is lewd, indecent, obscene, advocating for illegal conduct, intended to incite an immediate breach of peace, or the severe and pervasive use of threatening words that inflict injury; or (2) School Administrators or Officials reasonably believe that such expression will cause an actual, material disruption of school work.

B. “School Premises” means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by LEAD Charter Schools.

C. “School-Sponsored Functions or Activities” means a field trip, sporting event, or any other function or activity that is officially Sponsored by LEAD Charter Schools or one of its school sites.

D. “School-Sponsored Transportation” means a motor vehicle owned, operated, leased, rented or subcontracted by LEAD Charter Schools or one of its school sites.

III. PROHIBITION

The Network prohibits all bullying on school premises, at school-sponsored functions or activities, or on school-sponsored transportation.

IV. REPORTING

1. Any student who believes he or she has been or is currently the victim of bullying should immediately report the situation to the school Principal. The student may also report concerns to a Teacher or Counselor who will be responsible for notifying the appropriate school Administrator. Every student is encouraged, and every Staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.
2. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion. Individuals may also be referred to Law Enforcement Officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

V. INTERPRETATION

This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views, provided that such expression does not cause an actual, material disruption of the work of the school.
APPENDIX D: Lead Charter Schools Interrogations and Searches Policy

Interrogations and Searches Policy

Searches
The Administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reasonable suspicion that the student has some item or material detrimental to the health, safety, or welfare of the student or other students, such as drugs or a weapon on school grounds or at school functions. The Administration may call in Law Enforcement Authorities to conduct the search at their discretion.

The student has no expectation of privacy in items provided by school for storage, such as desks, storage areas, etc. These items may be inspected at any time with or without reason, with or without notice, by school personnel.

Interrogations
School Officials may question students without reservation regarding matters that are important to the school. A parent/guardian will be contacted if the student is subject to discipline for a serious offense.

If a Child Protective Services Worker or Law Enforcement Officer wishes to speak to a student regarding an investigation of alleged child abuse by a parent or if the parent or guardian is suspected of some other type of crime and the student has information as a witness, parental notification is not permitted.

School Officials shall cooperate with the investigating Officer or Child Protective Services Worker. If a student is taken into protective custody, the above officers shall be requested to show proper identification and sign a “Form of Interviewing Officer.” Six (6) hours after the student has been taken by the Officer or Worker, school personnel may respond to questions from the student’s parent or notify the parent, if necessary.

Unless the student is being questioned regarding abuse or criminal activity of a parent, the school shall notify a parent prior to the interrogation, and ask the parent if the Officer may question the child. If the parent consents to the interrogation, the parent will be asked to be present at the school for the questioning or to authorize the interrogation in their absence. If the parent cannot be reached or refuses authorization, the Peace Officer will be requested to contact the parent to make other arrangements.

If a Law Enforcement Officer is present on campus, at the request of the school, to interview students due to concerns for safety of the students, parent contact will only be made if a student is taken into custody or following the decision that the student may be subject to discipline for a serious offense.

If a Peace Officer is present at the school with a warrant or subpoena, the Officer will be asked to complete and sign a “Form for Signature of Arresting Officer.” School personnel shall make every reasonable effort to make sure personnel of the school cooperate fully with the police. When the arrest is formally made, the school and its employees no longer exercise jurisdiction over the student, and the school may respond to inquiries from the parents as to the location of the student.
Notification Statements

CHILD FIND
The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located, and evaluated to receive the supports and services they need.

Identification/screening procedures shall be completed within 45 calendar days after enrollment for each kindergarten student and new students enrolling without appropriate screening records. The screening helps “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the student is evaluated using state criteria for specific delays or disabilities. If eligible, Leading Edge Academy Gilbert Early College will offer early intervention or special education services according to the student’s needs.

➢ Special education services for school-age children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the education environment.

STUDENTS WITH DISABILITIES COVERED BY SECTION 504
Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against disabled persons in any of the Network’s programs or activities. A student is protected by Section 504 if they have or has had a physical or mental impairment, which substantially limits a major life activity or is regarded as disabled by others.

Leading Edge Academy Gilbert Early College will determine eligibility and provide appropriate accommodations and services to students who are covered by Section 504. The school will also ensure that no student with a disability is excluded from participation in, or be denied the benefits of services, programs or activities of the school due to the disability that qualified the student for protection under Section 504.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)
The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records for children with disabilities, education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student’s parents and Staff of the school. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

PROHIBITED SEXUAL HARASSMENT
Leading Edge Academy Gilbert Early College takes very seriously any sexual harassment. Sexual harassment is a form of discrimination in educational opportunities on the basis of sex. It is prohibited by Title VII of the federal Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, by the Arizona Civil Rights Act and by school policy.
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee-to-student actions, student-to-employee actions, and student-to-student actions. If you feel you have been sexually harassed or you know someone who has been sexually harassed, you should report it immediately to the Administration. The Administration will take immediate steps to investigate complaints and to take appropriate remedial action. Sexual harassment by students will not be tolerated and will result in disciplinary action.

NON-DISCRIMINATION
Leading Edge Academy Gilbert Early College does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities.

PROHIBITED TOBACCO USE ON SCHOOL PREMISES & AT ANY SCHOOL-SPONSORED FUNCTION
If students are found to be in possession of, or using tobacco in any form while on school premises, during school hours (including off-campus lunch), or at any school-sponsored function, they have violated the no-tobacco policy and are subject to disciplinary action. Minimal disciplinary actions may include parental notification and/or a police citation with a fine. Maximum disciplinary action(s) are dictated by the age of the student and the circumstances and/or number of violations. The maximum actions may include suspension.

IMPORTANT NOTICE TO PARENTS CONCERNING STUDENT INJURIES
Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The Network does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The Network carries only legal liability insurance.

MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT
Due to the requirements of Arizona Statues (ARS 13-3620), schools and school employees are required to report criminal activity to local law enforcement and report incidences of student abuse, neglect, and crimes against a student to local law enforcement and Child Protective Services. This includes threats and rumor of threats against schools, students, and school personnel. Schools must also report all incidents of non-accidental injury that might occur during altercations at school.

DUE PROCESS
Students at Leading Edge Academy Gilbert Early College have rights. In disciplinary cases, each student is entitled to due process. This means students shall be informed of accusations against them and will have an opportunity to present an alternative factual position if the accusations are denied. If a student fails to fulfill their responsibilities regarding conduct, disciplinary action will follow. In disciplinary cases, a student is entitled to due process.

For student and/or parent concerns, complaints and grievances, parents and students are encouraged to schedule a conference with the Teacher or Administrator to express concerns directly.

SEARCHES OF STUDENT PROPERTY
A student or their possessions, including lockers, backpacks, and/or vehicles on school property may be searched if there is a reasonable suspicion that they are in possession of illegal, dangerous, or inappropriate items or substances. A student’s refusal to cooperate with a search may result in suspension, expulsion, or law enforcement involvement.
TEACHER RESUMES
Teacher resumes are on file in the school office for review at each campus.

ABUSE OF A TEACHER
A person who knowingly insults or abuses a Teacher on school grounds or while the Teacher is performing their duties is guilty of a misdemeanor which is punishable by a fine and/or imprisonment.

LAW ENFORCEMENT AGENCIES
When Law Enforcement Officers or other lawful authorities wish to question or interview a student at school or to take a student into custody, the Principal, or an Executive Level Director, will make every effort to cooperate with the authorities. The Principal will record the identity of the Law Enforcement Personnel and any documentation presented. The Principal will take precautions by verifying the Law Enforcement Officer’s identity, jurisdiction, probable cause, and/or legal grounds for the questioning or arrest. The Principal will make reasonable efforts to contact the student’s parent/guardian prior to the questioning or arrest, unless the Law Enforcement Personnel raises what the Principal considers a valid objection. The Principal may also be present during any questioning or interviewing, unless the Law Enforcement Personnel raises what the Principal considers a valid objection. The Principal will verify the Law Enforcement’s authority to take a student into custody prior to releasing the student. It is understood that the Principal will make decisions in their best judgment, but that they are not trained in legal or law enforcement issues and will not be held responsible for decisions made.
APPENDIX F: Leading Edge Academy Gilbert Early College School Hours

School Hours

Junior High (Grades 7-8)
Monday – Thursday 8:00 AM – 3:15 PM
Friday 8:00 AM – 12:15 PM

High School (Grades 9-12)
Monday – Thursday 8:00 AM – 3:15 PM
Friday 8:00 AM – 12:15 PM
APPENDIX G: Leading Edge Academy Gilbert Early College Locker Policy

**Locker Policy**

All lockers made available for student use on the school premises, including, but not limited to, lockers located in the hallways and physical education and athletic dressing rooms, are the property of the school. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purpose or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectation of privacy in that locker or the locker’s content.

The student’s use of the locker does not diminish the school ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material such as weapons, illegal drugs or alcohol, or any other material forbidden by school policy.

**Locker Rules**

In order to implement the school policy concerning students’ lockers, the School Board adopts the following rules and regulations.

1. **LOCKS**
   The school will retain access to the student lockers by keeping a master list of combinations and/or a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

2. **USE OF LOCKERS**
   Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purpose or an educational function, or which are forbidden by state law or school policy, such as drugs, prescription or other, drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, bomb or explosive device, pungent acid or nauseous chemical, any stolen items, any obscene material, or tobacco products that are banned by the school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner. Lockers must be maintained in the condition in which they were assigned. No decorating the exterior of the lockers is allowed.

3. **AUTHORITY TO INSPECT**
   The school retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule Number 2. All inspections of student lockers shall be conducted by the Principal or a member of the Administrative staff designated by the Principal or Network Office.
4. **INSPECTION OF INDIVIDUAL STUDENT’S LOCKERS**

The inspection of a particular student’s locker will not be conducted unless the Principal or Designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purpose or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 5 of this policy.

5. **INSPECTION OF ALL LOCKERS**

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Principal or Director reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

1. an interference with school purpose or an educational function,
2. a physical injury or illness to any person
3. damage to personal or school property, or
4. a violation of state law or school policy

Examples of circumstances justifying a general inspection of a number of lockers are:

(a) When the school receives a bomb threat:
(b) When suspicion of student drug or alcohol use creates a reasonable belief or an unusually high level suspicion of student use:
(c) At mid-term; end of grading period; before school holidays; to check for missing library books, lab chemicals, or school equipment; or to ensure sanitary conditions; or to ensure that hazardous materials aren’t present:
(d) When there is a reasonable belief that weapons or stolen contraband may be stored in the lockers.

If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. **STUDENT MATERIAL**

When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student’s written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.
7. **DISPOSAL OF CONFISCATED CONTRABAND**
   All contraband confiscated from lockers may be disposed of by the Principal or Designee as he or she deems appropriate, including:
   
   (1) Return to the proper owner or place, unless it posed a threat to health or safety:
   
   (2) Use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion:
   
   (3) Delivery to the appropriate Law Enforcement Officials for prosecution purposes if possession of the contraband constitutes evidence of a crime: or
   
   (4) Destruction.

8. **IN Volvement OF LAW ENFORCEMENT OFFICIAL**
   The Principal or Director may request the assistance of a Law Enforcement Official to assist the school Administrators in inspecting lockers or their contents for purpose of enforcing school policies only if such assistance is required:
   
   (1) To identify substances which may be found in the lockers: or
   
   (2) To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

9. **LOCKER CLEANING**
   Nothing in these rules shall affect members of the Custodial Staff who, at the direction of a Principal or Administrator, will clean out:
   
   A. Lockers from time to time in accordance with a general housekeeping schedule, or
   
   B. The locker of the student no longer enrolled in the school.

10. **PUBLICATION OF RULES**
    A copy of these rules shall be provided to each student and his or her parents or guardian at the start of each school year or as soon as possible after the student’s enrollment in the school. Copies of the rules shall be available in the office. Parents and students will be required to sign a form that says they have read and agreed to follow the policy prior to being issued a locker.
Bring Your Own Technology (BYOT) Responsible Use Guidelines

Purpose:
Leading Edge Academy Gilbert Early College strives to provide appropriate and adequate technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. In an effort to increase access to those 21st Century skills, Leading Edge Academy Gilbert Early College will allow personal devices on our guest network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and attached guidelines regarding BYOT.

The use of personal devices by students is optional, and students who do not participate in BYOT will not be penalized and alternate modes of participation will be available.

An important component of BYOT will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

Device Types:
For the purpose of this program, the word “devices” will include but is not limited to: laptops, netbooks, cell phones, smart phones, iPods, iPads, MP3 players, tablets and eReaders. Please note that gaming devices with internet access are not permissible at this time.

Guidelines:
- Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

Students and Parents/Guardians acknowledge that:
- The school’s network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited.
Leading Edge Academy Gilbert Early College is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection. Students are prohibited from:
  o Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  o Processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies.

Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the Student Code of Conduct. If the device is locked or password protected, the student will be required to unlock the device at the request of a school Administrator.

Printing from personal devices will not be possible at school.

Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted on campus.

Lost, Stolen, or Damaged Devices:
Each user is responsible for their device and should use it responsibly and appropriately. Leading Edge Academy Gilbert Early College takes no responsibility for lost, stolen, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:
Leading Edge Academy Gilbert Early College is not responsible for any possible device usage charges to your account that might be incurred during approved school-related use.

Internet Protocol Considerations:
Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “Student” wireless network to access the internet. Leading Edge Academy Gilbert Early College does not guarantee connectivity or the quality of the connection with personal devices. The Leading Edge Academy Technology department is not responsible for maintaining or troubleshooting student tech devices.
To waive the required Physical Education class, a student must fill out a Physical Education Waiver Request. The activity must meet the following criteria to waive the on-campus course:

- Minimum of 90 hours of documented participation required per semester
- Taught by an accredited or highly qualified instructor through a recognized organization
- Summer Activities cannot be included in the PE Waiver
- Examples of activities: dance, gymnastics, club sports, swimming, martial arts, etc.

Waivers must be signed by the activity’s sponsor/instructor, as well as the school’s Athletic Director, and turned into the school office. This is only a waiver of the Physical Education class requirement. This waiver does not grant the .5 PE credit. The .5 credit required for graduation must be attained through another elective class.

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**PHYSICAL EDUCATION WAIVER REQUEST**

**OUT OF SCHOOL ACTIVITY_____________________________**

**ORGANIZATION________________________________________**

In the city of__________________________ Today’s Date__________________

Student’s Name_________________________ Current Grade: 9 10 11 12

I was involved in the sport/activity during the: Fall Winter Spring

During school year: ____________________________

REQUIRED: Attach documentation of hours of participation in out of school activity.

_________________________________________  ___________________________________________  ___________________________________________

Student’s Signature  Parent’s Signature  Club Sponsor’s Signature

_________________________________________  ___________________________________________

Academic Advisor’s Signature  Athletic Director’s Signature

LEADING EDGE ACADEMY GILBERT EARLY COLLEGE STUDENT HANDBOOK & POLICIES ACKNOWLEDGEMENT FORM

This information is presented in order to ensure the safety and well-being of all students at Leading Edge Academy Gilbert Early College. It is also meant to ensure that all students and parents/guardians have received communication regarding the various policies and procedures at Leading Edge Academy Gilbert Early College.

My signature below indicates I have listened to, or read, an explanation of the following policies:

- Attendance and Tardiness Policies, requiring a student to be in attendance at least 90% of the time in order to earn course credit. Excessive absences may result in the withholding of credit. Excessive absences include unexcused absences. (This means that I am allowed nine (9) absences per semester per period and may lose credit on the tenth (10th) absence per period.)
- Student Conduct including the dress code, academic requirements, and policies regarding extracurricular activities.
- Student Conduct on school vehicles. Riding the bus is a privilege, not a right. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.
- Use of technology and electronics as outlined in the Handbook and Appendix H: Bring Your Own Technology (BYOT) Responsible Use Guidelines.
- Drug and alcohol abuse. (I understand that drug/alcohol abuse includes illegal drugs, alcohol, prescription drugs, and other mind-altering substances. Abuse includes the possession, use, distribution, sale, or purchase of any of the above.)

By signing this document, we are indicating that we are aware of these policies and that our signatures will be in force for the remainder of the current school year. Additionally, our signatures below indicate our understanding and acceptance of the attendance policy.

If I am found in violation of any of these policies and agreements, I may be suspended or expelled from school.

Student Printed Name: ____________________________________ Grade: __________________
Student Signature: ______________________________________ Date: _____________________

If my student is found in violation of any of these policies and agreements, they may be suspended or expelled from school.

Parent Printed Name: ________________________________________________
Parent Signature: ______________________________________ Date: _____________________