

# ***Arizona Cultural Academy & College Prep***

*“Quality Education Is an Islamic Mandate”*



## ***Parent/Student Handbook 2023-2024***



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## 1. Handbook Acknowledgement

As a condition of enrollment at Arizona Cultural Academy & College Prep, all parents/guardians and students attending grades K-12, must have read, understood and explicitly accepted the policies set forth in the Parent-Student handbook and agree to comply with all current and future school regulations. Parents and guardians of younger students should explain the rules if the student is unable to read the Handbook.

## 2. Welcome to ACA

We would like to welcome you and your child/children to the ACA community, programs, and campus. We sincerely hope that we will meet and exceed your expectations. ACA was founded with a well-defined mission: "Delivering high standards of youth education." Our motto "Quality education is an Islamic mandate" reflects both our long-term goals and philosophy. Our commitment is to accomplish our goals in a safe environment where learning is maximized.

Your involvement is greatly appreciated and you are encouraged to join our school through the support of teams and associations. This handbook is an outline of ACA policies and procedures. Your understanding and support is essential in ensuring the safety and well-being of your child/children.

We thank you again for your interest in ACA, and for entrusting us with your child's education. Together we can build a bright future for a new generation. We have put our trust in Allah S.W.T to achieve our common goal of quality education.

Sincerely,

*ACA Board of Directors & Staff*



### 3. About ACA

ACA is an Islamic, private, Pre-K to grade 12 school and college prep. Our experienced leadership aspires to build a dream educational and cultural institution. We strive to provide an environment that protects our children from harmful influences that are against Islamic morals and values and nurture intellectual, emotional, social, and spiritual growth in our students. We aim to produce confident and competent individuals who will contribute positively in our society without compromising their Islamic beliefs, practices, and values.

#### 3.1. Our Vision

Our vision is:

Empowering our community with knowledge, spirit and service.

#### 3.2. Our Mission

Our mission is:

Raising the next generation of leaders through exceptional education and outstanding character building.

#### 3.3. School Division

We offer the following academic levels:

1. Daycare: Ages 1-2
2. Early Childhood: Ages 3-5 (Pre-K and Transitional Kindergarten)
3. Elementary: Kindergarten-5
4. Middle School: Grades 6-8
5. High School: Grades 9-12

Grades 9-12 are awarded credits that translate into a GPA (Grade Point Average), equivalent to that of the Department of Education.

#### 3.4. Non-Discrimination Policy

We prohibit discrimination against current or prospective students and employees on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic. ACA does not by this non-discrimination statement disclaim any right it might otherwise have to maintain its commitment to its Islamic identity or the doctrines of the Islamic Faith.

It is our policy to employ and promote personnel regardless of the foregoing characteristics, unless one or more of them are a bona fide requirement of a particular position. We are firmly committed

to a policy of equal opportunity in all aspects of employee relations, including employment, salary administration, employee development, promotion and transfer.

### 3.5. 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.

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

For additional information:

- Call 1-800-USA-LEARN (1-800-872-5327)
- Mail to the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520
- Visit the website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## 4. Admissions

The sections below list information on the admissions process.

### 4.1. Enrollment

#### 4.1.1. Current ACA Students

A month prior to the open-enrollment period the Enrollment Committee will meet to discuss all K-11 students for re-enrollment eligibility. We reserve the right to refuse re-enrollment based on:

- Behavior Infractions (ODRs)
- Academics
- Tuition-Non-payment and Chronic Late Payment
- Teacher Feedback

#### 4.1.2. Students Returning after at least a year out of ACA

Students that are returning to ACA will be required to submit all new student paperwork as well as:

- Parents will complete a re-enrollment questionnaire
- Students will complete Letter of Intent

#### 4.1.3. New Students

- Two recommendation letters are required for a transferring student. (link to recommendation letter requirements)
- Transcripts for the two previous academic years are required.
- All standardized test scores for the previous two academic years must be submitted.
- Students will take the NWEA MAP placement test (required for admission to ACA).
- K-7 students will meet with the school counselor for an entrance interview.
- 8-12 grade students will meet with the Dean for an entrance interview.
- Requests to skip a grade will not be accepted after the 1st quarter for transferring students.

#### 4.1.4. Enrollment Process

To enroll students for the upcoming school year, visit our Admissions page on our website and follow the instructions to enroll through our online portal.

1. To complete the enrollment process: Visit ACA's Enrollment webpage at <https://www.azacademy.org/admissions/enrollment-registration.cfm>
2. Create a new account or login to an existing account on FACTS (formerly RenWeb).
3. Apply for both scholarships:
4. APESF
5. Greater AZ (lower 2 income brackets – See [tuition table](#).)
6. Provide Public School Attendance Verification – Only for State of Arizona Public/Charter school students.
7. Schedule placement tests for grades 1-12 – Call the Registrar at (602) 454-1222.
8. Submit the required documents from the previous school.
9. Schedule interview between the Assistant Principal, Parents, and Student(s) - Call the Registrar at (602) 454-1222.

## 4.2. Requirements

All prospective students must meet the requirements for admission into ACA.

### 4.2.1. Placement Test

New students must take the Measurement of Academic Progress (MAP) by Northwest Evaluation Association (NWEA) placement test. New students entering Grade 9 and above must take Maricopa Community College Placement Assessment if they wish to be able to enroll in Dual Enrollment classes.

### 4.2.2. Parent Conference

A parent conference will be conducted after reviewing the student's MAP results to discuss the academic plan. During the conference, parents must provide the academic file from the previous school(s) attended including report card, discipline file, transcript, and standardized test report.

A determination is made on whether the student will:

- a) Have a second opportunity to take the placement tests.
- b) Placed one grade lower.
- c) Enrolled in the current grade level with a caveat that the student will be demoted to one grade lower if the student is unable to maintain a "C" letter grade in Math, English, Science, and Social Studies within the first quarter. The contract will be renewed quarterly for the first year of enrollment and maybe extended with a report of adequate progress.

Under ALL circumstances, ACA reserves the right to determine the grade level of the prospective student to be enrolled.

### 4.2.3. Drug Test

Drug testing is part of the admissions requirement for any new students entering Grade 9-12. Random drug testing will also be done during the school year.

## 5. Attendance Policy

We welcome students from all over the Valley and understand that many families have a long commute to school and that being on time takes effort and planning.

The rights and privileges of attending a private school carries certain responsibilities on the part of parents and students. It is important that parents and students recognize the direct relationship between academic success and regular school attendance. Students should remain out of school only when absolutely necessary.

Classroom activities cannot be replicated and class discussion and participation cannot be repeated when students are absent. ACA is not responsible for the student's under-expected academic achievements due to excessive absences.

ARS 13-3613 requires that parents do not commit any acts contributing to a child's dependency or delinquency. This includes failing to send a child to school. Contributing to the dependency or delinquency of a minor is a criminal offense.

The consequences include:

- A fine of up to \$2500 AND
- Two possible jail sentences of up to six months.

### 5.1. School Hours

The regular school day starts at **8:00 a.m.** and ends at **3:00 p.m.** Regular daily attendance is required from all students. Some days may be an early release which typically ends at **12:00 p.m.** or otherwise indicated. The first Wednesday of every month will be an early release day for staff professional development (**See school calendar for exact dates**).

Students who miss the first 10 minutes of class will be marked as absent for that class. Six tardy records are equivalent to one unexcused day absence. Middle and High School/College Prep have more specific expectations stated under [Section 11.3 - Middle School Expectations](#).

### 5.2. Reporting Tardy and Absence

Parents/guardians are expected to call the attendance line or email the school on or before the day(s) of the absence. State law mandates that the school must record reasons for all students'

absences.

All messages must include parent/guardian name, student name, date, time, and reason for absence. The school office is responsible for informing the teachers about the student's absence in a timely manner.

To report absences or tardiness please notify the school office at: 602-454-1222 between **7:00 and 9:00 a.m.** on the morning of the day of absence. The school must receive the notice before **9:00 a.m.**, otherwise, the absence will be considered unexcused.

Parents will receive an email notification from FACTS (Formerly RenWeb) if students have unexcused absences and when a student accumulates 6 consecutive tardiness which will be automatically converted to one day of unexcused absence.

### 5.2.1. Excused Absences

All excused absences shall not exceed 10 days.

1. **Mandatory Civic Duty:** Duty notice shall be submitted to the office.
2. **Personal Illness:** Only a doctor's note or a maximum of ONE day signed and dated parental note will be honored as an excused absence for personal illness. If a student does not bring a parental or doctor's note, the absence becomes unexcused.
3. **School Infirmary Visit:** The student will only be admitted back to class after receiving a note from the School Nurse/Secretary. A maximum of ONE class period can be granted as excused.
4. **Hajj:** Up to 7 additional school days beyond Eid Holiday posted on the school calendar or with special permission beyond 7 days given in writing to the Principal.
5. **School Suspension:** Course assignments for students on school suspension will be provided by the teachers before each class begins with the purpose of enabling students to remain current in their assigned course work. Credit will be given for the work assigned on school suspension. If a student fails to serve the suspension, he/she will be subject to other consequences determined by the school administration.
6. **School Related Absence:** If a student missed class due to a pre-approved school related activity, the absence will be counted as an attendance. Upon returning to school from such absence it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments, and/or tests in accordance with the time schedule specified by the teacher(s).
7. **Middle-High School Absence** - All absences are counted equally regardless of the cause. Absence refers to class absence. A total of 12 absences per year or 6 absences per semester are allowed if the class meets 4 to 5 periods per week. A total of 10 absences per year or 5 absences per semester are allowed if class meets 3 periods per week; A total of 4 absences per year or 2 absences per semester are allowed if class meets 1 to 2 periods per week. After a student exceeds the maximum number of absences, a parent conference will be scheduled to cover legal aspects of truancy or to discuss health concerns that are causing the absences.
8. **High School Absence** - All absences are counted equally regardless of the cause. Absence refers to class absence. A total of eight absences per year or four absences per

semester are allowed. If a student exceeds the maximum number of allowances, a grade of “F” may be issued. Exceptions will be made for medical emergencies and other unforeseen circumstances. Please submit your request in writing to the Principal.

### 5.2.2. Unexcused Absences

All absences other than the above-mentioned are considered unexcused absences. Unexcused absence must not exceed 5 days. It will be reported to the proper authority when the limit is reached.

### 5.2.3. Tardy

All students must be in the class at **7:55 a.m.** Students will be marked tardy after **8:00 a.m.** Any student who enters the class after the second bell is marked tardy.

**Note:** A total of 6 tardies are equivalent to one day of unexcused absence. Arrival after **8:10 am** is marked absent.

## 5.3. Extended Leave

Students may take an extended leave from school depending on approval. Please visit our website at <https://www.azacademy.org/academics/students-forms.cfm> to download and complete the request form. The completed form must be submitted to the front office with the Front Office Receptionist.

## 1.1. Prayer Attendance

Prayer is part of our school day where attendance is recorded, and all school attendance policy applies. Athan is called daily at 12:45 p.m. and all students are expected to respect and obey prayer, the masjid, and school rules. The Prophet (PBUH) said in an authentic Hadith, “Order your kids to pray at 7 years old...”

## 2. Arrival and Departure Procedures

We support your efforts to get your child to school on time and we want to emphasize the importance of being in class for the beginning of a lesson. The first period in the morning is especially critical because it sets the tone for the school day.

Teachers give the class an overview of the daily lessons and objectives when school begins. Teaching our students to be on time is part of our ‘Character Education Program’ that reinforces the importance of respect for rules, other people’s time, and for the learning process.

## 2.1. Arrival Procedure

During drop-off, have your child ready when they get in the car before school (jacket on, lunch and backpack in hand) in order to keep the flow of traffic fast when arriving at school.

It is the responsibility of every student attending grades 6-12 to be prepared and have the correct books from their locker before the start of the 1st period.

Time	Protocol
7:40 a.m.	<ul style="list-style-type: none"> <li>• Staff reports for duty.</li> <li>• Teachers head to classrooms.</li> <li>• Early Childhood teachers take students to the class from the playground according to their schedule.</li> <li>• Students grades K-5 enter the school from the front-parking lot.</li> <li>• Students grades 6-12 enter the school from the rear parking lot/soccer field.</li> <li>• Early childhood (Montessori) students are dropped off at the playground in the rear parking lot by the soccer field.</li> </ul>
7:55 a.m.	Warning bell to alert students that school will start in 5 minutes. Morning Du'aa, Pledge, assembly, and office announcements.
7:59 a.m.	Alert bell that students have 1 minute to be in their classrooms.
8:00 a.m.	<ul style="list-style-type: none"> <li>• Start of School Bell.</li> <li>• Gates locked.</li> <li>• Attendance taken: students who arrive after 8:00 am are marked tardy.</li> <li>• Students arriving after 8:10am are marked absent unless they have a valid excuse like a doctor's appointment or an emergency.</li> </ul>

### 2.1.1. Designated Drop-Off Areas

ACA has **two designated** drop-off areas.

- **Early Childhood (Montessori)** – Early Childhood (Montessori) students must be dropped-off at the playground in the rear parking lot by the soccer field. There are dedicated parking spots for parking from **7:30 am - 8:15 am**. Early Childhood (Montessori) students arriving outside of the drop off/pick up hours of **7:30 am - 8:15 am** must continue to use our main entrance to drop off/pick up their students.
- **Elementary (Kindergarten-5)** - Students must be dropped off at the **front parking lot**. If a middle or high school student has a sibling in the elementary grades, they will accompany them through the front parking lot.



- **Middle and High School (Grades 6-12)** - Students must be dropped off at the **soccer field gate** near building E by the rear parking lot/soccer field.

## 2.2. Dismissal Procedures

Student Safety is ACA's priority, along with the parent's responsibility. Listed below are the staff's and student's procedures for dismissal. **Students may not be picked up early past 2:30 pm as we are preparing for dismissal.**

Time	Protocol
2:45 p.m.	Early childhood (Montessori) students are dismissed
2:50 p.m.	<ul style="list-style-type: none"> <li>• Teachers gather students grades Kindergarten-5 in the homeroom classrooms.</li> </ul>
3:00 p.m.	<ul style="list-style-type: none"> <li>• Dismissal bell to alert students that school has ended.</li> <li>• Students are dismissed through the PikMyKid app.</li> <li>• Students grades 1-5 and older siblings depart the school from the front-parking lot.</li> <li>• Students grades 6-12 depart the school from the rear parking lot/soccer field.</li> </ul>
3:20 p.m.	<ul style="list-style-type: none"> <li>• Remaining students are taken to the cafeteria for after-hours care.</li> <li>• Gates are locked</li> </ul>
4:00 p.m.	School is closed except for after school programs.

### 2.2.1. Designated Pick-Up Areas

ACA has **two** designated areas for drop-off.

- **Early Childhood (Montessori)** - Early Childhood (Montessori) students must be dropped-off at the playground in the rear parking lot by the soccer field. The dedicated parking hours are from **3:00 pm - 3:30 pm**. Early Childhood (Montessori) students leaving outside of the pick up hours of **3:30 p.m.** must continue to use our main entrance to drop off/pick up their students.
- **Elementary (Grades Kindergarten-5)** – Students stay in their classrooms with their teachers until they are called by the on-duty staff in the front parking lot. Students should immediately proceed to their designated pick up area once paged and wait with any siblings. If a middle or high school student has a sibling in the elementary grades, they will accompany them to the front parking lot.
- **Middle and High School (Grades 6-12)** - Students will be picked at the **soccer field gate** near building E by the rear parking lot.

### 2.2.2. ACA Vehicle Identification Cards

In order to ensure that students are being picked up from the designated areas and by the authorized parent/guardian, a color-coded Vehicle Identification Cards will be provided by the school to assist during the pick-up process.

- The oldest child in the family will receive 2 color coded 8"x11" cards. The cards indicate the family name and all of the siblings in the family.
  - **Green colored cards** - families with a field pick up point.
  - **Cream colored cards** - families with a front lot pick up point.
- Each family will be given 2 cards so as to accommodate multiple pick up vehicles.
- Display the name card on the dashboard of your vehicle for staff visibility.

**Note:** The cost for replacing pick-up cards is \$5.00.

### 2.2.3. Early Departure

In the event that students have to leave early, their absence shall be recorded as excused or unexcused in accordance with the standards articulated in this policy. Early departure must be signed out by parents/guardians at the time of departure. Students who drive to school will NOT be allowed to leave without a parent's note.

All absences whether excused or unexcused shall not exceed 18 days. Parents will be notified that the student's readmission in the following academic year is jeopardized due to excessive absences.

***Students will not be permitted to be signed out after 2:30pm to allow for the office staff to prepare for dismissal.***

### 2.2.4. Student's Late Pick-up Policy & Agreement

Student's safety is a top ACA priority. It requires full cooperation between the school and parents.

Arizona laws require parents and guardians to pick up their students promptly after school. Failure to do so is considered "child neglect" and can be grounds for parental prosecution. We are responsible for the safety of students left after school hours, nor guarantees the safety of the ACA neighborhood

There is a mandatory paid after-hours supervision for students left in or around 20 minutes after dismissal times.

**Policy:**

1. School hours are from **7:50 AM – 3:20 p.m.** except for half days which has a **12:00 p.m.** dismissal time.
2. All parents are required to sign a "Late pick up policy agreement" at the time of registration.

3. Mandatory late pick up charges begin at **3:40 p.m.**, or 20 minutes after dismissal time.
4. Fees for late student pick up 20 to 60 minutes after dismissal are \$20 for one student and \$35 for multiple students of the same family. Fees are doubled after 60 minutes after dismissal to \$40 and \$70.
5. Parents must notify ACA, at least 30 minutes before dismissal time, of their late pick up, by calling the office at (602) 454-1222. Ext. 102
6. If parents/guardians and emergency contacts do not show up or call by 80 minutes after dismissal, ACA reserves the right to call the Phoenix Police to report a missing parent.
7. Late pick-ups on a regular basis can be arranged in advance.
8. Please call the **hotline for late pickup** at 602-573-4423 in case you are more than 10 minutes late to pick up your child.
9. At **3:40 p.m** the security guard will survey the ACA parking lot and campus for remaining students. All visible students will be instructed to after-school care with the security guard. The **gate will be locked** and all student names will be recorded for invoicing. If no parent calls and no remaining students visible, the administration will secure and leave campus at **4:00 p.m.**
10. Parents arriving 20 minutes after dismissal times must buzz the gate to enter and pick-up the student(s). They must sign the student out. Late pick up fees will be billed on the billing cycle.
11. The administration will make an effort to help the remaining students, however we are not responsible for students whose parents fail to notify the hotline before dismissal time or students who knowingly leave the school premises or hide after school.

I \_\_\_\_\_ parent of students: \_\_\_\_\_ I have read and fully understood all of the above. I agree to comply with "Afterhours Paid Supervision policy" and pay the applicable fees

Name Print \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## 2.3. ACA Parking Lot Rules

Student safety is ACA's priority, along with parent's responsibility. Please make sure that your child is safe in the parking lot.

### 2.3.1. General Instructions

1. **Communication** - Parents should communicate the following to their children:
  - a. Make sure each day students know where they should go after school and where they will be picked up.
  - b. Speak with students about the pick-up procedures and let them know where your will be waiting for them. If it takes your child 5-10 minutes to exit the building, plan accordingly and come later to pick them up.

- c. Students are not allowed to wait outside of the school grounds, as there is no supervision.
2. **Late Pick-Up Charges:** Students who have not been picked up within **20** minutes of dismissal time will be taken inside the campus for after-school care and a late pick up fee will apply.
  3. **Beat the Rush:** The last 5 minutes before the morning bell and the first 10 minutes after the dismissal bell are the most crowded. Please plan accordingly.
  4. **Be Prepared:** Have your child ready for drop off when they get in the car before school (jacket on, lunch and backpack in hand). These details would greatly speed up the flow of traffic.
  5. **Mandatory Legal Parking:** Any driver who wishes to exit the vehicle, whether to drop off or pick up students, or enter the school for business *must park the vehicle in the designated parking spots* in the front parking lot, and escort students safely to the gate, using the designated crosswalks.
  6. **Tow Away Zone:** No parking is allowed in the express lanes at any time. Vehicles left unattended are subject to towing at the owners' expense.
  7. **Keep Traffic Moving:** Drive up towards the main gate and stay in designated lanes. The third lane, furthest to the left, in the front parking lot is a *through traffic lane*. No parking, stopping or drop-off/pick-up allowed.

### 2.3.2. Parking Designations

There are 2 designated parking areas on campus, the front and rear parking lots. Refer to the sections below for appropriate designation and use.

#### 2.3.2.1. Front parking lot

- Designated mainly for parents, staff, teen drivers, and visitors.
- ACA has dedicated spots for visitors and staff.
- There is no parking permitted on the West side of 42nd PI, at any time.

### 2.3.2.2. Rear parking Lot (MYCA)

- Parking in the rear parking lot is reserved for staff, volunteers and cafeteria vendors.
- If the parking spaces are full, or the MYCA gates are locked, parents can use the furthest row in the front parking, adjacent to the Fire Station. However, they may not use the middle island.
- No teen drivers are allowed to enter the rear parking lot during school hours.
- Student drivers will submit a copy of their license, registration, proof of insurance and car license plate number to the administration. Students who do not comply with all parking regulations will NOT be allowed to park on campus.
- Those with privileges to use the rear parking lot please keep the gate latched to prevent young students from wandering out of ACA's secure campus.

### 2.3.2.3. Montessori Parking

- Designated parking spaces are reserved for Montessori parents during pick-up and drop-off hours.
- Dedicated Montessori parking hours are from **7:30 am - 8:15 am & 3:00 pm - 3:30 pm**.
- Parents must use the designated parking spaces for Montessori in both the front and rear parking lots to pick-up their children.
- Parents may not park on either side of 42nd Pl to cross with their Montessori students.

### 2.3.2.4. Parking Lot Designations During School Hours

## 2.3.3. Traffic Lane Designations

There are 3 traffic lanes in the front parking lot for drop-off and pick-up. Below are the designations and procedures to be followed during drop-off and pick-up.

### 2.3.3.1. Express Traffic Lane

The extreme right drop-off lane is the Montessori Express Lane, dedicated for cars with Montessori students, whether they also have students in 1-5 or not.

*\*No express drop-off/pick-ups are allowed in the rear parking lot. All privileged staff and volunteer drivers using the rear parking lot must park their car legally before dropping students off.*

### 2.3.3.2. Grades 1-5 Traffic Lane

The second (middle) drop off lane is the Grades 1-5 Express Lane, for cars with students grades 1-5 without any Montessori students.

### 2.3.3.3. Through Lane

The third (left) lane is a through traffic only lane for cars to enter and exit the parking lot. There is no parking, stopping, or drop-off/pick-ups allowed.

### 2.3.4. Traffic Enforcement Policy

ACA's traffic enforcement policy is in place to ensure the safety of students and compliance of drivers on our campus parking lots.

Our staff and volunteers will provide hand-outs of the policy to parents and students for reference. Repeated non-compliance will be met with a courtesy reminder, warning, and penalties thereafter by the school.

#### Fines:

All violations will be entered into ACA Traffic Citation Form for record keeping:

- **1<sup>st</sup> Offense:** Written warning.
- **2<sup>nd</sup> Offense:** \$25 fine billed into the account.
- **3<sup>rd</sup> Offense:** \$50 Fine billed into the account.

ACA reserves the right to contact and escalate incidents to the authorities, as needed, at any point.

## 3. Dress Code & Grooming

It is the responsibility of parents to ensure that their student(s) leave home appropriately dressed and groomed for school and school-sponsored activities. Students are expected to be neat in their personal grooming, observe the standards of Islamic clothing, exercise moderation, and good taste. This includes before school, lunch break, prayer, after school activities, and at all times when students are on campus.

### 3.1. Uniforms

Students should be in full school uniform on the first day of school. Any exceptions must be approved by the Principal and school Administration. Neatness, cleanliness, and modesty in dress are essential in our Islamic school environment. Student's clothing must be clean and in accordance with our uniform code. Some elements of the uniform must be purchased from the retailer designated by ACA.

### 3.1.1. Grades K-12 Boys

- **Uniform style solid black dress pants with a waistband and belt loops** - Pants should be straight legs hemmed or cuffed to the proper length. Can be purchased by any vendor so long as the minimum standards are met.
- **Light blue polo shirts with ACA logo** - Can be purchased from Dennis Uniform or any vendor.
- Logos can be purchased separately in the office for \$3 each.
- **Black shoes** - May be purchased from any vendor.
- **Black socks** - May be purchased from any vendor.

**Note:** Hip hugger, skinny/tight, baggy, cargo, carpenter, or parachute pants, denim or nylon like material, gray color, stripes, background or lettering are **NOT** permitted.

### 3.1.2. Grades 1-5 Girls

- **Uniform styled solid black dress pants** - Pants should be straight leg, hemmed or cuffed to the proper length. Can be purchased by any vendor as long as the minimum standards are met.
- **Light blue polo shirts with ACA logo** - Long sleeve preferred for all, and mandated for 5<sup>th</sup> graders. Can be purchased from any vendor.
- Logos can be purchased separately in the office for \$3 each.
- **Black shoes** - May be purchased from any vendor.
- **Black socks** - May be purchased from any vendor.
- **Hair accessories** - No decorative hair accessories beyond plain bands or clips for neatness.
- **White prayer scarf** - A white prayer scarf must be brought to school. For girls wearing short-sleeved polo uniform shirts, the prayer scarf **MUST** be long enough to cover the arms to the wrists.

**Note:** Hip hugger, skinny/tight, baggy, cargo, carpenter, or parachute pants, denim or nylon like material, gray color, stripes, background or lettering are **NOT** permitted.

### 3.1.3. Grades 6-12 Girls

- **Uniform styled solid black dress pants, or loose-fitting long ankle length black skirt** - Pants should be straight legs hemmed or cuffed to the proper length. Can be purchased by any vendor as long as the minimum standards are met.
- **Half-Zip Front – LS with school logo, knee length, Navy with khaki trim.** Purchased from Vicki Marsha: <https://vickimarsha.com/arizona-cultural-academy.html>
- Logos must be purchased separately in the office for \$3 each.
- **Black shoes** - May be purchased from any vendor.
- **Black socks** - May be purchased from any vendor.
- **Baby blue color hijab and white or black under-scarf with a simple pin/style** - All hair and the neck area must be covered. Can be purchased from any vendor.

**Note:** Hip hugger, skinny/ tight, baggy, cargo, carpenter, or parachute pants, denim or nylon like material, grey color, stripes, background or lettering are **NOT** permitted.

### 3.2. Physical Education (P.E) Attire

All students must wear the following during P.E:

- **Uniform black dress pants or gym pants** – Gym pants must be solid black and worn during P.E only.
- **Required P.E shirts** – Wolves t-shirt worn only during P.E days. Shirts must be purchased from the office for \$10 each.
- If preferred, students will be allowed to change for the P.E period.
- Please see the ACA School policy for dress code violations.

### 3.3. Cold Weather

Below are the uniform guidelines during cold weather:

- **Solid black jackets** - Worn over their uniform. Girls are not allowed to tuck their tops into shorter jackets. Jackets with hoodies need to be worn with the hood down on campus at all times.
- **Name Labels** - Please write your child's name on a label in the jacket to avoid unclaimed jackets being sent to lost and found.

### 3.4. Personal Grooming

- **Nails** - Nails should be cut or filed and kept short. No nail polish or color allowed.
- **Make-Up** - No excessive makeup including but not limited to foundation, eye color, lipstick, mascara, and eye liner.
- **Jewelry and Accessories (Girls and boys grades 1-12)** – Girls may not wear exaggerated jewelry including but not limited to large chains, rings, bracelets, hijab, and hair accessories. Boys are not allowed to wear hats, caps, head gear, makeup or jewelry of any kind on campus.
- **Body Markings** - No body-art or piercings, temporary or otherwise.
- **Hair (Girls grades 1-4)** - Students should have hair that is neat, clean, moderate and natural in color. No use of excessive gels and hairsprays. Hair should not be in the child's eyes and must be neat and clean. No exaggerated hairstyles or extensions.
- **Hair (Girls' grades 5-12)** – Students must wear hijab at all times.
- **Hair (Boys Grades 1-12)** - Hair should be neat, clean, natural in color, and moderately cut (above the collar in the back and above the eyebrows in front and above the middle of the earlobes on the sides). No use of excessive gels and hairsprays. Hair must be neat and clean. No exaggerated hairstyles or extensions.
- **Boys' Facial Hair** - No goatees, exaggerated or inappropriate beard or sideburn styles.



## 4. Forbidden Items & Special Use Policies

School is a place where students come to get an education. We believe that there are certain items which disrupt the educational process, and therefore are not permitted. The following is a representative list including, but not limited to items that are not allowed for students to carry on themselves or in their backpack at school:

- Cameras
- Bluetooth headphones
- Laser pointers or similar devices
- Pets/Animals
- Skateboards/roller-skates/in-line skates/ "heelies"
- Water guns/aerosol cans
- Pocket knives
- Large dollar bills, (\$20 is the highest denomination allowed only during field trips)
- Medications and all kinds of medicine. Any medication must be given to the Infirmary to be administered by the School Nurse.
- Game-boys, Nintendo, iPods, MP3 players and other personal devices.
- Anything deemed inappropriate for the learning environment.
- Technology devices without permission slip

Exceptions may be made for special activities or classes that require any of the above. All items considered unacceptable will be confiscated and will not be returned till the end of the school year. ACA is not held liable for loss, cost, replacement or revenue of confiscated items. The administration reserves the right to use discretion in defining unacceptable items.

### 4.1. Gum Policy

ACA is a gum-free campus. Please see the discipline policy for non-compliance in [Section 12.6 Guidelines for Offences](#) . It is the responsibility of all teachers and staff members to refer students who are not in compliance with the policy by referring them to the administration.

- **1<sup>st</sup> offense:** Advanced parent notification via school counselor. Campus beautification projects during lunch hour or advanced parent notification accompanied with \$20 Donation.
- **2<sup>nd</sup> offense:** Advanced parent notification via school counselor. Campus beautification projects during 2 lunch periods or advanced parent notification accompanied with \$40 Donation.
- **3<sup>rd</sup> offense:** Advanced parent notification via school administration and after school detention or advanced parent notification accompanied with \$50 Donation.

## 4.2. Electronics Policy

In an effort to maintain a proper and safe learning environment for our students some electronic devices are not permitted for use on campus during school hours.

### 4.2.1. Cellular Phones & Smart Watches

Taking into consideration the student's privacy and liability issues, students are permitted to possess their cell phone; however, the following guidelines must be followed:

- Phones must be turned off and concealed at ALL times during school hours between 7:50 a.m. to 3:20 p.m.
- Any non-permitted use or possession of a cell phone will result in confiscation of the phone and disciplinary action. Only parents or legal guardians may retrieve confiscated phones, and must do so during school hours from the main office.

#### **Disciplinary action:**

- **1<sup>st</sup> offense** - Phone will be confiscated and returned the next day.
- **2<sup>nd</sup> offence** - Phone will be confiscated for 3 school days.
- **3<sup>rd</sup> offence** - Out of school suspension with loss of grades.
- Testing areas are cell phones free zones. Students must leave their cell phone in the designated area during testing.
- In addition to the implementation of the cell phone policy, students may face other consequences that might be associated with the cell phone use on campus such as technology misuse or cheating.
- Senior students may request to use their phone in the office or classrooms with permission from the teacher, principal, or school administration when communicating with their college advisor. Failure to comply will result in the revocation of senior privileges.

### 4.2.2. Other Electronics

The use of iPods, headphones (wired and wireless), laptops, iPads and any other devices are NOT allowed on campus during school hours.

Exception can be made if these items need to be used during a classroom activity, however, it must be checked in a locked cabinet with the classroom teacher or the administration at other times. Any loss is the responsibility of the students.

## 5. Technology Policy

We are pleased to be able to provide access to technology on campus. The goal of providing technology services to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication using the available technological resources.

ACA provides the following technology access to students and staff:

- **Email** - Electronic mail communication with individuals and organizations worldwide.
- **News and information** – Information and news from multiple commercial, non-profit and governmental organizations.
- **Software** – Public domain, freeware, software, and shareware.
- **Forums and Group Chats** – View and participate in discussion groups on various topics.
- **Database** – Numerous databases covering various topics for research.

As technology becomes more accessible, so does certain content that may not be considered to have educational value. ACA takes reasonable precautions to restrict access to controversial materials, however, it is nearly impossible to control all materials on a global network. Hence, industrious users may discover information which may be deemed controversial or inappropriate in our school setting.

We firmly believe that valuable information and interaction available on the internet far outweigh the possibility that users may procure material that is not consistent with our education goals, school ideologies, and community values.

### 5.1. Chromebook 1:1 Policy

ACA assigns Chromebooks to each student through our Chromebook program. The purpose of this program is to provide students with technology equipment to do research, complete assignments, and participate in class activities. Students are responsible for the assigned Chromebook and must sign the agreement below and go through training to be allowed to use the Chromebooks.

Click on the link below to view the Chromebook policies:

<https://www.azacademy.org/academics/chromebook-documents.cfm>

### 5.2. Technology Use Agreement-Terms and Conditions

- **Acceptable Use of Technology:** The role of technology at ACA is to support research and education. User access to technology resources in ACA must support education and research and be consistent with the educational objectives of our school. Transmission of any material in violation of any Islamic, U.S., or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- **Copyright Issues:** Copyright is a protection the law provides to the authors of “original works of authorship” for their intellectual works that are “fixed in any tangible medium of expression,” both published and unpublished (Title 17, United States Code). It is illegal to violate any of the right provided by the law to the owner of the copyright. ACA respects the ownership of intellectual material governed by copyright laws. All ACA students and staff must comply with the copyright laws and the provisions of licensing agreements that apply to software; printed

and electronic materials, including documentation; graphics; photographs; multimedia, including musical works, video productions, sound recordings and dramatic works; and all other technological resources purchased/licensed by ACA.

- **Appropriate Use of Equipment:** The use of technology at ACA is a privilege, not a right, and inappropriate use will result in revocation of those privileges. Administrators at ACA will deem what is considered inappropriate use according to current policy. Additionally, administrators may close an account at any time as required.
  - **Technology Etiquette:** Students and staff at ACA are expected to abide by the generally accepted roles of technology etiquette. These include (but are not limited to) the following:
    - Be polite and use appropriate language.
    - Do not reveal personal information about yourself and others in your electronic communication.
    - Electronic mail and storage of data on ACA computers is not guaranteed to be private. ACA is obligated to report illegal activities to the authorities.
    - Do not use technology in a way that would disrupt the use of technology by other users.
    - All communication and information accessible via the Internet are considered private property and should be treated as copyrighted material unless specifically stated otherwise.
  - **Damage:** Vandalism is defined as any malicious attempt to harm or destroy data of another user. This includes but are not limited to uploading, downloading, or creation of computer viruses. Violations may result in disciplinary consequences and loss of privileges.
  - **Inappropriate use of Internet and Technology:** All activity deemed unacceptable, inappropriate or illegal by ACA is prohibited. This may include, but are not limited to, the following:
    - Intentionally downloading, displaying or sending pornographic, racist or otherwise offensive material to ACA students or faculty.
    - Using obscene or profane language.
    - Harassing, insulting, attacking others, or cyber bullying.
    - Damaging computers, computer systems, or networks. This includes but are not limited to:
      - Modifying single workstation Control Panel settings, spell-checking dictionaries or other utilities.
      - Installing, or attempting to install, software without permission from appropriate authorities.
      - Changing hardware configuration settings for computers or printers.
    - Using another user's passwords to access network resources.
-

- Visiting, using, and viewing websites like myspace.com, facebook.com and youtube.com without any academic reason and permission from the appropriate authorities.
- **Appropriate Use of the Internet in Completing Academic Assignments:** Each student has an obligation to act with honesty and integrity in using the internet to complete academic assignments. Such assignments include, but are not limited to, an academic project, paper, performance, quizzes, exams, or other assignments to be evaluated for a grade or credit. In utilizing the internet to complete assigned work, students should honor the expectations of teachers regarding internet use. Violations may result in disciplinary action.

All parents are expected to sign and submit the Technology Use Permission form before their children are allowed to use the computers.

Visit our website to view and download the form for submission:

## 6. Cafeteria

All food and snacks must be eaten in the cafeteria. Lunches may either be brought from home, or purchased at school. The cafeteria has been approved as a “warm-up kitchen”. However, the microwave may not be available for use due to the number of students who need to use it. Therefore, we recommend sending sandwiches or food that does not require re-heating if possible.

There are 2 lunch periods to allow boys and girls to eat at lunch at separate times. Students are to follow cafeteria rules and are expected to clean up their eating space and dispose of their own trash. Failure to do so will result in disciplinary action.

We provide breakfast (SBP), lunch (NSLP) and After School Care Snack (ASCS) programs. The school breakfast and lunch meals are comprised of nutrient-dense, age-appropriate meals that include the 5 NSLP components: Grains/Breads, Meat/Meat Alternatives, Fruit/Juice/Vegetable and Milk.

To apply for Free & Reduced Meals, parents may apply at any time during the school year. Contact the school office for an application or visit our website for more information and to download the application.

### 6.1. School Lunch

The school cafeteria offers hot lunch for purchase. ACA offers halal food to students and the menu is posted on FACTS (formerly RenWeb) on a weekly basis.

#### 6.1.1. Ordering Lunch on FACTS (Formerly RenWeb)

Parents must login to FACTS (formerly RenWeb) and place the lunch order before 5 p.m. for the following day’s lunch. Walk-up lunch service will no longer be available. Click on the link below to access the Parent Portal on FACTS (formerly RenWeb):

<https://aca-az.client.renweb.com/pwr/>

The lunch menu is also posted on our school website on this page. Click on the date from the calendar to view what is being offered.

For instructions on how to use FACTs (formerly RenWeb) to order lunch, click on this lunch: [https://www.azacademy.org/editoruploads/files/New\\_Families\\_How\\_to\\_order\\_Lunch.pdf](https://www.azacademy.org/editoruploads/files/New_Families_How_to_order_Lunch.pdf)

### 6.1.2. Reduced/Free Lunch Program

Students may also qualify for free meals/reduced-price meals. Reduced-price meals cost \$0.40 for lunch.

#### **Qualification:**

- All children in households receiving benefits from SNAP, FDPIR (Food Distribution Program on Indian Reservations) or TANF, can get free meals regardless of household income.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in the school's Head Start Program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children can get free or reduced-price meals if the household's gross income is within the limits on the Federal Income Eligibility Guidelines.

Click on the link below for the application and instructions for the free/reduced-price meal: <https://www.azacademy.org/about-aca/lunch-menu-information.cfm>

## 6.2. Captain's Policy

ACA's Captain's Policy program is aimed to promote a healthier and safer space for students to eat lunch and enjoy recess. Students that have displayed exceptional acumen for leadership, responsibility and teamwork will be selected by the Dean of Students to represent their grade as a "Captain".

To learn more about this policy, click on the link below: <https://www.azacademy.org/academics/policies.cfm>

## 7. Academics

Our curriculum adopts Common Core Standards for all subjects. Arabic, Quran, and Islamic Studies Department have adopted their own standards to deliver quality instruction to students at all times through an approved curriculum.

### 7.1. Textbooks & Workbooks

All students must have all the necessary learning materials when school begins. If a student does not have learning materials by the end of the first week after school starts, ACA will provide the books to the student and forward the charge plus 5% processing fee to the parents.

To view and purchase the booklist, visit our website:

<https://www.azacademy.org/academics/booklist-package-purchase.cfm>

### 7.2. Elementary Class Expectations

- **Materials** – Textbook, workbook, notebooks and other learning materials specified by the teachers are essential learning tools. Students who attend the class without learning materials will class work grade for that day. The teacher may provide alternative assignments to receive credit if workbooks are not present.
- **Homework** – Collected at the beginning of class. Late homework is accepted with a maximum of 50% of the grade at the teacher’s discretion. No credit will be given on the third day. Students who are absent will be given alternate assignments to complete.
- **Assessments** – Tests will be given to students throughout the school year. Students who are absent can make-up the test on the date of return, during bonus hour in the Homework Club. Tests make-ups will be given full credit with approval from the classroom teacher and the principal. Deadlines for quizzes, exams, and tests determined by the teacher.

### 7.3. Middle School (Grade 6-8) Class Expectation

- **Materials** – Textbook, workbook, notebooks and other learning materials specified by the instructors are essential learning tools. Students who attend the class without learning materials may lose the class work grade for that day.
- **Accountability** - Students are required to sign in & out when leaving the classroom.
- **Homework** - Collected at the beginning of class. Late homework is accepted with a maximum of 50% of the grade at the teacher’s discretion. Students receive no credit on the third day.
- **Class Work** - Except paper-pencil class work, the participation grade will not be granted if the student is absent, although alternative assignments may be given at the teacher’s discretion.
- **Assessments** - Exam and test grades may affect the final grades significantly, Tests make-ups will be given on the date of return with full credit based on teacher’s and principal’s approval.

## 7.4. High School (9-12) Expectations

ACA's Dual Enrollment instructors are expected to follow South Mountain Community College (SMCC) course regulation stated in Center for Curriculum & Transfer Articulation (CCTA). Students are expected to follow all policies and procedures set forth by ACA & SMCC.

- **Participation** - Students must come to class in order to pass the course. The focus of the students should be on the class. Students that leave class will be marked tardy unless leaving for an emergency.
- **Grades** - Letter grade of C or better earned for pre-requisite courses are required to register as stated in CCTA.
- **Materials** – Textbook, workbook, notebooks and other learning materials specified by the instructors are essential learning tools. Students who attend the class without learning materials will receive 50% of the class work grade for that day.
- **Homework** - Collected at the beginning of class. Late homework is accepted with a maximum of 50% of the grade at the teacher's discretion. No credit will be given on the third day.
- **Assessment** - Exam and test grades may affect the final grades significantly. In case of absence, test/exam make-ups will be given on the date of return at 3:10p.m.

### 7.4.1. High School Courses

High school students must complete the courses listed below in order to graduate:

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Subject	9 <sup>th</sup> grade	10 <sup>th</sup> grade	11 <sup>th</sup> grade	12 <sup>th</sup> grade
English	9th English	* 10th English	*11th English	*12th English
Math	Geometry	*Algebra 2/Functions	*Pre-Calculus	*Calculus or Financial Math
Social studies	World Geography	World History	US History	US Government & Economics
Science	Physical Science	Biology	*Chemistry	Physics
Arabic	9th Arabic	* Elementary Arabic	* Intermediate Arabic 1	*Intermediate Arabic 2
Quran	Leveled Quran	Leveled Quran	Leveled Quran	Leveled Quran
Islamic/Religious Studies	9th Islamic studies	10th Islamic studies	11th Islamic studies	12th Islamic studies
Computer	9th Computer	10th Computer	*11th Computer	* 12th Computer
Arts	9th Art	10th Art		
Physical Education (P.E)	9th P.E	10th P.E	11th P.E	12th P.E

\*Students have the option to sign-up for Dual Enrollment Courses or AP Courses based on the availability of courses.

### 7.4.2. High School GPA and Credits

Honors Courses and Dual Enrollment are on a 5.0 scale when calculating weighted GPA. A 4.0 scale is calculated for un-weighted GPA. SMCC credits and grades are transferable to ACA per the request of the student and/or the parent. When the request is granted, all credits and grades for the entire high school concurrent program must be transferred. Partial credits or grades transfer is not allowed.

Regular Courses (all other subjects) are on a 4.0 scale. Weighted GPA does not apply to regular courses. Credit for the course is awarded if the student scores above 60% for the total annual grade.

The GPA (up to two decimals) are calculated as follows:

- **Honors Courses/Weighted** - GPA: A=5, B=4, C=3, D=2, F=1
- **Regular Courses & Un-weighted** - GPA: A=4, B=3, C=2, D=1, F=0

The assigned numbers are multiplied by a fixed coefficient that takes into account both their time-weight and Honors weight. The GPA is updated every semester.

### 7.4.3. High School College Credit

ACA offers 2 options to earn college credit while still attending high school through our Dual enrollment program and AP Course offerings.

#### 7.4.3.1. Dual Enrollment/FasTrack Program

ACA students can earn an Associate's degree while attending high School. The SMCC Dual Enrollment Program partners with area high schools to offer credit for academic and occupational classes. Students must complete the SMCC Accuplacer tests in order to be accepted to take College Courses.

Dual Enrollment courses are taught by SMCC College certified ACA Instructors on our ACA Campus and are subject to availability. Some courses needed for an Associate's Degree might have to be taken at the SMCC campus during summer breaks or through the ACE program on weekends.

Upon the completion of high school, students may earn up to 47 college credits in ACA. All courses listed are subject to SMCC availability. This program offers students an easy transition from high school to college, and increases the number of college-bound high school students in the community.

For more information, visit our website:

<https://www.azacademy.org/academics/dual-enrollment.cfm>

#### **7.4.3.2. Advanced Placement (AP) Courses**

The AP Program is run by the College Board which allows students to take courses in high school and earn college credits or qualify for more advanced classes once they enter college. By taking AP courses and scoring successfully on related AP exams, students have the opportunity for even more savings on college expenses.

ACA is qualified to enroll students in Advanced Placement (AP) courses. AP courses will be offered to students grades 8-12 in conjunction with their current courses. Students will be limited to two AP courses for the school year and have the option to be tested for the subjects they are enrolled in.

For more information about the AP Courses, how to register with the college board, and take the exams visit their website:

<https://apstudents.collegeboard.org/?navid=gh2-aps>

#### **7.4.4. High School Credit Recovery Plan**

In accordance with the guidelines of the Arizona Department of Education, and in an effort to help students meet their academic needs and graduation requirements, ACA provides the following credit recovery and/or replacement options for students grades 6-12.

##### **7.4.4.1. New Students (Grades 9-12)**

- New student's transcript will be evaluated upon receiving all required documents to ensure that registered student has fulfilled necessary credits to be eligible to enroll in the next class level.
- ACA will identify any missing credits and will provide a timeframe to parents to fulfill the missing credits chosen from a set of proposed options.
- ACA will follow up on the decided plan but is NOT responsible for providing in-house recovery classes.
- ACA will accept the actual transferred grade/credit earned from public schools or any accredited institutions.
- Credits transferred from overseas are treated based on discretion. A diploma or transcript evaluation might be requested from a professional agency for credit evaluation.
- Final decisions are based on the administration's discretion.
- Student's enrollment will be conditional until all requirements are met.

#### **7.4.4.2. Existing Students (All Grades)**

This plan serves any ACA enrolled student who fails any subjects and needs to take the course to recover their lost credit.

##### **Option 1 - ACA Course Replacement Policy:**

- Summer Credit Recovery Courses will be provided through ACA's Summer School Program.
- To qualify for a grade replacement, students must pass a final exam after fulfilling the course's requirements with a minimum of 50%.
- After completing the course, 20% of final exam grade will be added to the student's grades from the previous year.
- Student's GPA will be updated and credit will be granted based on the student's performance.

##### **Option 2 - Transferred Credit Recovery Policy:**

- Students have the option to take course(s) outside ACA through any accredited institution.
- Students must get the course approved by the ACA's administration.
- Upon submitting the credit recovery transcript, students will be granted the credit for the completed course.
- Student actual GPA will not be affected.

### **7.5. Parent-Teacher Hours**

Teachers are available at any time during the course of the year to discuss any issues about students with their parents. Parents can make an appointment with the teacher during their office hours posted on the school website or on FACTS (Formerly RenWeb).

During the morning arrivals, teachers are responsible for checking in students and ensuring that the lesson starts on time. We request that parents refrain from talking to teachers about concerns during this time. If you have any concerns, please make an appointment to speak to the teacher during their parent office hours.

To view faculty listing and office hours visit our website:

<https://www.azacademy.org/academics/faculty.cfm>

## 8. Graduation & Promotion Ceremonies

ACA will hold graduation ceremonies for Kindergarten and Senior students and Promotion Ceremonies will be held for Pre-K, Grade 5, and Grade 8 students at the end of the year.

### 8.1. Montessori

- **Pre-K Promotion Ceremony** - Students moving up from early years to Pre-K and from Pre-K to Kindergarten will have a promotion ceremony with performances and certificate presentation.
- **Kindergarten** – Students moving up from Kindergarten to Grade 1 will have a graduation ceremony with performances and certificate presentation. Graduation attire will need to be purchased.

### 8.2. 5<sup>th</sup> & 8<sup>th</sup> Grade

Students moving up from elementary to middle school (5-6) and from middle to high school (8-9) will have promotion ceremonies. Several students and parents will be selected from each grade to deliver speeches and there will be a certificate presentation. Graduation attire will need to be purchased.

### 8.3. High School Seniors

High school seniors will have a graduation ceremony. Several students and parents will be selected to deliver speeches and there will be a certificate presentation. Graduation attire will need to be purchased.

#### 8.3.1. Graduation Requirements

The table below lists the credit requirements that must be fulfilled for graduation.

Subject	Credits
English	4
Islamic Studies	2
Social Studies	4

Qur'an	2
Mathematics	4
Physical Education	2
Science	4
Arabic	4
Art	1

Students transferring to ACA from other schools in high school may meet the graduation requirements with different subject combinations. All transcripts and subjects must go through administrative clearance and a written permission of acceptance.

Credit Recovery options will be accepted from accredited institutions. ACA reserves the right to hold any student's diploma until tuition and/or other financial commitments are met.

### 8.3.2. Graduation Policy

In an effort to help our students have a unique and successful graduation event, we are requiring the following items:

- A. **Senior Package:** All seniors are required to purchase a senior's package at the cost of \$200.

The senior's package will include the following items:

- Cap, Gown, & Tassel
- Senior Portraits
- Diploma Cover
- School Yearbook
- Graduation Ceremony

- B. **Tasks & Deliverables:** The senior class will have several deliverables and tasks to prepare for graduation.

- Graduation presentation to be completed by a specific deadline.
- Full rehearsal after school is dismissed.
- Graduation class movie -
  - Should not exceed 5 minutes.
  - Pictures and music must be Islamically appropriate.
  - Movie must be approved by the principal and administration before finalizing (at least 1 week before the due date).

- C. **Dress Code:** Seniors will have a specific dress code for the day of their walk.
- i. **Girls –**
    - **Shoes:** Formal shoes. No tennis shoes or sneakers and high-heels must be reasonably high to avoid tripping.
    - **Clothes:** Islamically appropriate dresses, blouses, skirts.
    - **Hair:** Must be covered and no excessive makeup. It's a good idea to wear matching hijabs for the girls.
  - ii. **Boys –**
    - **Shoes:** Dress shoes or loafers (no sneakers or tennis shoes).
    - **Clothes:** Dress pants, collared shirts, button downs with/without a tie.  
\*Gym shorts, jeans, and t-shirts are not allowed.
    - **Hair:** Must be combed and neat.

## 9. Grading

ACA has certain standards and requirements when grading students work. The sections below provide the guidelines and policies.

### 9.1. Academic Honesty

We expect every student to produce his/her original and independent work. Cheating includes but is not limited to the passing of answers on quizzes and tests, seeking, receiving, or transmitting of specific information about questions on a test; the lending, and/or copying of homework; use or possession of cheat sheets in the testing room; and acts of plagiarism.

Plagiarism or cheating of any kind will not be tolerated. All ACA and SMCC academic dishonesty consequences apply. High school students with such misconduct will be reported to SMCC.

**Disclaimer:** Instructors reserve the right to incorporate other regulations required by SMCC. The final syllabus published by the instructor serves as the guideline of the course. College courses require more independent reading and homework than high school courses.

### 9.2. Grading Scale

The summative and formative categories might be further broken down to accommodate each subject's assessment needs. Teachers reserve the right to decide what work belongs to which

category. A letter grade will be assigned for grades 4 and up after each quarter, based on the numerical grade earned.

Scale	Letter Grade
100%- 89.5%	A
89.4%-79.5%	B
79.4%-69.5%	C
69.4%-59.5%	D
59.4%-0%	F

### 9.3. Grade Weight Distribution

Log into the grade book system on FACTS (Formerly RenWeb) to access information about how grades are weighted and to see the updated syllabus for individual classes.

### 9.4. Grades, Attendance and Record Keeping

Student grades, calendars, homework assignments, and comments will be regularly posted and updated on The [FACTS \(Formerly RenWeb\)](#). See the link on [www.azacademy.org](http://www.azacademy.org). Parents and students will be provided with an ID number. Please check the student(s) grades and other information on a regular basis. It is the parent's responsibility to contact the teacher if there are concerns about grades.

### 9.5. Homework

Homework is an essential part of the total education of your child. ACA assigns homework to students in all grades. It is the sole responsibility of the student to have any required assignments completed by the deadlines provided by their teachers. Printing problems, loss of data, inability to access data, loss or misplacement of the textbook or other problems are not to be considered acceptable excuses for late assignments, absence, or tardies.

### 9.6. Extra Credit

The purpose of extra credit is to provide additional academic work in order to enhance the learning of course standards. Extra credit should encourage learning as opposed to a last-minute effort to raise a quarterly grade. No more than 5% of the total academic practice grade (not the quarter grade) category can come from extra credit. It is at the teacher's discretion on whether extra credits are offered.



### 9.7. Bonus Questions - Academic Achievement Assessments

Based on the teacher's discretion, bonus points may be included in a specific assessment grade (tests, quizzes, projects, etc.) and should be related to the academic content standards being evaluated in a given class. Bonus points cannot affect more than 5% of the grade on a given assessment. These rigorous questions shall be related to the standards of a course.

### 9.8. Grade Skipping Policy

ACA administration discourages grade skipping for various reasons. However, under special circumstances this might be allowed if the parents submit a written request for the child to skip the grade. The child needs to meet ALL of the following to be eligible to skip a grade:

- The parents must submit a written request for the child to skip the grade no later than the last Friday of July before the new academic year starts.
- Letter "A" grade in the subjects of Math, Science, Social Studies, and Language Arts and only one letter "B" grade at most in the elective or other subjects.
- For an ACA current student, the School Counselor will meet with the child's teachers of all subjects to determine academic and social readiness/eligibility to skip the grade.
- The student shall pass Math, Science, Social Studies, and Language Arts/English final exams of the grade which he/she intends to skip with a score of at least 80%. Such exam shall be taken no later than two weeks before the new academic year starts.
- Two recommendation letters are required for a transferring student.
- The NCA Steering Committee shall conduct an interview to make a final recommendation.
- If the committee is in favor of the request, then the request will be forwarded to the ACA Board for final approval.
- Other conditions may apply to students in the elementary classes.
- Montessori – 3<sup>rd</sup> grade will do a personal entry exam with the class teacher and need to receive a letter grade of A to enter that class. The first week in the new class is a probation week to ensure that the emotional and social development of the student is compatible with the new grade.
- There is no skipping of 4<sup>th</sup> grade without a score of 95 % or above in the final math exam given to the 4<sup>th</sup> grade class.

### 9.9. Progress Reports and Report Cards

Mid quarter Progress Reports will be emailed to parents in the middle of each quarter. Report Cards will be emailed at the end of each quarter. All through FACTS (previously Renweb.)

### 9.10. Grade Booster Policy

In an effort to enhance students' academic performance, students who earned a grade of C or D in any subject have the option to enroll in a grade booster course.

A summer program will be offered on campus. Upon the completion of the summer course students will be able to add up to 10% to their previous final grade. The grade will be earned based on 5% for attendance, work, and effort and 5% for the end of the course exam. Student's GPA will be updated. A custom transcript template will accommodate the credit recovery grade.

Please be advised that the implementation of this policy is restricted based on the available teachers/ programs during the summer time.

### 9.11. Test Retake Policy

In an effort to help our students enhance their academic performance, students are eligible for at least one test retake per quarter. If any student missed a quiz or a test or has to retake a test, he/she can be sent to the testing room on designated days and time.

Test retake days and times will vary each year. Students will be informed during the school year.

Click here to view the full policy: <https://www.azacademy.org/academics/policies.cfm>

### 9.12. Retention Policy

Students who fall within a specific set of grading criteria can be retained. Specific criteria(s) for retention are based on testing information (Standardized Tests and other multiple measures), classroom assessments and daily performance in the area of at least two core subjects.

#### Criteria:

- **Grade 1- 6:** A student will be retained if he/she fails in both Math and Language Arts/English.
- **Grade 7-12:** A student will be retained if he/she fails the retake exam in any two of the four core subjects. (Math, English, Science, and Social Studies).
- The student who is not eligible to be promoted to the next grade level will have an opportunity to re-take an exam during the last week of July. The grade will be changed to "D" if the student passes the exam.
- A student can only be retained once. In the case of a retained student who is not eligible to be promoted again, a parent conference shall be conducted and an alternative solution may be offered.
- High school students will be notified to be enrolled in a mandatory tutoring program if his/her quarter grade is "D" or below in either Math, Science, or English; recommended enrollment for

“C” grade. Failure to attend the program with no academic progress by the end of the year, will jeopardize the student’s re-admission to ACA.

## 10. Student Support, Organizations, and Activities

This section lists all the available resources to support student’s academic, development, and social development at ACA.

### 10.1. Counseling

Students face unique and diverse challenges, both personally and developmentally, that impact academic achievement. To ensure that students are prepared to become the next generation of workers, leaders, and citizens; every student needs support, guidance, and opportunities. ACA has an academic and behavioral counselor to help students through academic and personal challenges.

Our counselor provides confidential crisis counseling and consultation to students. Through the help of the counselor, students are able to recognize self-defeating behaviors, develop positive coping skills, and are able to deal with conflict resolution/mediation effectively. We also provide individual counselling sessions to help students with educational and personal concerns. The counselor may also participate in conferences with students, teachers, parents and other relevant individuals concerning grades or/and behavior concerns to provide guidance and advice for improvement.

### 10.2. Mentorship Program

The ACA Mentorship program creates and supports relationships that provide consistent, positive, and Islamically relevant interaction between students and an ACA staff member who will be an advisor and friend on the path to maturity.

Students will have regular interaction between the ACA staff member via Google Classroom as well as scheduled group events. The primary goal of the program is to allow students to reach his/her maximum potential by providing a mentor to guide and provide a positive influence during the student’s formative years to become mature and responsible adults.

For more details on the Mentorship Program, visit our website:

[https://www.azacademy.org/editoruploads/files/School%20Council%20Meeting%20Minutes/ACA\\_Mentorship\\_Program.pdf](https://www.azacademy.org/editoruploads/files/School%20Council%20Meeting%20Minutes/ACA_Mentorship_Program.pdf)

### **10.3. ACA Support & Awareness Program (A.S.A.P)**

The A.S.A.P Program is offered to middle and high school students to help them make positive life choices by educating, empowering, and supporting them in dealing with life changing matters and decisions.

Subjects to be discussed will include but are not limited to:

- Substance abuse
- Bullying
- Internet safety
- Depression and Self injury
- Eating Disorder

This program is led by a team of educators and professionals which include the school's principal, counselor, dean of students, and law enforcement.

Meetings will be held bi-monthly, on the first Thursday during Bonus Hour at 1:00 pm. Dates will be marked on the calendar. Parents are welcome to attend.

### **10.4. National Honor Societies**

ACA is part of the National Honor Society, National Junior Honor Society, and National Elementary Honor Society. The purpose of the 3 Honor Society chapters is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students at ACA.

Students are selected annually according to a criterion decided by the National Honor Society by laws and the Faculty Council. This selection is based on and shall be based on the criteria of scholarship, service, leadership, citizenship, and character. Academic qualifications apply.

### **10.5. Student Council**

The Students Council is established and run according to the constitution set forth by the National Association of Student Councils. Students are elected annually to different offices within the council. Student council promotes leadership, self-confidence, self-reliance and Islamic morals. It is a privilege, not a right, and teaches students important lessons regarding the proper balance of religion, freedom, privilege, and responsibility. Student must meet the selection criteria.

### **10.6. Sports**

Students are encouraged to participate in school sports programs based on their interest. In order to be eligible to participate in sports, students must not only obey general school rules but also

exemplify a positive behavior while representing the school. The following policy pertains to all sports and related areas. Coaches may set further standards for their respective sport or activity.

- No athlete may be under the influence of alcohol or drugs in school, at practice, at a contest or at any other school functions. Penalty for infraction of this rule is immediate dismissal from the sport.
- Any athlete who before, during, or after a contest enters a physical confrontation with an official, coach, team member or spectator, is immediately suspended from the sport, pending the outcome of a conference held by the athlete, his parent/guardian, the coach, athletic director, and school administrator.
- Insubordination by an athlete to his coach or athletic director will result in immediate suspension from the sport, pending the outcome of a conference held by the athlete, his parent/guardian, the coach, athletic director, and school administrator.
- All athletes are expected to attend every practice as his/her absence affects the entire team's performance and a missed practice may necessitate a reshuffling of the line-up. In the event an athlete must miss a practice, prior notification to the coach is expected.
- An athlete must maintain a GPA of 2.5 to participate in the program.
- Athletes who are on suspension from school are also suspended from participating in practice and/or a contest until he/she is allowed to return to school. If this suspension occurs for a Friday, then the athlete is not eligible during that weekend or that following Monday if it is a school vacation.

## 10.7. Field Trips and Events

Participation in field trips/events or a school-sponsored trip is a privilege. Students will go off campus for a visit to an educational facility or event/show suitable for the grade level.

Below are the participation requirements:

- Students may not be allowed to participate in a school-sponsored trip or field trip/event if he or she is serving a suspension, expulsion or other form of exclusion from school due to violations of the policies and procedures given in ACA's Parent-Student Handbook.

- Student's behavioral performance may be taken into account in order to ensure the health, safety and welfare of other students participating in the field trip/event.
- While on a field trip/event or school-sponsored trip all school-based rules and all rules set forth in the ACA Parent/Student Handbook apply.
- No student will be permitted to participate in a field trip/event or school sponsored trip unless the signed Parent Permission Slip has been received.
- Students are expected to take part in all planned group activities unless excused by the teacher-chaperone(s).
- All students must leave and return with the group on all field trips/events or school-sponsored trips unless the student is leaving or returning with his/her parent/guardian or the student's parent/guardian has signed a written waiver granting permission for the student to leave or return from the field trip/event or school-sponsored trip by himself/herself.
- If a student is involved in any criminal activity while on a trip, whether as a victim or as an alleged perpetrator, the student's parents/guardians will be notified immediately by the Principal.
- If a student requires medical attention while on a trip, the student's parents/guardians will be notified immediately.
- Students should wear their school uniform on all field trips.
- No family members or friends of the chaperon will be allowed on field trip.

### **10.8. 504 Plan**

The 504 Plan is developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.

Due to limited resources to accommodate special needs students at ACA, we continue to provide accommodations based on individualized student's need. Through our counseling department, parents can obtain information about the resources available to aid and guide their child's educational needs.

## **11. Publications & Multimedia**

This section lists all publications and marketing multimedia that students may be part of throughout the school year.

## 11.1. School Pictures

School pictures are taken annually. There will be pictures taken by our vendors for the entire school, class, and individual student pictures. Colored photos will be offered for sale to parents/guardians. Please ensure that students are dressed in full uniform and submit order forms on time for purchase from our vendors.

## 11.2. Media Disclosure

Throughout the school year, ACA may post multimedia related to activities and news on campus. Parents who do not intend to have photos or work of their child displayed on the school website, social media, or marketing materials, can opt out during the enrollment process at the beginning of the year. The selection will be in effect until the child leaves ACA or until a new form is submitted indicating any changes.

Parents must sign the agreements during the registration process.

### 11.2.1. Website

ACA will have student and faculty pictures on our web site containing information about ACA and its community. ACA has prepared guidelines for the use of school pictures on our school website:

- Pictures of students included on ACA web pages will NOT include student names.
- When using pictures of persons on the school website, ACA is required to obtain written permission on the media disclosure form.
- ACA web site content will NOT provide the means for people to contact any student directly. Communication to the school must be directed to the appropriate staff member.
- ACA may wish to display a photograph or a sample of your child's work on the ACA website.

### 11.2.2. Social Media

ACA subscribes to several social media websites. We post media to about activities and news about ACA which may include pictures of students or their work. We are mindful about media that is shared on our social media sites and make every effort to keep it safe and appropriate.

### 11.2.3. Marketing Materials

As part of the school's marketing efforts, ACA may use students' pictures in our marketing materials. Marketing materials may include brochures, flyers, hand-outs, posters, and banners.

## 12. Student Conduct

ACA establishes regulations governing the conduct of students in school and school events. In addition to compliance with these regulations, students are expected to obey all rules and regulations adopted by ACA's Principal and staff, and to obey instructions given by any member of the faculty related to school activities. Please refer to ACA's [Code of Conduct](#).

Students at ACA and at school events shall not engage in:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, administrative, or disciplinary functions, or any activities sponsored by ACA.
- Physical abuse or threat to harm any person(s) on campus, at school activities, and events.
- Damage or threat of damage to ACA property.
- Forceful or unauthorized entry to ACA grounds and facilities.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on ACA property or at school sponsored events.
- Conduct or speech that violates Islamically accepted standards and has no redeeming social value.
- Failure to comply with lawful direction of ACA Principal and staff while performing their duties.
- Knowing violation of ACA rules and regulations. Students enrollment in the school, whether signatures are on the Parent-Student handbook, will be considered as knowingly committing violations.
- In addition to the general rules set forth above, students shall be expected to obey all policies and regulations for student conduct adopted by ACA Principal and staff. Any student who violates these policies and regulations may be subject to disciplinary action which may range from a formal conference to suspension or expulsion from the school, depending on the severity of the violation, in addition to other civil and/or criminal prosecution.

### 12.1. Locker Room Conduct

Items provided by ACA for storage (desk, lockers) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason or notice by school personnel. Students are responsible for buying their own combination locks in order to use the locker.



### 12.1.1. Rules

ACA is not responsible for materials lost or stolen from lockers. Entering or attempting to enter or break in a student's locker can be interpreted as an attempted theft and is subject to disciplinary action. Infractions of locker rules will result in disciplinary action.

- Every assigned locker must have a lock attached to it and locked at all times.
- Any items left outside the lockers will be discarded.
- Marking/labeling lockers is prohibited.
- ACA is not responsible for materials lost or stolen from locker rooms.
- Lockers are to be kept neat, clean, and free of stickers, decals, and food items.

## 12.2. Intimidating, Threatening and/or Bullying

We strive to provide a learning environment for students that is free from intimidation, threats and/or bullying. Therefore, intimidating, threatening, and/or bullying of students are prohibited on school property, at school sponsored events, and activities. ACA will take appropriate and effective action to achieve this goal.

Intimidating, threatening, and/or bullying behaviors are defined as follows:

- **Intimidating:** The use of language or conduct to frighten, attempt to frighten or coerce another person into submission or obedience
- **Threatening:** The use of language or conduct to make or attempt to make another person fearful of physical injury
- **Bullying:** The use of language or conduct that is threatening and/or intimidating, that involves an imbalance of power or strength, and that is repeated over time
- The above-mentioned behaviors may also include:
  - Hitting or punching (physical).
  - Demeaning teasing, name calling, taunting, derogatory nicknames, innuendos, and/or remarks (verbal).
  - Gestures or social exclusion (nonverbal and emotional).
  - Sending insulting, threatening, taunting messages electronically (cyber).

Students involved in intimidating, threatening, and/or bullying activities will be subject to disciplinary consequences that may range from informal conference, suspension or expulsion from the school depending on the severity of each case. Students who knowingly submit false complaints shall be subject to the same disciplinary consequences as described above.

Any ACA staff member who has reasonable grounds to believe, either through personal observation or receipt of complaint, that certain conduct by a student constitutes intimidating, threatening, and/or bullying activities has a responsibility to report the behavior or complaint and

any action taken to the Principal. The staff member might be subject to disciplinary measures for failure to report such activities.

Students may confidentially report within 2 weeks the incidents of intimidation, threats, and/or bullying by reporting to the Principal indicating that the student is making a “confidential” report. The report will be kept confidential to the extent possible under the circumstances.

If a student believes that they have been subject to intimidation, threats, and/or bullying, the student must report the behavior to a teacher, counselor, or school administrator within 2 weeks.

### 12.3. Smoking, Drugs, Substance, Alcohol & Arms Free Campus

#### **Definitions:**

**Drugs:** any substance made of, mixed with, derived from, cannabis; a dangerous drug as defined under Ariz. R. Stat. § 13-3401; marijuana as defined under Ariz. R. Stat. § 13-3401; narcotic drug as defined under Ariz. R. Stat. § 13-3401.

**Paraphernalia:** all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug as defined above or tobacco.

**Vaping Paraphernalia:** all equipment, products and materials of any kind which are used, intended for use or designed for use ingesting, inhaling or otherwise introducing into the human body a liquid that is used in a vaporizer, or a liquid made of propylene glycol or vegetable glycerin or a combination thereof.

In order to protect students, employees, and the integrity our institution, ACA has a zero-tolerance policy towards tobacco, drugs, illegal substances, and weapons. ACA's zero-tolerance policy towards tobacco, drugs, illegal substances, and weapons includes, but is not limited to, the following conduct:

- Smoking, vaping, or inhaling of any substance;
- The use or possession of drugs or drug paraphernalia;
- The use or possession of any prescription drug without the requisite medical prescription;
- The misuse of any over-the-counter medication;
- The use or possession of tobacco products or tobacco paraphernalia;
- The use or possession of vaping paraphernalia;
- The use or possession electronic smoking devices;
- The use or possession of alcohol/liquor;
- The use or possession of firearms and/or weapons on campus or within 1000 feet from ACA's perimeter (except for law enforcement and contracted security personnel)

In addition to the application of the policy on ACA campus, ACA's zero-tolerance policy towards tobacco, drugs, illegal substances, and weapons applies to all off-campus school activities. The administration reserves the right to take appropriate action which includes, but is not limited to, contacting law enforcement and/or conducting an immediate drug test of any employee or student suspected of a violation of ACA's zero tolerance policy towards tobacco, drugs, illegal substances, and weapons.

The administration reserves the right to take appropriate action at its discretion including, but not limited to:

- Contacting authorities or conducting an immediate drug test of any employee or student without notice.
- Any student or staff found to be in violation of this policy shall be expelled and dismissed from ACA until further notice.
- Any student who chooses to remain in the presence of someone engaging in any prohibited activities may also be subject to disciplinary action.
- Distribution or attempt to distribute illegal drugs or any paraphernalia will automatically render the student liable for expulsion.

### 12.3.1. Self-Referral

It is important to encourage students who believe they need help with alcohol, tobacco, or other drug use to seek assistance from the school. A student who has developed a substance abuse problem needs professional help. A student who seeks help from a school counselor, administrator or teacher should not be disciplined as long as the referral occurs prior to a drug or alcohol violation.

Any student who takes the responsibility to seek help for his/her or another's use of alcohol, tobacco or other drugs will be supported by the administration, faculty, and staff. ACA encourages all students and family members to seek appropriate help for the student's use, abuse, and/or dependence on alcohol, tobacco or other drugs. The school has in place names and numbers of several substance abuse professionals. ACA will observe strict confidentiality and do all that is possible to enable the student and families to get the help that they need and are seeking.

In the case of self-referral, the policy below will apply:

- The student must have a professional evaluation related to substance abuse issues and dependency by an agency or a person acceptable to the school.

- The cost of the evaluation and counseling shall be paid by the parent(s). A written confidential report must be prepared by the agency and given to the school and the parent(s).
- The student must participate in an alcohol/drug education and counseling sessions.
- Student and guardian must meet with the Head of the School and Dean before the student is allowed to re-enter the school.
- The Student will be required to undergo monthly drug testing at the expense of the student's parent(s).

### 12.3.2. Drug Education

**Ethos:** Drug education at ACA aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use, and developing and practicing decision-making skills. ACA will follow national and local guidelines for good practice that are appropriate to the age and experience of our pupils.

**Context:** We will provide all pupils with drug education as an integral part of our Character Education and Health Education programs.

**Content and delivery:** Teaching will be based on the understanding that a variety of approaches should be used to meet the differing needs and learning styles of pupils. It is recognized that active or participatory learning styles can be particularly helpful in developing skills, knowledge, and values.

**Use of visitors and outside speakers:** We use visitors to support our plan and help our school to educate our students and parents. We are careful and selective in the process of inviting visitors, in order to ensure that their contribution fits our needs and that they are clear on how their input fits into our school environment. The Administration and faculty will always be present when visitors are working with our pupils.

For more information about our policy, visit our website:

<https://www.azacademy.org/academics/policies.cfm>

### 12.3.3. Drug Testing

ACA reserves the right to drug and alcohol test students randomly, at any time, for any reason, and via different practices (school administrators or a third party). All parents or legal guardians of students will be required to sign the Chemical Screening Consent Form prior to any drug or alcohol test as a condition of enrollment, and as part of the contract with the school. Signing the Chemical Screening Consent Form deems the parent or legal guardian's consent valid for the entire school year. All students will be given an opportunity to self-refer, as stated above in the self-referral policy, prior to a drug test. In the event of a self-referral, the self-referral policy will be adhered to.

In the event of a positive drug test, a Medical Review Officer (MRO) will review all positive results. The student and/or legal guardian will receive written notice of a positive test result

within five days of ACA's receipt of the results. The student and/or legal guardian have five days to contest or explain the positive test result to the MRO from the date that they receive the test results. If the explanation to the MRO is unsatisfactory, the school policy will apply.

## **12.4. Zero-Tolerance Policy**

ACA's zero tolerance policy towards tobacco, drugs, illegal substances, and weapons devices from ACA's respect for the law and from ACA's concern for the physical, psychological, and emotional well-being of its students. The following rules shall be used by the ACA administration in the event that a student has violated the above policy. Students found in violation of the above policy will be immediately suspended or dismissed from the school until further notice. Any student found to be in the presence of another person engaging in any prohibited activities may also be subject to disciplinary action. Distribution or any attempt to distribute tobacco, drugs, illegal substances, or weapons will result in the student's automatic expulsion and reporting to law enforcement.

The ACA administration is fully authorized to carry out the school discipline policy, including the decision to expel students who violate "Zero-Tolerance Policy".

The Administration shall follow due process, by interviewing the accused, and other witnesses, weighing the evidence and allowing the accused to defend and explain their behavior before reaching a decision.

In the case of a decision to expel, the Administration shall promptly notify the Board, who will also review the case and ensure that the Administration's decision was founded.

### **12.4.1. Consequences**

ACA's zero tolerance policy towards tobacco, drugs, illegal substances, and weapons devices from ACA's respect for the law and from ACA's concern for the physical, psychological, and emotional well-being of its students. The following rules shall be used by the ACA administration in the event that a student has violated the above policy. Students found in violation of the above policy will be immediately suspended or dismissed from the school until further notice. Any student found to be in the presence of another person engaging in any prohibited activities may also be subject to disciplinary action. Distribution or any attempt to distribute tobacco, drugs, illegal substances, or weapons will result in the student's automatic expulsion and reporting to law enforcement.

## 12.5. Student Privacy & Search Policy

Searches of students and personal property are a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches. A search is required when there are reasonable grounds to suspect a student has any harmful or prohibited items on school grounds, transportation or at school events. This includes but not limited to materials, or substances the, possession of which is prohibited by law or school policy such as drugs, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.

In the case of any suspected case, the policy will apply:

- Staff shall take particular care to respect students' privacy.
- School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband.
- The principal and other designated staff shall have the authority to conduct reasonable searches on school property as provided by the school policy.
- Prior to searching, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects.
- If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker.
- School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if there is evidence of criminal activity

### 12.5.1. Locker Searches

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school, and they are subject to search at any time.

- No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of individuals or the school building itself.
- All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.
- Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules.

### 12.5.2. Off-Campus Behavior

Regardless of whether or not a student is on campus or involved in a school-sponsored activity, students enrolled in ACA are not to engage in the use, possession, or distribution of drugs or alcohol and are not to abuse over-the-counter or prescription drugs. Regardless of

age, students are not allowed to use any form of tobacco on school grounds or at any school function.

## 12.6. Guidelines for Offenses

Listed in the table below are the infractions and consequences that will be taken by the school administration.

<b>Infraction</b>	<b>Definition</b>	<b>Minimum Consequence/ 1<sup>st</sup> offense</b>	<b>Maximum Consequence/ or repeated offence</b>
Bullying, intimidating, threatening	Repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful.  Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology.	Detention	Short Term Suspension  Expulsion
Cheating or Plagiarism	Knowingly using information or other property of another, or knowingly sharing academic information to gain an unfair advantage.	Loss of Credit	Short Term Suspension/ Loss of Credit
Defamation	Wrongfully injuring another person's reputation through a written, spoken or electronic communication that is not otherwise privileged under the law.	Short Term Suspension	Long Term Suspension
Disrespect/ Defiance/ Non-Compliance	Treating personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of school personnel.	Short Term Suspension	Long Term Suspension
Uniform infractions	Uniform infractions will consist of a series of warnings and then a series of consequences.	Detention, contact with parent for explanation.	School uniform will be supplied and charged to the parent's account.
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	Short Term Suspension	Long Term Suspension

Ditching/ truancy	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.	Short Term Suspension	Expulsion *Report to the proper authority Stay in school- It's the law.
Electronic Devices	Having cell phones, pagers, media players or other electronic items, whether operational or non-operational in the classroom.	Confiscation	Short Term Suspension
Fighting	When 2 or more persons engage in Any violence toward each other in an angry or quarrelsome manner.	Detention  Short Term Suspension	Long Term Suspension  Expulsion
Fire Alarm Misuse and tampering with Cameras	Intentionally ringing a fire alarm when there is no fire or touching safety cameras.	Short Term Suspension	Long Term Suspension Expulsion in certain cases.
Forgery/ Falsification	The act of falsely or fraudulently marking or altering a document or verbal, written or electronic communication, any verbal or written communication that is knowingly false or fraudulent (dishonesty or lying).	Short Term Suspension	Long Term Suspension
Physical Aggression	Tussles, minor confrontations, pushing and/or shoving.	Detention	Short Term Suspension
Theft	Taking or attempting to take, any property of another from his personal or Immediate presence and against his 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.	Detention  Short Term Suspension	Long Term Suspension  Expulsion
Technology Misuse/ Computer Tampering	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. This includes the unauthorized access of any	Detention  Short Term Suspension	Short Term Suspension  Long Term Suspension



	computer, computer system, or network, including cameras.		
Verbal Abuse/ Profanity/Racial Slur	The use of profanity or any derogatory language stated publicly.	Detention  Short Term Suspension	Short Term Suspension Long Term Suspension
Verbal Abuse/ Profanity to Adult	The use of profanity or any derogatory language stated publicly to an adult staff member.	Short Term Suspension.  Long Term Suspension.	Long Term Suspension  Expulsion
Vandalism/ unauthorized Entry	Willful destruction or defacement of school, or personal property, or breaking into any area of the school unauthorized.	Short Term Suspension	Long Term Suspension Expulsion
Energy Drinks	Bringing to school any drink with a high level of caffeine.	Confiscation of the drink.  Detention	Short Term Suspension
Endangerment I	Recklessly or intentionally creating a risk of injury to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.	Short Term Suspension	Long Term Suspension Expulsion
Endangerment II	Intentionally creating a risk of injury to another.	Zero Tolerance	Zero Tolerance
Alcohol (use, possession, under the influence)	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.	Zero Tolerance	Zero Tolerance
Weapons	Possession of weapons or anything intended to be. Includes but is not limited to pocket knife, iron bar, and chain.	Zero Tolerance	Zero Tolerance

Some incidents may violate Arizona revised statutes. The police will be called to investigate serious violations. If this occurs, school officials will notify parents/guardians. Any action taken by law enforcement officials will be in addition to the action taken by the school.

### 12.7. Restitution

Under Arizona law, parents/guardians are liable for damage done by their children. If damages occur to school property, the student or parents/guardians are required to pay for the damages. If restitution is made in the designated time frame, additional consequences will result.

### 12.8. Suspension

Out of school suspensions are considered unexcused absences and missed work will result in zero grade.

- **Short term suspension (STS):** Student suspended for a maximum of 3 school days.
- **Long term suspension (LTS):** Student suspended 4-10 school days.

If short-term or long-term suspension is imposed on a student, the following steps shall be taken:

- **Step 1:** Any major misconduct shall be reported to the Principal.
- **Step 2:** The advisor, designated by the Principal will investigate and evaluate the case. A decision will be made on the appropriate consequences based on the discipline code or procedure stated in the handbook.
- **Step 3:** Due process shall be in place. The involved student and their parents shall be provided an opportunity to defend the case unless they give up such opportunity. A parent conference will be conducted before any decision is executed.
- **Step 4:** In the event that the parents disagree with the consequences, the case may be appealed to the Principal.

The Principal may immediately suspend a student when the student's presence poses a threat to any student or school personnel. As soon as the threat subsides, the due process will take place and suspension initiated. If the Principal determines that the student acted in justifiable self-defense, in whole or part, the Principal may reduce the recommended discipline or determine that no discipline shall be imposed.

### 12.9. Expulsion

An expulsion is the permanent withdrawal of the privilege of attending ACA. The student and the parents/guardians will be informed when a student is subject to expulsion from school. Expulsion requires official endorsement from the School Board. A formal letter will be sent to parents/guardians and a copy will be kept in the student's conduct file. Expelled students may not return to ACA under any circumstances.

**Due Process:** Each student is entitled to due process, as outlined above. A parent/guardian has the right to appeal a decision of permanent suspension (expulsion) to the School Board of Directors due process includes that:

- The Administration will verify that the student has actually committed the infraction.
- The Administration will allow the student to defend him/herself with ample chance to provide an explanation for their action/behavior and defend the charges against them.
- If the student is found to be in violation of a Zero-Tolerance policy, the student will be expelled by the Administration.

## 12.10. Detention Policy

The purpose of the Detention Policy is to encourage appropriate behavior. It is devised as a means to address issues that are disruptive to the teaching and learning environment. It provides an alternative measure for corrective behavior and emphasizes the understanding of the effects of one's actions and how the behavior impacts the entire ACA community. It aims to guide students to set goals for behavioral improvement.

For more information about our policy, visit our website:

<https://www.azacademy.org/academics/policies.cfm>

For a list of behaviors that may result in a detention please refer to Section [12.6 Guidelines for Offenses](#).

## 12.11. Senior Privileges

ACA is proud of our high school students who have graduated from our school year after year and we intend to make our senior's last year a memorable experience. Senior privileges are earned based on compliance with the following school rules and requirements. Please be advised that these privileges can be suspended upon the violation of school rules at the administration's discretion.

Below are the senior privileges:

- **Early release:** Senior students are encouraged to utilize this time for academic advisement and completing their college admission requirements. If parents do not wish for their children to be dismissed early on Mondays, please inform the office and they will participate in on-campus community service hours arranged by the school counselor.
- **Permission slips:** Senior students may NOT leave campus unless they have a signed permission slip and the school has informed the parent/guardian. Permission slips must be filled out with all fields entered with valid information and signatures match what is on file.

\*STUDENTS MAY NOT DRIVE TOGETHER WHEN LEAVING SCHOOL DURING SCHOOL HOURS UNLESS THEY HAVE A SIGNED PERMISSION SLIP FROM BOTH PARENTS.

- **Professional Dress Day:** Seniors who do not conform to the Islamic modesty dress code guidelines will lose this privilege. Parents will be called to bring the student's school uniform to change into or the student will be sent home with an Unexcused Absence.

Girl's pants need to conform to the "pinch and inch" guidelines for being loose and tops need to cover from neck to wrist and to mid-thigh. No pants or tops may be torn or ripped.

Boys must be in dress/polo shirts. No offensive logos or labels are allowed. Business casual attire is required and must look neat and professional.

The School Counselor has the right to deem any outfit inappropriate, even if it is not explicitly stated in the Parent-Student handbook.

- **Excused College appointments:** All appointments with a College/University Counselor need to be confirmed in writing and the appointment verified with the Counselor's signature on a business card or via email to the Principal. The following are excused: 1 Official campus tour, 1 college Orientation day, 2 visits to a college counselor. All others are Unexcused Absences.
- **Private online courses:** Proof of enrollment and course dates will be required. Students attending private college courses during school periods may have access to the Resource lab or a student classroom computer after they have received written permission from the Principal. These courses might not qualify to be entered as a grade or be considered as part of the student's GPA at ACA. These courses must not interfere with core classes and will need to be approved on a case-by-case basis.

\*Ditching will carry serious consequences. Short-term suspension for first offenders leading up to expulsion if it becomes habitual. Absence is unexcused and zero grade is given for missed work.

### 13. Parental Conduct & Involvement

ACA welcomes interaction with parents and the community. We believe that students benefit when the relationship between home and school is positive and supportive. Parent involvement is encouraged in all education activities on and off campus and we appreciate the service and contribution.

This section provides guidelines on parental conduct and involvement with the school, staff and students.

Refer to the Parental Agreement on our website:

<https://www.azacademy.org/academics/parental-agreement.cfm>

## 13.1. Parental Grievance & Complaints

A key sign of quality in an organization is its willingness to listen to criticism and its ability to respond positively to these criticisms in order to improve.

### 13.1.1. Aims and Objectives

The aims and objectives of complaints are:

- To enable complainants to express dissatisfaction.
- To ensure that anyone making a complaint is dealt with sympathetically and courteously.
- To take complaints seriously and investigate them fairly and thoroughly.
- To ensure that if there is a fault, it is remedied to the satisfaction of the complainant.
- To ensure that complaints are dealt with in a just and fair manner.
- To learn from complaints and make improvements to practice and procedures.

The ACA Board and Administration prohibits retaliation for the filing of any complaint, reporting of instances of any improper activity, or for participation in the complaint process.

Administrators responsible for conducting the investigation of a complaint may, at their discretion, keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. Participants in a complaint or investigation process are required to maintain appropriate confidentiality and to abide by specific directives from administrators regarding confidentiality. ACA will not investigate anonymous complaints unless the Board Directors or designee deems such an investigation to be necessary and appropriate.

### 13.1.2. Procedures

The following procedures shall govern the resolution of complaints. Every effort will be made to resolve a complaint at the earliest possible stage.

1. **Informal Stage:** Expression of dissatisfaction to a member of ACA staff. Most difficulties can be resolved by treating the complainant courteously, by handling the complaint seriously, and by responding quickly. It is essential to give time and be patient with the complainant, in order to allow them to be properly heard.
  - Complaints can be written or made by phone or in person.
  - Staff who receives the complaint will guide the complainant to the appropriate channels or personnel for direct discussion with the Administration. ACA is not responsible for any staff member who acts on his/her own to resolve any informal complaint which may not be satisfactory to the complainant.
  - Attempts should be made to resolve the complaint quickly and informally if possible (within 5 school days), and ideally on the spot.
  - Whenever possible, full details of the complaint and any action taken should be documented in order to be taken to the next level if necessary.

- Complainant's desired outcomes and possibilities of readdress should be discussed (this is not an admission of liability).
  - Complainant should be provided with information on how to proceed to the formal complaint stage if the complaint remains unresolved within the expected timeframe. Typically, complaints will not be investigated if more than 60 days have passed since the incident or event took place.
  - Preventative or lessons learned will be noted for future reference.
  - If the complaint centers on a student, the student should also be interviewed. Students would normally be interviewed with their parents/guardians present. In some situations, circumstances may prevent the inclusion of the parent/guardian as it may delay the investigation of a serious or urgent complaint, or where particular circumstances mean that a student has specifically said she/he would prefer that parents/ guardians are not involved. In this instance, another staff member with whom the student feels comfortable with will be asked to attend. Consideration will always be given to the necessity of obtaining parental consent for such an interview.
2. **Formal stage:** If the complaint is not able to be resolved during the informal stage, the complainant may submit a written complaint. All complaints shall be submitted in writing to the Principal. If the complainant is unable to prepare the complaint in writing, Administrative staff will aid him/her to do so. Complaints related to the Principal will be filed in writing with Human Resources. Complaints related to a Board Member will be filed in writing with the Chairman of the Board.

A written complaint must include, but is not limited to the following information:

- The name of the person and any other persons involved.
- A brief but specific summary of the complaint and the facts surrounding it.
- A specific description of any prior attempts to resolve the matter.
- The remedy requested or desired.
- The signature of the complainant attesting that all information is true and correct to the best of the complainant's personal knowledge.
- The date of the complaint is filed.

The person against whom the written complaint was filed may request a copy of the written complaint. In specific situations, the Principal may provide a copy of the written complaint to the complainant with names and identifying information removed or a summary of the complaint.

The Principal/designee (an appointed administrator) will acknowledge receipt of written complaints and will appoint an administrator to be responsible for investigating complaints. The administrator will attempt to resolve the complaint in a timely manner to the satisfaction of the person(s) involved within a reasonable period of time.

### 13.1.3. Types of Complaints

Complainants should consider and accept the principal's or designee's decision as final. However, the complainant may appeal a decision made by the Principal to the School Council or Board. Once a request to appeal has been made, the School Council or the Board will decide whether or not to address the complaint further. If the School Council or the Board decides not to address the complaint, or if there has been no request to appeal the decision to the Board, the decision of the last appropriate administrator shall be the final decision. Any decision of the Board shall be the final decision. Preventative or learning actions should be noted.

1. **Vexatious Complaints:** Causing or intending to cause trouble by harassing or interference, and in the legal sense of the word by unjustifiable claims or legal actions without sufficient grounds for the purpose of causing trouble or annoyance to the defendant. Vexatious complaints are often characterized by introducing new or overlapping issues and making it difficult for the issues to be separated and a final conclusion to be reached.

It should be noted that research has shown that vexatious complainants often focus on expressing personal vindictiveness and seeking retribution. They are often searching for outcomes that the resolution process cannot deliver, for instance the termination of a teacher, or even an unwarranted specific apology, rather than a general good one for the fact they consider they have suffered.

2. **Confidentiality:** All those involved in a complaint, regardless of the role they are playing, should ensure that the matter is kept confidential, especially while it is being investigated. Even at the informal stage, it should not be discussed with anyone who might later be part of the formal procedure. However, all parties to a complaint will need to be aware that some information may have to be shared with others involved in the complaint's procedure.
3. **Anonymous Complaints:** Any complaint lodged in the form of an anonymous letter or telephone call cannot be pursued using normal procedures. Although such complaints will be ignored, the person receiving the complaint will refer it to the Principal to determine the seriousness of the complaint and if it warrants an investigation.
4. **Direct Discussion:** Whenever possible, questions or complaints should be solved by direct discussion with the staff member involved. Majority of the time, the simplest, quickest, and most satisfactory solution is achieved at this level. If the concern is not adequately addressed or solved, complaints will be taken up to the next level.
5. **Meeting with the Administration:** If the parent is unsatisfied then a request for a meeting with the administrator can be arranged.

We realize that differences and misunderstandings might occur and we encourage resolving these issues promptly to ensure a fair and equitable resolution. ACA will only be involved in conflicts involving a student and a staff member, parent, curriculum or other school-related issues. ACA will not get involved in the resolution of conflict between parents or students that are not directly related to the school.

#### **13.1.4. Appeals & Resolution**

If a resolution of a problem is not achieved after meeting with the Principal, the parent/guardian can submit the concern to the School Council.

If the mediation does not result in resolution of the problem to the parent's satisfaction, the parent can request the School Council President to escalate the matter to the ACA Board during the next Board meeting held monthly. In order to guarantee accurate presentation of the issues to the Board, the parent(s) must make the appeal to the Board in writing.

Any decision by the Board is considered to be final. The Board of Directors is the last resort in the process, a stand which the Board and Administration support and agree on.

## **13.2. Interaction & Communication**

It is important to establish a climate at school in which the dignity and rights of each individual is recognized and protected. This section lists what would be considered inappropriate forms of interaction and communication.

### **13.2.1. Harassment**

The vast majority of parents/guardians and anyone visiting the school are willing to work with the staff and are supportive of the school. However, a small minority have portrayed a negative attitude towards the school which resulted in aggression, verbal and/or physical harassment towards school staff. ACA expects our staff to behave professionally in these instances and attempt to defuse the situation whenever possible through the involvement of appropriate Administrators. We recognize that all employees have the right to work in an environment which is free of harassment.

The purpose of this policy is to ensure that harassment does not occur. However, should occur, ACA undertakes that allegations of harassment will be dealt with seriously and confidentially, using the procedures set forth in this policy and that employees will be protected against victimization for making or being involved in a complaint.

#### **13.2.1.1. Aims and Objectives:**

Our aim is to express that employee harassment whether verbal, physical, or in any other forms is unacceptable. We have procedures in place to ensure that harassment issues are



addressed quickly, effectively, delicately, and confidentially. By adopting this policy, ACA intends to take a clear stand with regards to harassment and bullying. Under extreme cases, law enforcement will be informed.

### **13.2.1.2. Definition of Harassment**

There is no single, simple definition of harassment. It is summarized as conduct which is unwanted, unreasonable, and offensive to the recipient. This could be persistent behavior over a period of time or a single incident. It is the deed itself and the impact on the recipient which determines what constitutes harassment rather than the intention of the perpetrator.

It is important that the governing body, ACA Board, and its Administrators understand that it is not primarily their perception of what conduct is acceptable which defines harassment, rather it is the view of the recipient which is most important and if the recipient feels that he/she has been harassed. The complaint must be taken seriously and acted upon swiftly and appropriately.

### **13.2.1.3. Forms of Harassment**

Harassment may be directed at and can be carried out by an individual or a group of individuals. It can range from extreme forms such as violence to less obvious actions. Behavior that are considered serious and unacceptable will not be tolerated.

The list below is not an exhaustive list but seeks to provide examples of unacceptable behavior:

- Shouting at a staff member, either in person or over the telephone.
- Physically intimidating a staff member and not (i.e. standing very close to him/her).
- The use of aggressive hand gestures.
- Threatening a staff member.
- Staring and holding a fist towards another person.
- Verbal and written abuse through jokes, offensive language, name-calling, gossip, slander, and character defamation, etc.
- Abuse of management procedures to threaten, humiliate, or coerce.
- Threats or promises affecting work performance or linked to employment prospects.

### **13.2.1.4. Effects of Harassment**

A victim of harassment or bullying may suffer physical and/or emotional effects such as disturbed sleep, nausea, lack of confidence, distraction from carrying out responsibilities/duties properly, or lack motivation, and depression. Regardless of the form of harassment, the impact on the employee should not be underestimated. Harassment can lead to illness, increased absence, poor performance, and confusion over status and role leading to an apparent lack of commitment or even resignation. Harassment can also result in tension and conflict within the workplace and puts a strain on personal and family

life. These factors will have a direct impact on the effectiveness of the school as a whole. Failure to deal with harassment properly and promptly also leave ACA vulnerable to legal action in which financial remedies awarded have no limit and can be considerable.

### **13.2.1.5. Harassment Policy**

This policy is intended to enable complaints to be dealt with thoughtfully and quickly. Where a complaint has been upheld, ACA will ensure that:

- Harassment has ceased.
- No victimization occurs as a result.
- Any changes to policies, practices, and procedures are made.
- All complaints will be submitted in writing to the Administration or immediate supervisor.

#### **Informal Procedures:**

- When a parent or member of the community behaves in an unacceptable way towards a staff member, the Administration will seek to resolve the situation through discussion and mediation.
- Attempts shall be made to resolve the complaint quickly and informally if possible (within 3 school days) and ideally on the spot.
- Complainant's desired outcome such as a warning letter to the parents, and possibilities of re-address should be discussed (this is not an admission of liability).
- Typically, complaints will not be investigated if more than 60 days have passed since the incident took place.

#### **Formal Procedures:**

- If the misconduct continues or it is not appropriate to resolve the problem informally either due to the serious nature of the complaint or where informal attempts at resolution have failed, the issue shall be raised to the formal stage.
- The perpetrator shall be notified that he/she is under observation for a period of time. If the misconduct continues, the perpetrator will be restrained from entering ACA's premises for a period of time, subject to review. All communication from the parent will be blocked and ceased. If it breaches, the Police will be involved.

Students learn best when there is a positive partnership between home and school. While every effort will be made to work with parents, this will only be possible when parents conduct themselves in an appropriate way.

Unfortunately, where a parent's behavior is either unacceptable or serious it will not be possible to continue working with him/her and as a final resort legal action may be taken. Any later version of this document will automatically supersede the previous one.

### 13.3. Visitor Check-In/Check-Out Policy

All visitors entering the school property must enter through the front office. Visitors are required to sign-in, state the purpose of visit, and proceed only to the approved area. Upon completion, visitors must sign-out and exit the campus promptly.

### 13.4. Visiting Campus & Classrooms

Parents are welcome to be on campus while school is in session. Please call and make an appointment to secure permission from the Administration.

During the visit, parents are expected to:

- Respect the teacher's classroom rules and the teacher's authority in the classroom.
- Do not talk to the teacher or students while class is in session.
- Birthdays are not celebrated at ACA. Please do not bring party items to school.
- Never take any materials from the classroom without the teacher's/administrator's permission.
- Non-ACA students wishing to visit the school and observe classes should have their parents contact the school at least a day in advance and secure approval from the Principal. Should the visitor be a disruption to the class for any reason, he/she will be sent to the Administration and the parents will be contacted to pick him/her up.

### 13.5. Parent Teacher Association (PTA)

The assembly of ACA parents and teachers make up ACA's PTA. For inquiries, PTA can be reached at [aca.pta@azacademy.org](mailto:aca.pta@azacademy.org).

### 13.6. School Council

ACA School Council is the organization that represents all stakeholders in ACA. All schools in Arizona are legally required to have a school council. Its function is to field concerns from any stakeholder (student, parent, employee, administration, board, or community at large), and resolve any conflict in a fair, balanced, and democratic manner.

A copy of the ACA School Council bylaws can be obtained from the ACA website at <https://www.azacademy.org/our-team/school-council.cfm>. The council meets on a monthly basis or as needed. All concerns, suggestions, or other matters should be submitted in writing to the President or the Secretary. For more information email [aca.council@azacademy.org](mailto:aca.council@azacademy.org).

### 13.7. Parent-Teacher Conferences

Parent-Teacher Conferences are held regularly upon parents or teachers request and as needed. All teachers are assigned office hours. Parents can schedule meetings during this time to discuss

their child's academic performance, behavior, or any other concerns. Parents are encouraged to contact their teachers to discuss their child's academic and behavioral progress from time to time.

### 13.8. Parent Service Program (PSP)

In an effort to increase stakeholder's involvement in our school and meet the cognia™ (formerly AdvancED organization) requirement; ACA has a Parent Service Program.

#### **Concept:**

- Each ACA family must volunteer a minimum of 5 hours OR pay \$75 per academic year as a "Volunteer Fee" to support the program.
- Volunteers shall help with general school tasks such as assisting in the office, the cafeteria, school events, chaperoning on a field trips, and other duties as assigned.
- Parents who volunteer in specialized areas outside of general school tasks in accordance with their expertise are welcome.
- There is no maximum limit for volunteer hours per family.
- Active participation in and attending school committee meetings counts towards the 5-hour requirement.
- Parents with the highest volunteer hours per year will be rewarded at the discretion of ACA.
- The Administration will maintain its record keeping through the use of a google form that parents can fill in during the school year.

#### **Procedures:**

- A. Define the Need** – The ACA Principal and Administration specifies periodic help areas where volunteers are most needed for the upcoming year:
- Voluntary tasks needed.
  - Time and day of the week.
  - Number of volunteers in each task.
- Events will be posted on [this page](#) along with sign-up links for school events throughout the school year.
  - This online [sign-up sheet](#) is provided at the beginning of the year for parents to record their service hours.
  - Contact the Administration should there be a specific area of interest that parents would like to offer support with other than school related events and activities.
- B. Grouping the volunteers**
- All ACA parents will fill out an ACA Volunteer Commitment Form, where they either commit to 5 volunteer hours or opt-out at the time of school registration.
  - The form must be returned to the Administration or volunteer subcommittee as part of the student enrollment process.
  - Parents who opt-out will be subject to a \$75 fee to assist with the program.
  - Parents who commit to volunteer will be divided alphabetically to 10 monthly groups by the volunteer subcommittee. Each group is assigned to 1 month of the academic year; approximately 15-20 families in each group.
-

**C. Volunteer Sub-Committee**

- The Administration will recruit members to form the volunteer subcommittee that will organize, implement, and monitor the PSP.
- The Principal shall chair the subcommittee.
- It will meet once a month.
- It will obtain all completed volunteer forms with commitment from the Administration ensuring volunteer phone numbers are included.
- Volunteers will be divided into monthly groups.
- The volunteer subcommittee will make a monthly blank calendar with tasks that need volunteers.
- A subcommittee member will call the list of volunteer parents assigned for the month to enlist them for the tasks of the month.

**D. Monitoring**

- The Administration assigns an employee to monitor the volunteer attendance in each task and report the completion of the task to the volunteer subcommittee.
- Parents who do not honor the scheduled volunteering commitment twice will pay \$125 volunteer fee before the end of the academic year.
- All volunteers are subject to background screening.
- ACA reserves the right to decline, reassign, or dismiss any volunteer at its discretion.

**13.8.1. Volunteering Guidelines**

Review the guidelines listed below prior to signing up for available volunteering opportunities on or off campus.

- All services must comply with the policies outlined in the ACA [Code of Conduct](#), Handbook, and general Islamic guidelines.
- Student volunteer service hours may be earned in both the school and/or the community, if they adhere to the guidelines outlined in this policy.
- Services for which a student or an organization that a student belongs to receives financial/or other substantial compensation will not be counted. This would include revenues from ticket sales or donations. For example, participation in a car wash sponsored by a club would not count as community service. An exception to this guideline would be if the organization is donating the profits (less expenses) to a bona fide charity.
- Hours can be earned through volunteering for assisting in setting up events for teachers such as 3rd Grade's Living Museum or 5th Grade's Science Fair.
- A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a

member of the organization benefiting from the event. For example, a student, who is not a member of the Drama Club, may volunteer to usher and collect tickets at a drama club production and earn hours.

- Practice time for ACA Athletics will not count as volunteer hours.
- Service-learning hours documented for community service as part of non-credit granting workshops, programs or conferences will count as volunteer service.
- Fundraising activities for non-profit charities will count as volunteer service hours such as Helping Hand Relief & Development or Islamic Relief.
- Volunteering at events or programs sponsored by governmental agencies will count.
- Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.
- Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours. A student may earn service hours by volunteering with a doctor, lawyer or dentist only when “pro-bono” work is being performed.
- Service performed on staff at non-profit athletic such as ACA basketball home games will count towards volunteering hours.
- After-School and In-School tutoring will count as volunteer hours. However, the tutoring sessions cannot take place during any of the tutor’s academic classes.
- Service hours will be awarded for students volunteering on political and issue campaigns. To receive service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive service-learning hours for volunteering on the political campaign of a school board employee or in school board elections. Students are not eligible to receive service-learning hours for campaigning or being engaged in political activities during the school day and on school campuses.
- Students may receive volunteer hours for helping at their local Masjid.
- In general, service rendered directly to a for profit institution or organization will not count. Volunteering at a “For Profit” summer camp does not qualify for service learning. Please note that the collection of a fee does not determine the “Not for Profit” status. The State of AZ issues a 501(c)(3) certificate to “Non-Profit” organizations.
- A student may receive service hours credit for the time donating blood at an off-campus facility or after school.
- Service for a student’s family or family business will not count.
- Service performed as a result of disciplinary action taken by the school or the courts will not count.
- Participation in campus or competitive activities such as athletics, plays, debate meets, etc. will not count.
- Service performed as an academic requirement will not count.
- Babysitting, or similar services, performed for an individual family, will not count, even if it is done on ACA’s campus. Babysitting services for school related activities will count.
- Volunteer hours may not be certified by a family member or fellow student
- The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project.

Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs

#### **On Campus Volunteering:**

- Organizing donation drives.
- Helping teachers file paperwork (not grading).
- Campus beautification efforts.
- Parking Lot duty - 11th and 12th grades.
- Helping with Friday prayers set-up.
- Assisting Ms. Helen with:
  - Computer lab period clean-up and organization.
  - Book reading/story-telling for Montessori students.
  - Assisting Elementary teachers with organize classes or stationery.
- Assisting with classroom supervision

Click on the link below to sign-up for volunteer opportunities on-campus:

[https://docs.google.com/forms/d/e/1FAIpQLScIomM8zskxZyr7cfB\\_ENBfk6\\_5ApxhgF-hWhbUv\\_mRSLBqHA/viewform](https://docs.google.com/forms/d/e/1FAIpQLScIomM8zskxZyr7cfB_ENBfk6_5ApxhgF-hWhbUv_mRSLBqHA/viewform)

## **14. Health**

ACA takes students safety and health into high consideration for that, all teachers and staff members have a current first aid and CPR training and will administer in case of emergency.

- ACA provides basic infirmary services through our school nurse.
- Students will be sent to the nurse's office for first aid needs.
- Parents will be called to make the decision to pick up the child or authorize the administration of over the counter medication.
- For safety precautions please do not send your child to school if they have a fever or contagious disease.

### **14.1. Immunization**

Immunization records must be current and submitted before a student can be enrolled or attend school. Students must submit documentation during the enrollment process.

### **14.2. Illness**

If a student is sick, they must be kept at home. Students who leave class because they are unwell must be picked up from school within 1 hour of the parent being notified. Students with excused absence due to illness shall remain home for the entire school day. Students that are requested doctor's clearance for their illness shall provide a doctor's note prior to being allowed back in class.

Any above-mentioned absentee who is found loitering around the campus during or after school hours shall be reported and marked as an unexcused absence for the day. The student shall report to the office to collect homework and parents must contact the office prior to the school visit.

### **14.3. Medication**

If students require medications during the school day, parents need to inform the school and provide written permission and any prescription from the physician. If it is necessary for a student to carry and self-administer an inhaler, a written recommendation from a physician is required and attached to a signed medical permission form. It is the parent's responsibility to ensure that all medications are current and provide instructions to the Administration on how to administer prescription. The medical permissions and all related information must be reviewed and updated each quarter.

## **15. Communication**

Throughout the school year parents and students will receive communication about important information, events, and activities related to school. ACA has various channels used to send out communication.

### **15.1. Orientation Day**

All parents are invited to attend the parent and student orientation day held before the start of the school year. The orientation is mandatory for all parents. The purpose of the orientation day is to allow parents to meet with the staff, teachers, tour the facility, pick up relevant handbooks, and sign any agreements related to the school and students.

### **15.2. Bulletin Boards and Flyers**

Parents are encouraged to read announcements and information posted on the bulletin boards located which is placed on the front parking lot wall and the administration office. Flyers or letters are sometimes sent home with students.

### **15.3. Email**

Parents email addresses must be provided and updated with the Administration in order to keep our distribution list current. We send communication relating to the school or student through email.

### **15.4. FACTS (Formerly RenWeb)**

Parents will occasionally get notifications from FACTS for absences, tardies, and grade reports.



## 16. Useful Resources for Elementary Students

### Language Arts:

- <http://www.schoolexpress.com/create.php>
- <http://owl.english.perdue.edu/owl/resource/611/01/>  
<http://www.bbc.co.uk/schools/ks3bitesize>
- [http://classroom.jc-schools.net/la/activities/subj-pred\\_files/frame.htm](http://classroom.jc-schools.net/la/activities/subj-pred_files/frame.htm)
- [http://www.harcourtschool.com/menus/trophies/grade\\_4.html](http://www.harcourtschool.com/menus/trophies/grade_4.html)
- <http://www.harcourtschool.com/menus/trophies/menu.html>
- [http://www.harcourtschool.com/activity/sensort/index\\_pre.html](http://www.harcourtschool.com/activity/sensort/index_pre.html)

### Math:

- [http://www.mathplayground.com/hm\\_multiplication.html](http://www.mathplayground.com/hm_multiplication.html)
- <http://www.mathplayground.com/alienangles.html>
- <http://www.funbrain.com/>
- <http://www.coolmath4kids.com/>
- <http://www.AAAMath.com>

### Science:

- <http://www.botanical-online.com/polinizacionangles.htm>
- <http://www.healthology.com/cancer>
- [www.biology4kids.com](http://www.biology4kids.com)
- <http://www.glenbrook.k12.il.us/gbssci/Phys/Class/waves/u1011a.html>
- <http://www.fearofphysics.com/index1.html>
- <http://www.fearofphysics.com/Sound/dist.html>

### Social Studies:

- [http://www.sheppardsoftware.com/web\\_games.htm](http://www.sheppardsoftware.com/web_games.htm)
- <http://www.desertusa.com/index.html>
- [http://alliance.la.asu.edu/maps/AZ\\_landmarks\\_color.pdf](http://alliance.la.asu.edu/maps/AZ_landmarks_color.pdf)
- <http://azstateparks.com/index.html>
- <http://www.socialstudiesforkids.com/>

### Qura'an:

- <http://www.altafsir.com/>
- <http://www.scribd.com/doc/7751958/Learn-Quran-with-Basic-Rules-of-Tajweed->
- [www.QuranSchool.com](http://www.QuranSchool.com)
- <http://www.quranexplorer.com/>
- <http://tanzil.info/>

- <http://www.islamicstudies.info/tafheem.php>

### Islamic Studies:

- <http://www.islamicplayground.com/scripts/prodView.asp?idProduct=60>

### Arabic:

- [http://www.madinaharabic.com/Arabic\\_Language\\_Course/Arabic\\_%20Language\\_%20Course.htm](http://www.madinaharabic.com/Arabic_Language_Course/Arabic_%20Language_%20Course.htm)
- Arabic keyboard: <http://www.arabic-Akeyboard.org/>
- Arabic - English translator: [http://www.stars21.com/translator/arabic\\_to\\_english.html](http://www.stars21.com/translator/arabic_to_english.html)
- 24 hours Arabic Islamic channel:
- <http://worldtv.com/toyouraljanah>
- <http://www.fomny.org/Islam-tv.php>
- Arabic numbers: <http://www.youtube.com/watch?v=1wzrebzHJ0s&feature=related>
- Arabic Alphabet: <http://www.youtube.com/watch?v=cAzXdkgwpo&feature=related>
- Arabic fruit song: <http://www.youtube.com/watch?v=SIU0CdKT-0s&feature=related>
- Baba telephone: <http://www.youtube.com/watch?v=XJ31XMvu8GY&feature=related>
- My teach: [http://www.youtube.com/watch?v=jwca-02ue\\_4&feature=related](http://www.youtube.com/watch?v=jwca-02ue_4&feature=related)
- Arabic short stories: [http://www.youtube.com/watch?v=sj0K\\_Fv5vXQ&feature=related](http://www.youtube.com/watch?v=sj0K_Fv5vXQ&feature=related)
- My life is all for god Arabic Nasheed:  
<http://www.youtube.com/watch?v=QISbtWp85dl&feature=related>
- Ya taiba: [http://www.youtube.com/watch?v=\\_nSswlYmkkM&feature=related](http://www.youtube.com/watch?v=_nSswlYmkkM&feature=related)
- Labic rasul Allah: <http://www.youtube.com/watch?v=jwEOM2XNsp0&feature=related>

### Multiple Subjects Resources:

- <http://www.abcteach.com>
- [www.treasures4teachers.org](http://www.treasures4teachers.org)
- <http://Scholastic.com>
- <http://www.funbrain.com/>
- <http://www.kids.gov/>
- <http://www.kidsknowit.com/>
- <http://www.enchantedlearning.com>
- <http://www.discoveryschool.com>
- <http://www.wikipedia.com>
- [www.starfall.com](http://www.starfall.com)
- [www.readinglearning.com](http://www.readinglearning.com)
- [www.edhelper.com](http://www.edhelper.com)
- [www.superteacherworksheets.com](http://www.superteacherworksheets.com)
- [www.magickeys.com/books/](http://www.magickeys.com/books/)
- [www.tlsbooks.com](http://www.tlsbooks.com)

- [www.picturetrail.com](http://www.picturetrail.com)

## 17. Agreement Statement

I acknowledge that I have received the Arizona Cultural Academy Parent and Student Handbook for 2015-2016, either as a hard copy, or online access through the school website at [azacademy.org](http://azacademy.org).

I have been given the opportunity to read it and review it with my child/children. I understand that I may call the school office if I have any questions about the information contained in the handbook.

I hereby agree to cooperate and abide by all the rules and regulations provided in the Arizona Cultural Academy Parent/Student Handbook. I acknowledge that by enrolling in my child in Arizona Cultural Academy, I acknowledge and agree to the terms, conditions, and regulations

We hope we have covered all aspects of school life for your child or children in this handbook.

Insha'Allah we hope this year will be beneficial to our children

We thank you for supporting our school.