

ARIZONA CULTURAL ACADEMY & COLLEGE PREP

7810 S. 42nd Place, Phoenix, AZ 85042 - Tel: 602-454-1222 - Fax: 602-453-3222---www.azacademy.org

Guide to Solving Problems and Getting Answers Fast at ACA

ACA has procedures in place to efficiently address questions and suggestions from parents and community members. This guide helps identify the staff best equipped to answer concerns. Please feel free to contact us with any questions about the school or your child's progress.

Our goal is to resolve issues at the lowest level possible, only elevating concerns when necessary.

K-12 Curriculum Questions

- Step 1 Classroom teacher; if not resolved...
- Step 2 Vice Principal of Academics; if not resolved...
- Step 3 School Principal or call the principal's assistant; if not resolved...
- Step 4 Human Resources; if not resolved...
- Step 5 Contact the school's board of directors

Medical Questions and Concerns

- Step 1 School Nurse; if not resolved...
- Step 2 Operational Manager; if not resolved...
- Step 3 Vice Principal of Climate & Culture; if not resolved...
- School Principal via email or call the principal's assistant; if not resolved...

Students Services

- After-School Activities (Clubs, etc.)
- PikMyKid
- Uniform
- Attendance
- Chromebooks
- Gifted and Special Education inquiries
- Transportation.

K-12 Student Behavior

- Step 1 Classroom teacher; if not resolved...
- Step 2 Vice Principal of Climate & Culture; if not resolved...
- Step 3 School Principal via email or call the principal's assistant; if not resolved...
- Step 4 Human Resources

Budget and Finance Questions

- Step 1 School accountant; if not resolved...
- Step 2 School Principal via email or call the principal's assistant; if not resolved...

Athletics

- Step 1 Coach; if not resolved...
- Step 2 Operational Manager; if not resolved...
- Step 3 Vice Principal of Climate & Culture; if not resolved...
- Step 4 School Principal via email or call the principal's assistant.

Facility Usage

- Step 1 Facility Manager; if not resolved...
- Step 2 Operational Manager; if not resolved...
- Step 3 School Principal via email or call the principal's assistant..

Early Childhood

- Step 1 Classroom teacher via HiMama, in person, or via email; if not resolved...
- Step 2 Early Childhood Director; if not resolved...
- Step 3 Registrar's Office; if not resolved...
- Step 4 Operational Manager; if not resolved...
- Step 5 School Principal via email or call the principal's assistant.; if not resolved....
- Step 6 Human Resources; if not resolved....
- Step 7 Contact the school's board of directors.

The question is not in any of the other categories.

- Step 1 Classroom teacher via email; if not resolved...
- Step 2 Registrar's Office; if not resolved...
- Step 3 Operational Manager; if not resolved...
- Step 4 Vice Principal of Climate & Culture; if not resolved...
- Step 5 School Principal via email or call the principal's assistant; if not resolved....
- Step 6 Human Resources; if not resolved....
- Step 7 Contact the school's board of directors

How to Contact Us

Position	Name	Phone Ext.	Email
School's board of directors	Board members	N/A	aca.board@azacademy.org
Principal	Dr. Christine McGee	N/A	aca.principal@azacademy.org
Vice Principal- Climate & Culture	Lama Zaino	105	lama.zaino@azacademy.org
Vice Principal- Academics	Lynda Dekkiche	N/A	Lynda.dekkiche@azacademy.org
Registrar Office	Doaa Ismail	102	aca.registrar@azacademy.org
Human Resources	Sahba Sadat	103	sahba.sadat@azacademy.org
School Nurse	Khadija Maouche	104	aca.nurse@azacademy.org
Principal Assistant	Alaa Alian	107	alaa.alian@azacademy.org
Early Childhood Director	Julia Hammond	110	julia.hammond@azacademy.org
Operational Manager	Tima Mouslli	111	tima.mouslli@azacademy.org
Facility Manager	Sekar Cortes	113	sekar.cortes@azacademy.org
Campus Receptionist	Rayan Bacha	114	rayan.bacha@azacademy.org
Students Services	Abir Hassn	115	abir.hassn@azacademy.org

