



# **2018-2019 Arizona Parent & Student Handbook**

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Learn. Lead. Change the World!

**AMERICAN LEADERSHIP**  

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**ACADEMY**

# AMERICAN LEADERSHIP ACADEMY

This 2018-2019 American Leadership Academy Arizona Parent & Student Handbook (the “Handbook”) was approved by the American Leadership Academy (“ALA”) Board of Directors at a meeting properly noticed and held open to the public on August 28, 2018, and published on September 2018. This Handbook replaces all prior versions.

ALA reserves the right to update this Handbook at any time in accordance with its policies and procedures. The most recent version of the Handbook is available on ALA’s website ([www.alaschools.org](http://www.alaschools.org)).

The following policies and procedures are not intended to be all-inclusive. ALA reserves the right to interpret, apply, or terminate the following policies and procedures, in whole or in part, in its sole discretion.

ALA has made every reasonable effort to ensure the policies in this Handbook comply with all applicable state and federal laws and regulations. If this Handbook contains a policy that does not comply with applicable law, that law takes precedence over the Handbook policy. If any part of the Handbook is, for any reason, held to be unenforceable, such provision is severable and the rest of the Handbook remains fully enforceable.

By enrolling in ALA, Parent/Legal Guardian and Student agree that they have read and understand the information contained in this Handbook, and that both Parent/Legal Guardian and Student will abide by all ALA policies and procedures contained in this Handbook, or elsewhere, while Student is enrolled at ALA.

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# AMERICAN LEADERSHIP ACADEMY



## MISSION

The mission of ALA is **to provide the best educational experience to as many students as possible in a moral and wholesome environment.**



## PHILOSOPHY

ALA was founded to provide parents a choice in their child's education. We are committed to partnering with families to help every student reach their highest individual potential academically, socially, and emotionally. When it comes to education, we believe environment matters. That's why we have created an environment that reinforces traditional values (RAISE) that are taught in the home, combined with a rigorous curriculum. The moral and wholesome environment found at ALA creates a safe culture where distractions are minimized and learning is accelerated.



## VISION

The vision of ALA is: **Learn. Lead. Change the World!**



## VALUES

ALA espouses five universal values which permeate daily life and culture on and off campus: **Respect, Accountability, Integrity, Service, Excellence (RAISE).**



## STUDENT LEADERSHIP PLEDGE K-6

As a student of ALA, I **RESPECT** others and myself. I am **ACCOUNTABLE** for my choices, and I demonstrate **INTEGRITY** by honoring my word. I **SERVE** others and seek **EXCELLENCE** in all I do. By living the **RAISE** values, we will fulfill our vision to **Learn. Lead. Change the World!**

# AMERICAN LEADERSHIP ACADEMY

## 2018-2019 District Calendar

### July 2018

Su	M	T	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-6: All ALA Offices Closed  
23-31: Teacher Training

### January 2019

Su	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24-4: No School (Winter Break) ❄️  
16: Early Release (Teacher Professional Development)  
21: No School (Civil Rights Day)

### August 2018

Su	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6: First Day of School  
15: Early Release (Teacher Professional Development)  
29: Early Release (Teacher Professional Development)

### February 2019

Su	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

6: Early Release (PT Conference)  
13: Early Release (Teacher Professional Development)  
18: No School (Presidents Day)

### September 2018

Su	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3: No School (Labor Day)  
12: Early Release (PT Conference)  
26: Early Release (Teacher Professional Development)

### March 2019

Su	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7: Early Release (Grading Day & Personal Development Day)  
8-15: No School (Spring Break) 🌸 🌸 🌸 🌸

### October 2018

Su	M	T	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4: Early Release (Grading Day & Personal Development Day)  
5-12: No School (Fall Break) 🍁  
24: Early Release (Teacher Professional Development)

### April 2019

Su	M	T	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

10: Early Release (Teacher Professional Development)  
18: Early Release (Teacher Professional Development)  
19: No School (Good Friday)

### November 2018

Su	M	T	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12: No School (Veterans Day)  
14: Early Release (Teacher Professional Development)  
21-23: No School (Thanksgiving)

### May 2019

Su	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8: Early Release (Teacher Professional Development)  
24: Early Release - Last Day of School 🌞

### December 2018

Su	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19: Early Release (Teacher Professional Development)  
21: Early Release (Teacher Professional Development)  
24-4: No School (Winter Break) ❄️

### Calendar Key

ALA Offices Closed
Teacher Training
Early Release Day
NO SCHOOL
First Day of School





# AMERICAN LEADERSHIP ACADEMY

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## 1. ACADEMICS

The curriculum at ALA is fully aligned to the Arizona K-12 State Standards. To view the Arizona academic standards, please visit the Arizona Department of Education website at <http://www.azed.gov/standards-practices/>. The curriculum for American Leadership Academy is updated frequently based on changes to state standards as well as input from teachers and student assessment outcomes. If you have any questions regarding your child's curriculum, please contact your child's teacher or your campus administrator.

### 1.1 PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held once in the first semester. During this time, parents/legal guardians are provided with the opportunity for a one-on-one meeting with their child's teacher to discuss progress, celebrations, and concerns. In the second semester, student-led conferences are held to allow students the opportunity to discuss their progress and celebrations with their parents/legal guardians and classroom teacher. Parents/legal guardians that are concerned about their child's progress may schedule a meeting with their child's teacher and campus administration prior to or in-between these conference dates.

### 1.2 ASSESSMENTS

#### 1.2.1 GENERAL ASSESSMENTS

Student progress towards grade level objectives is assessed throughout the school year. The following assessment schedule is followed to ensure that relevant and timely information can be shared with families regarding their child's academic performance:

GRADE	ASSESSMENT	FREQUENCY	RESULTS
<b>Kindergarten</b>	Kindergarten Screening Assessment	Once Prior to Start of School Year	Shared In-Person After Screening
<b>Kindergarten &amp; 1st Grade</b>	English Language Arts & Mathematics (ATI Galileo)	Four Times Per Year (Fall, Winter, Spring, End of Year)	Shared at Parent-Teacher Conferences and Posted on <a href="#">ATI Galileo Website</a>
<b>Kindergarten-3rd Grade</b>	Reading Fluency & Comprehension (DIBELS)	Three Times Per Year (Beginning, Middle and End of Year)	Shared In-Person at Parent-Teacher Conferences
<b>4th Grade, 8th &amp; 10th Grade</b>	Science (ATI Galileo)	Four Times Per Year (End of Each Quarter)	Shared at Parent-Teacher Conferences and Posted on <a href="#">ATI Galileo Website</a>
<b>2nd-12th Grade</b>	English Language Arts & Mathematics (ATI Galileo)	Four Times Per Year (End of Each Quarter)	Shared at Parent-Teacher Conferences and Posted on <a href="#">ATI Galileo Website</a>



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<b>3rd-11th Grade</b>	AzMerit & AIMS Science Statewide Testing	2-3 Days	Mailed Home Over Summer Vacation
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Parents/legal guardians can access student data for all ATI Galileo assessments by visiting: <https://www.assessmenttechnology.com/StudentCenter/StudentLogin/Login>. Parents/legal guardians and students should request ATI Galileo login information from their child's teacher.

## 1.2.2 STATE MANDATED ASSESSMENTS

Students in **grades 3- 8** will take AzMERIT in English language arts and mathematics at their grade level once in the Spring.

**Grade 8** students who are enrolled in a high school math course (Algebra I or Geometry) will take the AzMERIT End-of-Course ("EOC") Test corresponding to Algebra I or Geometry in lieu of their grade level math test.

High School students enrolled in **grades 9-11** will be required to take the AzMerit EOC assessment aligned to their mathematics and English courses.

- English EOC tests include: ELA 9, ELA 10, and ELA 11. Mathematics EOC tests include Algebra 1, Geometry and Algebra 2.
- AzMERIT EOC Tests are offered in the fall, spring, and summer. Students are expected to test in the same semester (fall, spring, summer) that the one credit course (Semester B) is completed.

AIMS Science will be administered to students in **4th & 8th grade** and **once in high school**—corresponding to their biology credit

The American Civics Act requires high school students to correctly answer at least 60 out of 100 questions on the state-mandated civics exam to receive a high school diploma. Students will be tested in **grade 8** during the Spring and any student who does not pass the assessment in the eighth grade will be given opportunities to re-test in high school. Students will be afforded as many opportunities as necessary to take the exam to receive a passing score.

## 1.2.3 OTHER ASSESSMENTS

**Gifted Assessments:** 1st-12th grade students that are referred for Gifted services are administered the CogAT gifted assessment. The CogAT is administered once in the Fall and once in the Spring. To register your child for an upcoming CogAT administration, please contact campus administration.

**Lexile Reading Level:** As part of our reading intervention and enrichment program, students in grades K-12 are assessed on reading fluency and comprehension and provided with a Lexile reading level. Using this data, the adaptive software programs, Smarty Ants (K-2) and Achieve3000 (3-12) provide grade-appropriate instruction to ensure that students are reading and writing at or above grade level. For more information on Lexile levels, please visit: <https://lexile.com/>.

**Final Exams/Midterms:** Students may not take final exams prior to the time they are scheduled. Students who are absent during semester final exams will receive an F for the final exam. In order for the grade to be changed, students must take the final exam within the first two weeks of the next semester as arranged

# AMERICAN LEADERSHIP ACADEMY

through administration.

## 1.3 INSTRUCTIONAL TIME

ALA teachers maximize the effective use of every minute of instructional time. Please help minimize distractions during instructional time by leaving messages, money, materials, etc. with the front office. The front office will deliver all messages and materials to the student. Only in instances of extreme emergency will front office staff interrupt core instructional time to deliver a message or materials. Please schedule your child's personal appointments outside of the instructional day.

## 1.4 GRADING WEIGHTS & SCALE

### K-6 Grading Weights:

- 50% Assessments/Quizzes
- 40% Classwork
- 10% Homework

### Junior High/ High School Grading Weights:

- 50% Assessments/Quizzes
- 20% Quarter Final
- 20% Classwork
- 10% Homework

GRADE	PERFORMANCE	GRADE POINTS (4.0)	WEIGHTED POINTS (5.0) (HONORS, AP, DUAL ENROLLMENT)
A	Outstanding	4	5
B	Very Good	3	4
C	Satisfactory	2	3
D	Having Difficulty	1	1
F	Serious Difficulty	0	0

## 1.5 GRADE REPORTS

Parents/legal guardians are able to view student progress in their courses through the Infinite Campus Parent Portal. Parents/legal guardians have the ability to print all grade reports through their Parent Portal. If you require assistance with obtaining a paper copy of a grade report, please contact your front office manager (K-6) or your Student Services Department (7-12).

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## **1.6 HOMEWORK**

ALA believes that meaningful homework is integral to the learning process and should be provided at all grade levels for the following purposes:

- To provide additional practice on previously learned skills  
(For example: completing math drills & problem sets, reading, researching and/ or writing).
- To enrich the learning experience  
(For example: sharing ideas with parents/legal guardians or using creative thought to complete a project or assignment).
- To provide students the opportunity to complete unfinished class assignments or make-up work due to absences.

Your child's teacher will provide clear expectations on all homework assignments. Concerns related to homework should be directed to your child's teacher and campus administration.

## **1.7 LATE WORK/MAKE-UP WORK**

Homework that is due the day that a student is absent is due upon return. Assignments missed due to an absence will be given an equal number of school days to complete assignments. Missed assignments may be picked up at the end of the school day. Students or parents/legal guardians must request make-up work 24 hours in advance of pick-up. Late homework & assignments will only be accepted within three school days after the assignment's original due date, and will be deducted 20% each day that it is late. Exceptions to this include if a student was absent when the assignment or homework assignment was due. No late assignments will be accepted after the third day without approval from School Administration.

## **1.8 TEST RETAKES**

Students may not retake an assessment or complete a test correction to improve an assessment grade. Exceptions to this may be outlined in an academic contract, Student Success Team action plan, 504 or IEP and must be approved by School Administration.

## **1.9 TUTORING**

Teachers are available before and after school to assist with assignments. Please contact your child's teacher for a specific time to meet, as needed.

## **1.10 PROMOTION/RETENTION**

Students at the K-8 level will be promoted if they are able to succeed at the next grade level. School Administration and the classroom teacher(s) will work closely together when formulating recommendations for students. Recommendations will be formulated using the following information:

- Age
- Social and emotional maturity
- Attendance
- Mastery of grade level standards
- Course grades

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If it is in the best interest of the student to be retained, the parent/legal guardian, teacher and School Administration will work in close cooperation to set up the student for success in the next school year. Ultimately, the teacher will have final say on whether the student will be retained.

Such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the student's individualized education plan and relevant federal and state law.

## **1.10.1 MOVE ON WHEN READING (“MOWR”)**

Pursuant to A.R.S. § 5-701, a student may not be promoted to the fourth grade if the student scores Minimally Proficient on the AzMerit Reading Assessment, Reading Fluency Measures. There are four good cause exemptions to retention for 3<sup>rd</sup> grade students who fail to meet the MOWR cut score. These apply if a student:

- Is an English learner or a limited English proficient student and has had fewer than two years of English language instruction; or
- Is in the process of a special education referral or evaluation and/or student has been diagnosed as having a significant reading impairment, including dyslexia; or
- Has an identified disability and has an IEP and the IEP team (including parent/legal guardian) agrees that promotion is appropriate; or
- Has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the 3<sup>rd</sup> grade reading standards as evidenced through a collection of reading assessments approved by the State Board.

## **1.11 HOMEBOUND INSTRUCTION**

ALA provides access to a certified teacher as well as core content for students who are eligible for homebound instruction. To be eligible, a physician must certify that a student will be absent for three months or more due to a medical condition. If you believe that your student is eligible for homebound instruction, please contact your campus administrator.

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## **2. ATTENDANCE**

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All students are required to attend school each day school is in session. For grades K-6, attendance is taken promptly at 8:00AM and again in the afternoon. For grades 7-12, attendance is taken each period throughout the day. When a student is absent, it is the responsibility of the parent/legal guardian to notify the school by calling the appropriate school attendance phone number listed below. Parents/legal guardians must notify the school within 24 hours of the absence in order for the absence to be considered “excused.” The attendance voicemail is available 24 hours per day. Sending an email directly to a student’s teacher will not be considered proper notice. Failure to provide timely notice to the school will result in the absence being coded as “unexcused.”

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ATTENDANCE EXTENSIONS		
Campus	Phone Number	Extension
Anthem	(480) 344-9800	1800
Gilbert	(480) 988-3204	1300
Gilbert North Elementary	(480) 344-9892	2100
Gilbert North High School	(480) 344-9895	2276
Gilbert South	(480) 344-9894	2599
Ironwood Elementary	(480) 344-9899	1900
Ironwood High School	(480) 344-9898	2012
Mesa	(480) 420-2110	1500
Queen Creek Elementary	(480) 420-2150	1700
Queen Creek High School	(480) 987-4500	1255
San Tan Valley	(480) 420-2100	1400
Signal Butte	(480) 344-9893	2400

The school will make a reasonable effort to telephone and notify the parent/legal guardian of students who are showing as unexcused.

## 2.1 ABSENCES

An absence will be considered excused when due to an illness, doctor/dental appointments (a note may be required), religious observances, family emergencies (death, court appearance, etc.), and/or out-of-school suspensions. Excused absences due to out-of-school suspension must not exceed 10% of the instructional days scheduled for the school year. Documentation is required prior to absences for religious observances, see the front office for details. Family vacations and extended holidays outside of scheduled school breaks will be considered unexcused, unless receiving prior authorization by an Administrator with plans to complete all classwork within the excused timeframe.

In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or Administrator approved family vacation to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student per A.R.S. §15-807(B). The school will document the date, reason, and person reporting the absence. Pursuant to A.R.S. § 15-803(A)(2), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or a person authorized by a parent.

According to the Arizona Guidelines and Procedures for Attendance, School Finance Manual, Revision 06-18 and ARS 15-901, students absent for ten consecutive school days, except for excused absences identified above, shall be withdrawn from the school effective the last day of attendance or reported excused absence.

Pursuant to ARS 15-803(B), absences, unexcused or excused, may be considered excessive when the number of absent days exceeds 10% of the instructional days. A student in grades 7-12 who is absent for 10% of instructional days for any course, per semester, (excused or unexcused) may be unable to receive credit for that course. In addition, excessive absences may result in a meeting with Administration or disciplinary action, including but not limited to: possible withholding of credit for grades 7-12, attendance contracts, and/or in-school suspension.

\*Be advised, students re-enrolling in subsequent years following an Attendance Contract will lose priority enrollment status and will be relegated to enrollment as a first-year student.



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\*Exceptions: Absences or tardiness for purposes of chronic or long-term illness that are accompanied by a Chronic Illness Form and physician's note will be exempt from this policy. Please contact the school Front Office for more information.

- *Note: Chronic illness documentation needs to be provided as soon as possible to the Health Office. Absences occurring prior to the date of the chronic illness paperwork (determined by the student's medical provider) will not be excused.*

Students who are absent from school more than 50% of the day of an activity may not attend activities planned on that day, such as, but not limited to; after school events/parties or extracurricular activities.

## 2.2 TARDINESS

Students should be in their classroom and in their seats when class begins. Students who fail to arrive to school or class on time are considered tardy. 7-12 students arriving after their class has started may be sent to the Prepared and Ready Area ("PAR") until the start of the next class. The Dean of Students is responsible for enforcing disciplinary action against a student any time he/she is tardy. In some cases, tardy students may be marked absent. Excessive tardies, excused or unexcused, may result in detentions, Saturday school, in-school suspensions, meeting with Administrators/Attendance Contract, loss of eligibility for extracurricular activities, loss of credit for grades 7-12, or further administrative action.

A tardy may be considered excused when due to an illness, doctor/dental appointments, religious observances, or family emergencies (death, court appearance, etc.), or circumstances beyond a student's control. A note from parent/legal guardian may be required. Parents/legal guardians may be notified via email of each unexcused tardy, and, if necessary, by telephone as required by law.

## 2.3 RELEASE FOR RELIGIOUS INSTRUCTION

Federal and State law allows students to be released from regular instruction for religious purposes, including participation in religious exercises or religious instruction. Students do not receive credit from ALA for religious instruction and the religious instruction must **not** take place on property owned by ALA. ALA is not affiliated with any organization providing religious instruction or exercises, and once students leave the ALA campus the school no longer has legal control over the students. However, disciplinary procedures may still apply.

Documentation, including written consent from parent/legal guardian, is required prior to absences for religious observance, see the front office for details.

## 2.4 CHECKING STUDENTS IN/OUT OF SCHOOL

Any student arriving late to school must be checked in by a parent/guardian or authorized representative. This also applies when checking a student out of school. School Administration exercise caution in releasing students during the school day. If a student must be checked out of school prior to the end of the school day, parent/legal guardian is required to personally sign their child out before leaving the campus. Parent/legal guardian must present a valid government-issued ID at the front office to verify their identity. Only authorized persons listed in Infinite Campus may check students in or out of school.

Please be aware that students who are checked out before a certain time may be marked absent for half or all of the school day in accordance with state instructional minutes guidelines. As a matter of policy, students are prohibited from leaving campus within 15 minutes of the end of the school day (unless there is an emergency).

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In the event of illness, parents or emergency contacts will be responsible to pick up their children immediately upon being contacted by the school health office. Please keep the school office updated with current phone numbers and emergency contact information.

## **2.5 STUDENTS ON CAMPUS**

Under no circumstances may students remain on campus unsupervised. Per ALA policy, students are permitted on campus no earlier than 7:30 AM. If students arrive before 7:30 AM, they will not be allowed inside the building or within the gates of the campus. Students are to vacate campus after the final bell unless involved in an authorized activity such as tutoring or other after school program. Parents/legal guardians should pick up their child/children within 20 minutes after the end of the school day. Students unaccompanied by a parent/legal guardian will be escorted to a designated waiting area. This includes siblings of students who are involved in an authorized activity but who themselves are not part of that group or activity. The designated waiting area for K-6 students is in the Innovation Learning classroom (drop-in fees will apply).

### **2.5.1 CLOSED CAMPUS POLICY**

Student safety is one of ALA's top priorities and therefore ALA maintains a closed campus. Students are prohibited from leaving campus for any reason during school hours or during after-school activities, unless excused or accompanied by the adult supervisor of that activity.

Persons who come onto campus without official business are considered to be trespassing. All visitors to the school must come directly to the campus front office where they must sign in and obtain an official school visitor's pass to wear visibly on their outer clothing. See Section 28.1 Visitor Policy for more information.

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## **3. DROP-OFF/PICK-UP**

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Parents/legal guardians are responsible for safely transporting students to and from school. Carpools are strongly encouraged. ALA is not responsible for carpools and assumes no liability for matters related to the organization, management, or execution of car pools.

Substitute Rides Home: ALA accepts no responsibility for students getting Substitute Rides Home in their carpool. Parents/legal guardians should ensure their child(ren) knows whom they are riding with before the school day begins.

### **3.1 STUDENT DRIVERS**

Students that are 17 years old are prohibited from signing themselves or siblings out of school unless the school has received prior written notice from the parent/legal guardian for each instance. Parents/legal guardians of 16-year-old students must sign-out their child in person, at the front office of the campus. Emancipated students are exempt from parent/legal guardian signatures releasing them from school.

#### **3.1.1 STUDENT PARKING POLICY**

The school has a limited number of parking spaces. All student drivers must apply for a parking permit at their campus front office. Only students who have been issued a parking permit or assigned space will be allowed to park at the school during the school day. Parking permits will be assigned based on the following priorities:

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1. Seniors
2. Student drivers with siblings
3. Juniors
4. All other student drivers

The parking permit must hang from the rear-view mirror of the student's vehicle and be visible at all times.  
**Students may only park in the designated student parking area.**

Students are prohibited from parking in the following areas:

- Along the curb
- Admin, Staff, K-6 campus or visitor parking lots
- Reserved parking spaces

Student's parking permit or assigned space may be revoked if any of the following occur:

- Student's vehicle is illegally parked
- Student parks in the Admin, Staff, K-6 campus or visitor parking lots
- Student parks along the curb
- No parking permit is displayed
- Failure to observe the posted speed limit
- Failure to follow the posted flow of traffic

Students will not be issued a refund if their parking permit or assigned space is revoked due to failure to adhere to ALA policies.

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## 4. EMERGENCY PREPAREDNESS & DRILLS

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To ensure the safety of all students and staff, it is imperative that both understand and practice the basic procedures of fire and lockdown drills. Each campus will conduct one fire drill per month and one lock down each semester. We are also advised to hold fire drills and lockdowns at different times throughout the day.

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## 5. ENGLISH LANGUAGE LEARNER ("ELL") PROGRAM

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ALA's ELL program serves students who are second language learners and need assistance learning English. Additional supports are provided to ELL students in the areas of listening, reading, writing, and speaking. Eligibility for ELL services is determined using information provided by the parent/legal guardian or teacher as well as results from the English Language Learner state assessment ("AZELLA"). For additional information about ALA's ELL program, please call the district office at (480) 420-2101 or visit the school website at <https://www.alaschools.org/academics/english-language-learners-ell>.

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## 6. ENROLLMENT & ADMISSIONS

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In accordance with A.R.S. §15-184, ALA accepts all students who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building. Enrollment preference is given to the following students:

- Students returning in the second or subsequent year of enrollment, including siblings of students already enrolled at ALA;
- Children or grandchildren of employees and board members;

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- Transfer students within the ALA network of schools; and
- Students qualifying for the McKinney Vento program.

ALA does not limit admission based on race, ethnicity, national origin, religion, gender, gender identity, income level, disability, English proficiency or athletic ability.

ALA may refuse to admit any student expelled or awaiting expulsion from their previous school (see A.R.S. §15-184(i)).

ALA's Enrollment and Lottery Policy is available upon written request and supersedes any other previously established enrollment policy. Please refer to ALA's Enrollment and Lottery Policy for additional information.

## **6.1 APPLICATION PROCESS**

Applications may be submitted during the open enrollment period, prior to the start of each school year. Open enrollment dates for the upcoming school year will be posted on the school's website and the front office of each campus.

Application forms can be accessed at the school's website, or at the front office of each campus. All applications must be complete to be considered received. Applications will be time-stamped upon receipt.

Following notification of acceptance, students have ten business days to confirm acceptance and complete all necessary documentation provided to student by ALA. Failure to complete the necessary documentation within this timeframe may result in loss of priority.

The enrollment process will be considered complete when parents/legal guardians have submitted an electronic enrollment form, proof of residency form, student immunization records, student birth certificate, or other required documents pursuant to A.R.S. §15-828. ALA may require parents/legal guardians to submit additional documentation including, but not limited to, custody agreements, affidavit of homeschool instruction, ESEA form, Special Education IEP, MET, etc.

Any false statement or omission of information on enrollment documents (interest forms or enrollment forms), including falsely indicating priority eligibility, may result in revocation of enrollment offers.

## **6.2 KINDERGARTEN ENROLLMENT POLICY**

Enrollment priority will be given to Kindergarten students who are five years old before September 1<sup>st</sup> of the current school year. If the school has additional capacity, ALA may admit students who turn five years old after August 31<sup>st</sup> and on or before December 31<sup>st</sup> of the current school year ("Early Kindergarten Students"). Early Kindergarten Students will be admitted on a case-by-case basis as determined by School Administration. Such determinations will be based on the results of an aptitude proficiency test and on the best interests of the child. Students that turn five years old after December 31<sup>st</sup> of the first year of enrollment shall not be admitted to American Leadership Academy.

## **6.3 KINDERGARTEN RETENTION POLICY**

A student may be retained at the sole discretion of School Administration, based on the recommendations of staff and parents/legal guardians. Retained students will remain kindergarten students and will attend class in a kindergarten classroom.

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## **6.4 STUDENT RECORDS**

In accordance with ALA's Enrollment and Lottery Policy, all documentation generated by the school via the school's Student Information System (SIS) will contain the full legal name and gender of the student as listed on the student's official birth certificate. Such documentation may include, but is not limited to, official transcripts, report cards, school correspondence, attendance reports, etc. Notwithstanding the above, school staff will, upon request, refer to the student by a nickname sanctioned by the student and his/her parents/legal guardians.

## **6.5 CUSTODY ISSUES INVOLVING ENROLLMENT & STUDENT RECORDS**

ALA will not involve itself in custody disputes or negotiations.

If a student's parents have shared or joint legal custody of the student and they disagree about the student's withdrawal from ALA, the school will not withdraw the student until both parents come to a written agreement regarding school attendance and present the written agreement to the school.

Unless otherwise provided by a court order or law, on reasonable request, both parents are entitled to equal access to information concerning their child's education including school records. See A.R.S. §25-403.06(A). It shall be the responsibility of the parents to provide school officials with a current copy of any custody orders and/or parenting plans. The school will follow the most current valid documents on file.

In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation.

## **6.6 REQUESTS FOR TEACHERS AND/OR CLASS**

For students in grades K-6, ALA does not allow parents/legal guardians to request a teacher and/or class. Student placement decisions will be made at the sole discretion of School Administration.

Parents/legal guardians of students attending grades 7-12 may have the option of selecting certain courses for their students. However, ALA reserves the right to make final decisions regarding student placement based on availability, class size, capacity, and other relevant factors. Requests for a teacher or core course change may be considered during the first two weeks of the school year if the following conditions are met:

- Parent/legal guardian and teacher communication has occurred.
- Demonstrated evidence through student data that the student is struggling academically in the course.
- School Administrator approval has been obtained.

## **6.7 SCHEDULE CHANGES**

Schedules may be changed during the first two weeks of the school year in the following instances:

- Missing a period in schedule
- Incorrect placement
- Lacking a prerequisite
- Missing a course needed for graduation
- Missing a lunch period

Notwithstanding the above, School Administration may need to change a student's schedule due to



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extenuating circumstances (e.g. addition of teaching staff).

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## **7. EXTRA-CURRICULAR ACTIVITIES**

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Students at ALA have an opportunity to participate in a variety of extracurricular activities including, after-school sports, intramurals, supplemental education programs (Innovation Learning), or other activities where there are a sufficient number of interested students and coaches/faculty to supervise. A list of extracurricular activities available at each campus may be found online at [www.alaschools.org](http://www.alaschools.org) or at the front office of each campus.

It is expected that ALA students will maintain acceptable behavior and abide by the Code of Conduct any time they participate in extracurricular activities. Failure to do so may result in suspension from extracurricular activities and possible further consequences per the CCM. Additionally, certain activities require students to maintain a specific grade point average and to adhere to the policies and procedures of the relevant governing league/ruling body. Additional information can be found online at <https://alagnathletics.com>, <https://alawathletics.org>, <https://alacathletics.org>.

All extracurricular activities require participants to pay the requisite fee. A list of fees and fees waivers are available at the front office of each campus.

### **7.1 FIELD TRIPS**

Field trips are selected and approved when they support the learning outcomes within the classroom. Each child will be required to submit a signed parental permission slip and pay any necessary fee prior to the date of the field trip. Fee waivers are available at the front office. If a student is marked absent for that day, they will not be allowed to go on the field trip. Field trip refunds are not available. Students must ride the bus back to the campus at the end of the field trip before being allowed to sign out of school. Chaperones may be charged an entrance fee to the activity if applicable. Siblings will not be allowed to attend the field trip with the chaperones. Any exceptions are at the discretion of administration.

### **7.2 DANCES GRADES 7-12**

Student I.D.s must be presented at the door. Students who do not have their Student ID, will not be admitted to the dance. Students who leave a dance will not be readmitted. Students may not loiter near the door or on the grounds during school dances. Students should dance in an appropriate manner. Students who dance inappropriately will be asked to leave and their entrance fee will not be refunded.

Guests are allowed at select high school dances only (e.g. Prom or Homecoming). Guests must have a pass signed in advance by School Administration. Guests will only be allowed at the administration's discretion. Guest must be enrolled in grades 9 or higher and may not have reached their 21<sup>st</sup> birthday.

Dance guidelines will be announced prior to the date of the dance.

Junior High (JH) students should arrive within the first hour of the dance, and once having been admitted, the students may not leave early unless they are accompanied by a parent/legal guardian. Activities/dances are approximately two (2) hours in duration. Parents/legal guardians are responsible to pick up students within 15 minutes after the dance. If parents/legal guardians do not assume this responsibility, the student will not be permitted to attend the next dance. JH dances are open only to students attending at their home school and admission must include the presentation of the student ID card.

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## 8. FOOD SERVICES

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ALA is committed to providing students access to healthy meals that meet the nutrition standards set forth by the Arizona Department of Education. It is the responsibility of parents/legal guardians to provide their children with a lunch. Lunches may be purchased from the school or brought from home. Menus can be found online at the school website or at the front office. ALA has a closed campus policy which means students are prohibited from leaving campus for lunch.

Breakfast items are available before school at the following campuses: Anthem, Signal Butte, San Tan Valley, and Ironwood Elementary. Grab and Go Breakfast is also available at these locations for students who may be running late or ride the bus. The cost for breakfast meals is \$2.25.

The cafeteria serves hot lunches, a la carte, prepared salads and cold lunch choices for all students who wish to buy food at the school. Lunch meals at the elementary schools are available for \$3.25. High school prices vary based on the food item.

Students who choose to purchase school meals may set up an account and pay online via IC at: <https://azcloud1.infinitecampus.org/campus/portal/ala.jsp>. Debit and credit card transactions can only be accepted online via IC/Parent Portal. Deposits online to cafeteria accounts may take up to 24 hours to be recorded. The student I.D. card serves as the student's cafeteria meal card. ALA prohibits students from using another student's account to buy food.

Students may also submit cash payment to campus front office staff. Students are encouraged to give their lunch money to the front office staff in the morning, so the money can be put into their account before lunch time. Cash and personal checks will be accepted at the register at the high school campuses only.

### 8.1 SPECIAL MEAL PROGRAMS

Anthem, Signal Butte, San Tan Valley, and Ironwood Elementary participate in a federally subsidized program which offers free and reduced prices for breakfast and lunch to students who qualify based on family income. The reduced price is \$0.25 for breakfast and \$0.40 for lunch. Applications need to be submitted annually. To apply online, please visit your Infinite Campus - Parent Portal.

### 8.2 FOOD ALLERGIES

ALA is not an allergy-free school or a nut-free school. Food allergies must be reported to the front office. Students with severe allergies should complete an allergy action plan, which is available at the Health Office. Any questions or concerns regarding school lunches should be directed to the food service manager for that specific campus.

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## 9. GIFTED STUDENTS

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Eligible students at the 1<sup>st</sup>-6<sup>th</sup> grade level receive pull-out gifted services 2-3 days per week from gifted endorsed teachers.

Eligible students at the 7<sup>th</sup>-12<sup>th</sup> grade level receive support through Honors and AP level courses.

For additional information about ALA's gifted program, please call the district office at (480) 420-2101 or visit the school website at <https://www.alaschools.org/academics/gifted>.

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## 10. HEARING AND VISION SCREENINGS

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The purpose of various screening programs conducted in schools is to identify students who may have a potential problem which could negatively affect their learning or overall health and to then refer these students for necessary follow-up care.

### 10.1 HEARING

Hearing loss may interfere with a child's ability to learn and function in society. State and federal laws, including A.R.S. §36-899.01-.04, require that schools establish hearing screening programs to identify students in need of further hearing evaluation and appropriate intervention.

The state mandates grades K, 1, 2, 6, 9, and Special Ed students be screened each year.

ALA will have trained personnel or will contract with a certified company to perform all hearing screens and re-screens.

A Hearing & Vision Opt-Out Form (Appendix A-5) is available on the school website under Enrollment Forms and is included in the enrollment process. Parents/legal guardians have a right to refuse the hearing screen.

Parents/legal guardians will be notified of the results and will receive a Hearing Follow-up Letter for Referral (Appendix H-2) which encourages them to see their health care provider for further evaluation.

### 10.2. VISION

The purpose of the school vision screening program is to identify students with potential vision problems and provide appropriate intervention. Vision screening is not intended to take the place of a complete eye examination, which only an eye care professional can provide.

Vision screening is not mandated by Arizona law (except for students enrolled in Special Education programs.) The Arizona Department of Health Services (ADHS) is not currently requiring an annual vision screening report as in past years. Despite the lack of a legislative mandate, vision screening is extremely valuable and an integral component of ALA's school health program.

As with hearing screening, the vision screening process involves screening, re-screening as necessary, referral as necessary, follow-up, and implementation of any necessary student accommodations. Parents/Legal Guardians will be notified of the results and will receive a Vision Follow-up Letter for Referral (Appendix H-3) which encourages them to see their health care provider for further evaluation.

Referral Criteria:

- For all ages, refer if there is a two-line difference in distance acuity between left and right.
- For ages five years and under, refer if distance acuity is no better than 20/50 with both eyes or either eye alone.
- For ages greater than five years, refer if distance acuity is no better than 20/40 with both eyes or either eye alone.

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## 11. LEGAL NOTICES

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### 11.1 MCKINNEY- VENTO HOMELESS ASSISTANCE NOTICE

All students are required to fill out a McKinney-Vento form upon enrollment. If your living arrangement is both temporary and the result of economic hardship, you may qualify for services under the McKinney-Vento Act. The purpose of this law is to provide academic stability for students of families in transition. If your family lives in any of the following situations, your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or other economic hardship

Eligible children have the right to:

- Receive a free and appropriate public education (FAPE).
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe that your child is eligible for McKinney-Vento services, please contact the district office at (480) 420-2101.

### 11.2 NOTICE OF NON-DISCRIMINATION

ALA does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in admission to its programs, services, or activities, in access to them, in treatment to individuals, or in any aspect of their operations. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the district office at (480) 420-2101.

### 11.3 TITLE IX OF THE ELEMENTARY AMENDMENTS OF 1972

Title IX is a federal law that prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution.

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ALA has implemented a grievance procedure to ensure compliance with Title IX and to promote the resolution of complaints of sex discrimination or harassment in a prompt and equitable manner. ALA is committed to maintaining a safe environment free of sex discrimination and encourages any individual who believes he or she has been subjected to discrimination on the basis of sex to notify ALA's Title IX Coordinator, either informally or through a formal written grievance. The Title IX Coordinator will attempt to informally resolve the complaint or assess and investigate the formal grievance as appropriate, and then make a determination on the merits of the complaint, which may be appealed pursuant to the policy. A full copy of the Title IX Grievance Procedure and Grievance Report Form may be obtained by contacting ALA's Title IX Coordinator or at the school's front office.

Lauren Evancho  
Title IX Coordinator/HR Director  
(480) 420-2101

## **11.4 FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA") NOTIFICATION**

FERPA affords Parent and students over 18 years of age the following rights with respect to a student's education records:

- The right to inspect and review the student's education records.
- The right to request amendment of the student's education records.
- The right to consent to the disclosure of personally identifiable information contained in the student's education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by ALA to comply with requirements of FERPA. Notification of Rights under FERPA, with a summarized explanation of these rights, is posted at the district office; Parents may request a copy from the office staff.

### **11.4.1 PUBLIC NOTICE REGARDING DIRECTORY INFORMATION**

In accordance with FERPA, ALA may not release to the public, or provide access to, educational records or personally identifiable information contained therein, other than "directory" information. The directory information includes, but is not limited to, the student's name, email address, grade level, participation in officially recognized activities and sports, awards or placement in school-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition). Directory information is only released upon request to post-secondary schools or military recruiters. In the annual enrollment/registration forms, parents/legal guardians must state whether or not they would like directory information released to post-secondary schools or military recruiters upon request. Parents/legal guardians have the option to opt-out at any time by providing written request to remove their student's information from the directory. For additional information please contact the district office at (480) 420-2101.

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## **11.5 CONFIDENTIALITY OF STUDENT RECORDS**

ALA maintains student records for all students, including students with disabilities. In order to release records or personally identifiable information, parental consent or consent of an eligible student who has reached the age of majority under state law must be obtained before any information is released, except



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as permitted under the Family Education Rights and Privacy Act (FERPA). Confidentiality of personally identifiable information is protected by ALA at the collection, storage, disclosure, and destruction stages. Destruction of any education records of a child with a disability is done in accordance with IDEA regulatory requirements. For more information or to file a complaint, contact the Director of Exceptional Student Services:

Sarah Gamble  
Director of Exceptional Student Services  
(480) 420-2101

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## 12. MEDICAL INFORMATION

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### 12.1 ILLNESS ADVISORY

ALA appreciates your cooperation in maintaining a healthy school environment. Please keep your child home from school if they have any of the following symptoms:

**Fever/Temperature:** Students that have a temperature of 100 degrees or higher should be kept home from school. Students may return to school **AFTER** being fever-free for at least 24 hours **without** the use of fever reducing medication such as Tylenol or Motrin.

**Vomiting and/or Diarrhea:** Please keep your child home until they are symptom free for at least 24 hours. Your child must be able to consume his/her regular diet without any problems.

**Pink eye:** Your child may return to school **AFTER** a full 24 hours of antibiotic or a doctor's note.

**Strep-throat:** Your child may return to school **AFTER** a full 24 hours of antibiotic treatment and fever-free.

**Chickenpox:** Please keep your child home until all blisters have formed scabs. Typically, children miss 5-6 days of school for the disease to run its course. Please notify the front office if your child has been diagnosed with Chickenpox.

**Lice:** Students with lice should **NOT** attend school until they have been treated. Before returning to class, the student along with the parent/legal guardian must do a lice check with the Health Aide.

### 12.2 IMMUNIZATIONS

Per A.R.S. §15-871 and A.A.C. §R9-6-701-708, before a child may attend any Arizona school (public, private, parochial, or charter), Arizona law requires that an immunization record be presented to the school or child care staff by the parent/legal guardian. The immunization record is typically given to parents/legal guardians by their doctor or clinic, and must show the date each required vaccine dose was received as well as the signature or stamp of the health care provider.

Acceptable forms of immunization records to enter school include:

- A copy of the Arizona Lifetime Immunization Record.
- A copy of the vaccine administration record from the health care provider.
- A computer-generated immunization record from the Arizona State Immunization Information System (ASIIS) or from an immunization registry of another state.

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- A signed and dated Arizona School Immunization Record - [ASIR109R form](#) completed by a school the child has attended (a copy is acceptable).
- An immunization record generated by a school's immunization software system, as long as the school name, school address, school contact person, child's name, child's date of birth, and child's immunization dates are included.
- A signed and dated immunization record or school/child care immunization record from another state.

## 12.2.1 ALA IMMUNIZATION REQUIREMENTS

Authorized school personnel must review each child's immunization record(s) prior to or at the time of enrollment. Children must obtain required immunization(s) or sign a medical or personal belief exemption form prior to attending school or they may be excluded until (s)he is compliant with the requirements. If a child requires more than one dose of a specific type of vaccine, the child may continue to attend school during the minimum interval between doses. In the event of an outbreak of a vaccine-preventable disease, children who are exempt may be excluded from school until the risk period of exposure ends.

**Varicella (Chickenpox):** Students attending school in Arizona prior to 9/1/2011 with parental recall of chickenpox disease are allowed to continue attendance with parental recall of disease. Students enrolling for the first time after 9/1/2011 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity or personal beliefs. Parental recall of disease will not be accepted.

**Please provide proof of completion of these immunizations to your campus health office as soon as possible.**

## 12.3 STUDENT MEDICATIONS

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Campus Director, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

Students shall take extraordinary precautions to keep any medication or drug secure, and under no circumstances shall make available, provide, or give the item to another person. Students shall immediately report the loss or theft of any medication brought onto school campus. Violation may subject the student to disciplinary action.

### 12.3.1 PRESCRIPTION DRUGS

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

- The parent/legal guardian must provide written permission to administer the medicine to the student. Appropriate forms are available at each campus' health office.
- The parent/legal guardian must sign-in the medication at the campus health office. Students are prohibited from dropping off medication.

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- ALL medication, including naturopathic remedies, must come to the campus health office in the prescription container as provided by the pharmacist. Written directions from the physician or pharmacist must be provided and must include the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- Alternate route medications, other than oral, will need to be approved on a case by case basis by the Health Director.
- School Administration may designate a school employee to administer the medication if that employee has completed health aide training.
- Two (2) or more school employees may volunteer to serve as diabetes care assistants in an emergency as follows:
  - The parent/ legal guardian must provide the school with an unexpired glucagon kit prescribed for the student by an appropriately licensed healthcare professional or nurse practitioner.
  - The parent/legal guardian supplying glucometers for diabetic students will ensure they are in proper working order and be responsible to maintain the glucometer and run controls per the recommended guidelines of the manufacture.
  - The volunteer diabetes care assistant must provide ALA with a written statement, signed by an appropriately licensed health professional, that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. §15-344.01.
  - A school employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
- ALA, employees of ALA, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to ALA policy and this regulation.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

## **12.3.1.1 SELF-ADMINISTRATION OF PRESCRIPTION DRUGS**

When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent/legal guardian permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases, the student's name on the prescription label is sufficient for the physician's recommendation.

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The student's diabetes medical management plan provided by the parent or legal guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been prescribed or authorized for that student. The student must be able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or legal guardian and the school.

The parent or legal guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.

The medication must come in the prescription container as put up by the pharmacist.

## **12.3.2 OVER-THE-COUNTER MEDICATION**

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedures have been established to ensure the protection of the school and the student.

### **12.3.2.1 ADMINISTRATION OF OVER-THE-COUNTER MEDICATION BY SCHOOL PERSONNEL**

Written permission must be provided by the parent or legal guardian for the administration of specific over-the-counter drugs. These may be indicated on the health information form contained in the enrollment package. If there is no health information form on file, the parent/guardian will be contacted prior to administration of medication. Forms may be obtained on the school website or at the front office of each campus.

Any over-the-counter drug or medicine sent by the parent/legal guardian to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

An administrator may designate a school employee to administer a specific over-the-counter drug.

Each instance of administration of an over-the-counter drug must be documented in Infinite Campus.

Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

### **12.3.2.2 SELF-ADMINISTRATION OF OVER-THE-COUNTER MEDICATION**

Written permission must be provided by the parent or legal guardian for the administration of specific over-the-counter drugs by the student.

Over-the-counter drugs or medicine sent by the parent/legal guardian to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.

Necessity for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or legal guardian permission form, indicating the specific drug or medicine.

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## 12.3.2.3 DISTRIBUTION OF OVER-THE-COUNTER MEDICATION

Students possessing authorized over-the-counter medications may not distribute or dispense medication to others. Failure to comply will be subject to the appropriate consequences under the CCM.

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## 13. POLICY PROHIBITING STUDENT HARASSMENT, INTIMIDATION, BULLYING, AND HAZING

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Students are prohibited from harassing, intimidating, bullying, or hazing other students on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums or mailing lists.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

### 13.1 DEFINITIONS

**HARASSMENT:** Intentional disruptive or threatening behavior by a student to another student; includes, but is not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance.

**INTIMIDATION:** Intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

**BULLYING:** Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person. There are multiple forms of bullying – physical, emotional and social. These can be carried out in person or through cyberbullying. Any bullying, on or off campus, which disrupts the learning environment will receive an immediate consequence – up to and including expulsion.

**CYBERBULLYING:** Any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**HAZING:** Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which both of the following apply: (1) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution, and (2) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

- *A person is considered a "student" who has enrolled, who has been accepted for enrollment, or intends to enroll within the next 12 calendar months. This policy applies to all students until graduation, transfer, promotion, or withdrawal from the school.*

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- *"Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with ALA and whose membership consists primarily of students enrolled at ALA.*

## 13.2 PROCEDURES

Pupils and parents/legal guardians may make confidential reports to the Campus Dean of Students, or any other professional staff member, of any incidents of harassment, intimidation bullying, or hazing. ALA Staff are required to submit written reports of harassment, intimidation, bullying, or hazing to their Campus Dean of Students. Staff members shall preserve the confidentiality of those involved, and may only disclose the incident to the Campus Dean of Students, or other supervisor, or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of state law known to the staff member shall be treated according to relevant state law and reported to a law enforcement agency. ALA Staff members will be subject to disciplinary action for failure to timely report allegations or observations of harassment, intimidation, bullying, or hazing to the Campus Dean of Students. Written complaint forms are available at each campus.

The Campus Dean of Students, in consultation with the Campus Director or Assistant Director, will determine whether an alleged act constitutes a violation of this policy. The Campus Dean of Students shall conduct a prompt and thorough investigation of the alleged incident, including but not limited to meeting with the person who reported the incident. The Campus Dean of Students may conclude that the alleged violation occurred or did not occur, or that the evidence is inconclusive. Once the investigation has been closed, the Campus Dean of Students will meet with the person who reported the alleged incident to discuss the investigation and conclusions. Confidentiality of records and student information related to disciplinary actions, if any taken, shall be observed in the process of meeting with the person who reported the incident. The Campus Dean of Students shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent. If the Campus Dean of Students concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student's file.

Persons that disagree with the Campus Dean of Students' determination may appeal his/her decision by submitting a written appeal to the Superintendent. The Superintendent shall review the written appeal and issue a final determination in a timely manner.

## 13.3 CONSEQUENCES

**Hazing is prohibited and will not be tolerated.**

**Any solicitation to engage in hazing is prohibited and will not be tolerated.**

**Aiding and abetting another person who is engaged in hazing is prohibited and will not be tolerated.**

It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

Students who commit acts of harassment, intimidation, bullying, or hazing will face consequences up to suspension or expulsion. When considering disciplinary action, the Campus Dean of Students will seek to balance the severity of the conduct and the resulting discipline using the *Conduct & Consequences Matrix* ("CCM") which can be found at [www.alaschools.org](http://www.alaschools.org). All suspected violations of law will be reported to local law enforcement.



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Disciplinary action may result for acts of intimidation, harassment, bullying, or hazing which occurs outside of the school and the school day when such acts result in substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of ALA to maintain order.

ALA prohibits retaliation against any person who reports an act of harassment, intimidation, bullying, or hazing. Students that engage in retaliation for reported violations of this policy will be subject to appropriate disciplinary action per the CCM.

An Organization that knowingly permitted, authorized or condoned harassment, intimidation, bullying, or hazing activities will face revocation or suspension of the Organization's permission to conduct operations at ALA.

Any teacher or staff member who knowingly permitted, authorized or condoned the harassment, intimidation, bullying, or hazing activity is subject to disciplinary action up to termination.

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## **14. SCHOOL FEES**

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All fees (busing, extra-curricular activities, course fees, lunches, and athletic fees) will be collected prior to participation in the event or activity. Failure to pay fees will result in removal from program. Fees may be paid by cash, check or online via Infinite Campus. Failure to pay may suspend access to the Student Information System and may also result in the withholding of grades/report cards.

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## **15. SEARCH & SEIZURE**

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School Administrators have the authority to conduct searches when they have a reason to suspect that the search will uncover evidence that a violation of school policy has occurred or that a law has been violated. Administrators may search student desks, cell phones, computers/laptops, tablets, smart watches, other electronic items, lockers, backpacks, vehicles, purses, or other personal belongings when reasonable suspicion exists and in order to determine if a school violation has occurred or a law has been broken. Items provided by ALA for storage (e.g., lockers, desks) of personal items are provided as a courtesy to the student, but remain the property of the school and are subject to its control and supervision. Therefore, students have no reasonable expectation of privacy in relation to those items.

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## **16. STUDENT CODE OF CONDUCT, RULES, DISCIPLINE POLICY**

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Students are expected to abide by all ALA policies and procedures. The discipline plan at ALA reflects the RAISE Leadership Values. Students are expected to be self-governed and to respect the rights and property of others. ALA students should conduct themselves with courtesy, refinement, and professionalism throughout the school day and any time they represent ALA in extra-curricular activities, field trips, or any other school sanctioned event. Students who break this trust will be restricted from extra-curricular activities and may receive additional discipline as necessary.

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## **16.1 STUDENT & SCHOOL RULES**

### **16.1.1 GENERAL RULES**

Students will:

- Work together with teachers to create a classroom that is safe, conducive to learning, clean, and free from distractions.
- Use good manners and polite speech.
- Treat others with respect.
- Be honest and demonstrate integrity at all times.
- Accept corrections respectfully.
- Display a positive attitude.
- Treat school property with respect.
- Refrain from bringing toys, pets, gum, inappropriate literature or media, electronic devices or other items that are unsafe or that could disrupt the learning environment.
- Abide by all ALA policies and procedures

### **16.1.2 CLASSROOM RULES**

- Be Responsible; follow all directions when given
- Be Respectful; be on time, raise your hand if you need teacher's attention, and stay in your seat until you have permission
- Be Ready; bring all needed materials to class
- Be Considerate: keep all objects, hands, and feet to yourself
- Be Kind; if you don't have anything nice to say, then don't say anything at all
- No food or drink in the classroom (with the exception of water.)
- Unless authorized by Administration (examples may include approved classroom party or where circumstances require lunch to be eaten in the classroom)
- No gum allowed on campus.

### **16.1.3 CAFETERIA RULES**

- All students should cooperate with cafeteria staff by displaying good manners and keeping the dining area clean.
- Lunches may not be consumed outside of the designated area.
- No food or drink are allowed within the halls and classrooms, unless prior arrangements have been made with School Administration.
- At the discretion of School Administration, backpacks and playground equipment are to be left in designated areas before buying food.

### **16.1.4 PLAYGROUND RULES**

Students will:

- Follow all playground rules
- Return all playground equipment to its designated place
- Use playground equipment in a safe manner

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- Demonstrate good sportsmanship
- Only play in designated areas
- Refrain from throwing rocks
- Play safe and nonviolent games (no tripping, pushing, tackle football, etc.)

## **16.2 PROGRESSIVE DISCIPLINE POLICY, CONDUCT & CONSEQUENCES MATRIX**

School rules are designed to protect all students and foster an environment of order and discipline. It is important that parents/legal guardians and students understand the consequences of misbehavior. School Administration enforces adherence to school rules, policies, and procedures using a progressive discipline system. School Administration has discretion with respect to its enforcement authority. When considering disciplinary action, School Administration will seek to balance the severity of the conduct and the resulting discipline using the CCM which can be found at [www.alaschools.org](http://www.alaschools.org).

The CCM includes a list of common and/or serious student conduct violations along with a range of recommended consequences. The violations and range of consequences are meant as guidelines, unless the law or circumstances warrant imposing an alternative consequence, as determined in the sole discretion of School Administration.

Serious violations such as possession of a firearm or dangerous weapon, sexual abuse or any other abuse, possession of alcohol/illegal drugs will automatically be reported to law enforcement and/or the Arizona Department of Education.

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## **17. STUDENTS WITH DISABILITIES**

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Special Education is available to students who are identified with a disability as indicated under the Individuals with Disabilities Education Act ("IDEA") and require specially designed instruction. The Individualized Education Program ("IEP") is a written program that outlines the special education services the student will receive. A continuum of services is available based on the needs of the student.

### **17.1 CHILD FIND**

Child Find is a component of the IDEA. Child Find is the ongoing obligation of American Leadership Academy to locate, identify, and evaluate all children with disabilities who are in need of special education and related services within the enrolled population of the school.

Arizona Early Intervention Program ("AzEIP") provides early intervention support and services to families of eligible children by providing children ages birth to three (3) years the supports and services to achieve desired outcomes related to the children's needs. Contact AzEIP at 602-532-9960 or complete an online referral at [www.azdes.gov/azeip](http://www.azdes.gov/azeip) if you have a child 0-3 years of age that you suspect may have a disability.

If you have a child aged 3-5, who is not enrolled in kindergarten, contact your local public school to learn about preschool evaluation procedures.

Special education services are available for school-age children in kindergarten through the age of 21, including specialized instruction and services to assist children in the education environment. Contact your local public school if you have a school age student that you suspect may have a disability.

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## 17.2 STUDENTS WITH DISABILITIES PROTECTED BY SECTION 504

Section 504 of the Rehabilitation Act is a civil rights statute designed to help prevent discrimination against individuals with disabilities and to assure that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students.

In any program offered by ALA:

- A student is protected by Section 504 if he/she has or has had a physical or mental impairment that substantially limits a major life activity, has a record of such impairment or is regarded as disabled by others.
- ALA will identify, evaluate, and provide a free appropriate public education to all qualifying students with disabilities under Section 504.
- ALA will ensure that no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any ALA program or activity.

If you believe that your child has a disability that would qualify him or her for Section 504 protections, contact the Section 504 coordinator on your child's campus. For more information, please contact the ESS Department at the district office: (480) 420-2101.

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## 18. TAX CREDITS

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The Arizona Public School Tax Credit is a program that allows Arizona taxpayers to contribute to the public school of their choice and receive a dollar-for-dollar credit on their state taxes. Married couples can donate up to \$400 and single filers can donate up to \$200 and receive the full credit from their state tax liability.

Tax Credit contributions support qualified extra-curricular and athletic programs, and field trips.

Every Arizona taxpayer can take advantage of the Arizona Public School Tax Credit and support ALA. **ALA asks every family to donate their Tax Credit and to invite their network of friends and family to do the same.** For more information, please contact your campus front office or visit the school website at <https://www.alaschools.org/tax-credit>.

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## 19. TECHNOLOGY, WEB, SOCIAL MEDIA

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### 19.1 CELL PHONES & ELECTRONICS

Students may use the office phone only for emergencies. Cell Phones and Smart Watches are allowed on campus; however, they must be turned off and out of sight from the time they come on campus until the end of the school day. Violations of this policy may result in consequences as outlined in the CCM. ALA assumes no responsibility for lost or stolen items. Earbuds/headphones are NOT allowed to be used during school hours, failure to comply may result in disciplinary action.

### 19.2 TECHNOLOGY & INTERNET SERVICES ACCEPTABLE USE POLICY

Computers, technology, and internet resources are provided for educational purposes only. Students are prohibited from sending or requesting offensive or illegal material. Violation of this policy may result in

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revocation of access privileges, school disciplinary action may be taken per the CCM, and/or appropriate legal action may be taken.

ALA may provide Internet Services to qualified students. To assure that internet is used in an appropriate manner and for the educational purposes intended, ALA will require anyone who uses the ALA internet network to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow ALA internet network guidelines and procedures will be denied access to ALA's internet network and may be subject to disciplinary action.

Each student will be required to sign a Network User Agreement. ALA may log the use of all systems and monitor all system utilization. Accounts may be closed, and files may be deleted at any time.

Each student using the ALA Internet Network shall:

- Use internet to support personal educational objectives consistent with the educational goals and objectives of ALA.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Students are not to post pictures to social media of ALA students without signed parental release forms.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Follow ALA's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

## **19.3 ALA SOCIAL MEDIA POLICY**

ALA maintains several social media sites to allow parents/legal guardians, staff, and community members to interact in a positive and friendly manner. ALA reserves the right to remove anything deemed inappropriate or offensive. Persons who post offensive or inappropriate comments or material on ALA social media sites may be blocked from future participation. The following items are an example of prohibited posts on ALA social media:

- Abusive or personal attacks;

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- Material that is unlawful, defamatory, hateful, threatening, harassing, or embarrassing;
- Personally-identifiable information;
- Confidential information;
- Third-party advertising; and
- Chain letters or spam.

## **19.4 INFINITE CAMPUS PORTAL ACCEPTABLE USE GUIDELINES**

Infinite Campus (IC) Portal or “Parent Portal” provides a direct communication between the school and parents/legal guardians. Once you log on to the portal you will be able to access information on your child including grades, attendance, schedule, school fees, immunizations, and an access log.

ALA reserves the right to determine student and parent/legal guardian access to Infinite Campus. The School reserves the right to deny or discontinue access to Infinite Campus with or without warning, for any reason, including abuse of the portal, court orders, or other legal proceedings that limit the availability of private educational data. Students and parents/legal guardians will follow the rules provided by both these guidelines and the law.

Use of Infinite Campus Portal Access to Infinite Campus is a privilege, not a right. Users of Infinite Campus are expected to adhere to the following guidelines:

- Users shall act in a responsible, legal, and ethical manner.
- Users are responsible for keeping their Infinite Campus passwords confidential and should take all reasonable precautions to prevent others from being able to use their account.
- Users shall not share their password with anyone, including their own family members.
- Users shall not set their computer to automatically log into Infinite Campus.
- Users who identify a security problem with Infinite Campus must notify the campus front office immediately, without demonstrating the problem to anyone else.
- Users shall not attempt to gain unauthorized access to Infinite Campus or to go beyond access authorized by ALA. This includes attempts to log in through another person’s account or to access another person’s files.
- Users shall not make deliberate attempts to disrupt the Infinite Campus system or to destroy any data on Infinite Campus.
- Users shall not deliberately cause damage to computer equipment or the School’s network or assist others in doing the same.
- Users shall not attempt to harm or destroy data of another user, the school or the school network by spreading viruses or other means.



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- Users shall not use Infinite Campus for any illegal activity, including violation of Data Privacy Laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.

*Limitation of Liability: Students and parents/legal guardians are responsible for their use of Infinite Campus. ALA and its staff make no guarantees that Infinite Campus will be error-free or without defect. ALA will not be responsible or liable for any damage a student or parent/legal guardian may suffer as a consequence of using Infinite Campus or information through Infinite Campus. ALA reserves the right to revise this policy at any time, with or without notice and for any reason ALA deems appropriate.*

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## 20. TEXTBOOK POLICY

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Textbooks are assigned to students for the current school year only. Students are responsible for proper care of all books. Textbooks will be collected at the end of the year and are expected to be in good condition. Students will be charged for books damaged beyond normal wear. Books must be returned to ALA if a student withdraws from the school. Report cards may be withheld until all books are returned and/or fees paid.

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## 21. TRANSPORTATION

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ALA offers limited transportation services at a significantly reduced cost to parents/legal guardians. For information regarding bus routes, bus rules and transportation fees, please check the transportation page on the school website. You may also contact the Transportation Director at (480) 987-4500 ext. 1206 or email [transportation@alaschools.org](mailto:transportation@alaschools.org).

### 21.1 PICK-UP/DROP-OFF AT BUS STOPS

ALA bus stops are located on designated routes. The school takes no responsibility for supervision of these bus stops. All students will be released from the bus at the stop, except kindergarten students who will be released to a parent/legal guardian, older sibling, or guardian. If a responsible party is not at the bus stop, the kindergarten student will remain on the bus and be returned to the school for parents/legal guardians to pick up. Buses are on a tight schedule and not allowed to wait more than 1-2 minutes.

### 21.2 TRANSPORTATION POLICY AND PROCEDURE

The following rules apply to all students when riding ALA transportation:

- ALA will not tolerate any student interfering with the bus driver's ability to do her/his job.
- Kindergarten – a parent/legal guardian MUST be at the bus stop to receive your student each day. If a parent/legal guardian is not there, your kindergarten student will not be let off the bus. They will be returned to the school at the end of the school route.
- Keep aisle clear of obstructions
- Keep the bus clean
- Be on time for the bus, morning and afternoon
- Sit facing forward in assigned seats
- Yelling and vulgar language are prohibited
- Students shall not extend hands, arms, head, or objects through the bus windows
- Return windows to closed position if you open them
- Do not eat, drink or chew gum on the bus

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- Do not have glass, tobacco, weapons, reptiles, animals, or insects of any kind on the bus
- Keep all personal possessions in your backpacks or pockets
- In no way damage the bus or personal property
- A violation of these rules may subject the student to discipline up to and including the loss of a student's right to use the bus, or other consequence as per the CCM.

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## **22. UNIFORM DRESS CODE POLICY**

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In accordance with A.R.S. §15-342(22), ALA's school governing board requires students to wear uniforms to school to support the school's mission. Compliance with the uniform dress code is mandatory. To attend class, all students must be in compliance with all aspects of the Uniform Dress Code Policy. Furthermore, the Uniform Dress Code Policy applies when students are riding the school bus and when attending extra-curricular events.

In general, students must present a clean, modest and neat appearance. Clothing must be worn right side out, of appropriate size and worn correctly. Clothing shall not have holes or be intentionally torn. Clothing items must be one solid color.

Throughout the school day and at extra-curricular events, ALA Staff will conduct a dress code check to ensure the students are in compliance. ALA Staff have authority to determine whether clothing is inappropriate or a distraction. When students are deemed to be out of compliance, the following discipline policy will apply, at the discretion of ALA Staff:

- The school may notify parents/legal guardians and require parents/legal guardians to bring compliant clothing to school for their child; and/or
- Students may receive a yellow card; and/or
- Repeat violations will result in further school discipline; and/or
- Consequences described in the Conduct & Consequences Matrix ("CCM").

Exceptions to the Uniform Dress Code Policy may be granted for medical necessity, religious or cultural beliefs, provided that justification is submitted to and approved by campus administration.

# AMERICAN LEADERSHIP ACADEMY

## UNIFORM DRESS CODE POLICY

<b>SHIRTS</b>	<ul style="list-style-type: none"> <li>• Shirts must be a solid color white, navy blue, red, or gray polo shirt or collared button up.</li> <li>• Shirts must have an embroidered/approved screen-print ALA logo. Uniform clothing logoed with a patch is acceptable so long as the patch is permanently affixed, magnetic, and worn on the chest. Patches may not be taped or stapled to clothing. Embroidery must be done by an approved vendor listed on <a href="http://www.alaschools.org">www.alaschools.org</a>. Magnetic patches are available at the front office of each campus.</li> <li>• Non-ALA logos such as a Nike swoosh or Polo emblem are permissible provided such logos are no greater than approximately three inches.</li> <li>• Undershirts must be solid red, black, gray, white or navy blue and free of any print, design or competing logos.</li> <li>• Girl's polos may be worn untucked; however, any undershirts must be tucked in.</li> <li>• Boy's shirts must be tucked in. (Except kindergarten)</li> <li>• Shirts must hang below the natural waistline when arms are raised above the head-no skin showing.</li> <li>• Chest must be covered.</li> <li>• Any see-through sheer material is not acceptable unless a solid, no-see-through, capped or sleeved shirt is worn underneath.</li> </ul>
<b>PANTS</b>	<ul style="list-style-type: none"> <li>• Uniform style pants must be khaki, tan, black, gray, or navy blue in color.</li> <li>• All boy's pants must have belt loops, and boys must wear belts (with the exception of kindergarten).</li> <li>• Pants must be worn at the natural waist.</li> <li>• Tight pants such as leggings, yoga pants, or sweatpants are not allowed. Leggings are permissible for girls if worn underneath a compliant dress, jumper, short, skirt, or skort, and are of an appropriate school approved color.</li> <li>• Joggers are allowed as long as they are twill (khaki/Docker style material) and not sweat pant style. Joggers can be worn with a drawstring in lieu of a belt.</li> <li>• No blue jeans allowed except on Friday. See Friday Dress Code below.</li> <li>• Pants must not be faded, have holes or frays.</li> </ul>

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UNIFORM DRESS CODE POLICY	
<b>DRESSES &amp; JUMPERS</b> <i>(Girls)</i>	<ul style="list-style-type: none"> <li>Uniform style dresses/jumpers are permitted for girls as long as they are solid colored; black, red, navy, tan, or khaki</li> <li>Denim dresses/jumpers are not permitted</li> <li>Dresses/jumpers must be knee length</li> <li>Dresses/jumpers must have a collar or be worn with a dress code appropriate shirt underneath</li> </ul>
<b>SKIRTS/ SKORTS</b> <i>(Girls)</i>  <b>SHORTS</b> <i>(Girls and Boys)</i>	<ul style="list-style-type: none"> <li>Uniform style skirts/skorts/shorts must be solid colored khaki, tan, black, gray, or navy blue</li> <li>Skirts/skorts/shorts must be knee length</li> <li>Denim, fleece, and/or athletic shorts are prohibited</li> <li>Denim, fleece, and/or athletic skirts/skorts are prohibited</li> </ul>
<b>SHOES</b>	<ul style="list-style-type: none"> <li>Students may wear non-distracting athletic, casual or dress shoes (no lights or charms).</li> <li>Shoes with wheels are strictly prohibited.</li> <li>Shoes must have closed toes and heels.</li> <li>No Keanes or Crocs are allowed.</li> <li>Girls are allowed to wear open toed sandals as long as they have a heel strap.</li> <li>Open toed sandals are NOT allowed for PE use. Heels or soles may be no higher than 2 inches.</li> <li>Slippers, house slippers (i.e. Dearfoams) and dance footwear are prohibited (unless otherwise specified by the school for an appropriate activity).</li> <li>Athletic shoes are required for P.E.</li> </ul>
<b>OUTERWEAR</b>	<ul style="list-style-type: none"> <li>Outerwear refers to all coats, jackets, sweatshirts, cardigans, hoodies, sweaters, etc. worn inside school buildings.</li> <li>Outerwear must be solid colored black, red, white, gray, or navy blue with the ALA logo permanently affixed over the heart.</li> <li>Students wearing hoodies must keep hoods down and hoodies must be turned right side out when on campus.</li> <li>Non-ALA logos such as a Nike swoosh or Polo emblem are permissible provided such logos are no greater than approximately three inches.</li> <li>Students must wear ALA logoed collared button-up or polo shirts underneath outerwear. (Except on Fridays)</li> <li>Denim outerwear is prohibited.</li> </ul>

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## UNIFORM DRESS CODE POLICY

<b>JEWELRY</b>	<ul style="list-style-type: none"> <li>• Jewelry must be conservative, modest, and not a distraction.</li> <li>• Girls may wear one pair of earrings, in the earlobe, no larger than a quarter.</li> <li>• No gauge earrings, nose rings, lip piercing, etc. are allowed.</li> <li>• Earrings may need to be removed during PE for safety.</li> <li>• Boys may not wear earrings.</li> <li>• Visible body piercing jewelry (plugs, etc.) are not permitted.</li> <li>• Wallet chains or similar items are prohibited.</li> <li>• Chokers or chains around the neck are prohibited.</li> <li>• Sunglasses may not be worn inside school buildings.</li> </ul>
<b>COSMETICS</b>	<ul style="list-style-type: none"> <li>• Makeup should be natural looking and not disruptive to the educational environment.</li> <li>• Visible tattoos (permanent or temporary) must be covered</li> <li>• Students are prohibited from writing or drawing on their skin.</li> <li>• Boys are prohibited from wearing makeup, painted fingernails, or long fingernails.</li> </ul>
<b>HAIR</b>	<ul style="list-style-type: none"> <li>• Hair must be kept neat, clean, and have a combed appearance.</li> <li>• Extreme hair designs and hair colors that interfere with or become a distraction to the learning environment are not permitted.</li> <li>• Boys' hair cannot be longer than the top of the collar and must be off the ears. Hair length in front should not fall below the eyebrows or otherwise interfere with or obstruct student vision.</li> <li>• Boys cannot wear manbuns, he-hive, ponytails, or pinned up to so their hair is "off the collar and off the ear".</li> <li>• Boys must be clean shaven. Sideburns can be no longer than the middle of the ear.</li> <li>• ALA does not discriminate on the basis of gender, race, color or national origin in its administration of this hair grooming policy.</li> <li>• Exceptions to this hair grooming policy may be granted for medical necessity, religious or cultural beliefs, provided that justification is submitted to and approved by campus administration.</li> </ul>
<b>HEAD COVERINGS &amp; HATS</b>	<ul style="list-style-type: none"> <li>• No hats or bandanas may be worn inside the school buildings.</li> <li>• Head coverings of a religious or cultural nature (e.g. yamaka, hijab, etc.) or for medical necessity are permitted provided that justification is submitted to and approved by the campus administration.</li> </ul>
<b>BELTS</b>	<ul style="list-style-type: none"> <li>• Must be conservative, solid color; black, brown, red, white, navy blue or neutral.</li> <li>• No metal trim or studs are allowed.</li> <li>• Belts must be worn by boys (optional for kindergarten and 1st grade boys).</li> <li>• Belts are optional for girls.</li> </ul>

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<b>FRIDAY DRESS CODE</b>	<ul style="list-style-type: none"><li>• On Fridays, students may wear Friday T-shirts that are sold by an ALA approved vendor, or approved by ALA.</li><li>• Students may wear clean and neat, black, tan, grey, or blue jeans with an official ALA approved T-shirt or any ALA approved uniform top.</li><li>• Jeans with holes, skinny/skin tight jeans, and bling jeans are prohibited.</li><li>• Denim shorts are approved, but they must be knee length</li><li>• Denim shorts may not be faded or have holes</li></ul>
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### 22.1 DRESS DOWN DAY(S)

From time to time, students may be allowed to have a dress down day. In general, students must present a clean, modest and neat appearance. Clothing must be worn right side out, of appropriate size and worn correctly. Guidelines for dress down days will be distributed by campus administration.

### 22.2 SPECIAL EVENTS/DANCES

Throughout the year, events may occur that warrant special dress up days. Departures from standard school dress code may be approved by administration in these instances. Below, find examples of appropriate dress for these occasions (Please note that these items constitute guidelines and not a comprehensive code. Further instructions and/or restrictions may be given by administration relevant to the particular event.)

- Dress-up attire for girls consists of a conservative and modest blouse/skirt/pants or dress. All skirts and dresses must be knee length or longer and may not be tight or revealing in any way. Midriffs must be covered and blouses may not be low-cut.
- Dress-up attire for boys consists of long-sleeve, button-up, collared dress-shirt with a conservative tie, and dress slacks with a belt.

Note: Dress-up days are not required. As such, if a student does not have proper attire to “dress-up” no undue burden is placed on them to purchase dress-up compliant attire. Standard ALA dress-code is acceptable. Likewise, dress-up days are a privilege, not a right. If student(s) are not appropriately dressed they will be denied admittance to the event.

## 23. VISITORS & VOLUNTEERS

### 23.1 VISITORS

ALA is committed to creating and maintaining a learning atmosphere where children feel safe and are free from outside distractions. While on campus, visitors should dress conservatively, avoid profanity, and conduct themselves in a professional and collaborative manner with ALA staff and students. Disruptive behavior will not be permitted. All other business interactions (email, letters, personal conversations, social media, etc.) will be conducted in a professional manner. Parents/visitors that fail to meet these standards may be asked to leave the campus. Those who consistently interfere with the learning environment may be banned from visiting the campus pursuant to A.R.S. §13-2911.

All visitors are required to:



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- Sign in at the front office;
- Present a photo ID and be listed as an Emergency Contact, or be accompanied by an Emergency Contact, as listed in the school's Student Information System (SIS), prior to being admitted on campus.
- Upon check-in all visitors are required to submit to a background check.
- Sign out when leaving the campus.

Parents/legal guardians desiring to observe their child's class must schedule such observation in advance with the teacher and campus front office.

## 23.2 VOLUNTEERS

In support of the ALA Philosophy of partnering with parents/legal guardians in their child's education, ALA strongly encourages parents/legal guardians to be actively involved in the many activities/events at the campus throughout the year. If you are interested in volunteering, contact your child's teacher.

Volunteers MUST:

- Check in at the front desk each time on campus
- Provide photo ID
- Undergo a criminal background check
- Sign the Volunteer Code of Conduct Form
- Complete the ALA Volunteer Confidentiality Agreement

Volunteers are expected to be dressed in attire that conforms with the school dress code and is modest and conservative in nature.

Volunteers **are not allowed to be alone with any student** other than their own child. If it is anticipated that a volunteer will be alone with children at any point, they must obtain an Identity Verified Fingerprint Clearance Card through the Arizona Department of Safety. This process can be completed through the American Leadership Academy District Office. Parents/legal guardians are responsible for paying the applicable fee to the Department of Safety.

# AMERICAN LEADERSHIP ACADEMY

## Locations



### **ALA Anthem PreK-6**

4380 N Hunt Highway  
Florence, AZ 85132  
480-344-9800  
Director: Bryan Foster



### **ALA Gilbert K-6**

3155 S San Tan Village Pkwy  
Gilbert, AZ 85295  
480-988-3204  
Director: Will Dunman



### **ALA Gilbert North K-6**

1010 S Higley Rd  
Gilbert, AZ 85296  
480-344-9892  
Director: Cristina Schubert



### **ALA Gilbert North 7-12**

1070 S Higley Rd  
Gilbert, AZ 85296  
480-344-9895  
Director: Erik Huso



### **ALA Gilbert South PreK-6**

1750 E Riggs Rd  
Gilbert, AZ 85298  
480-344-9894  
Director: Sheila Frame



### **ALA Ironwood K-6**

650 W Combs Rd  
Queen Creek, AZ 85140  
480-344-9899  
Director: Nikole Disney



### **ALA Ironwood 7-12**

850 W Combs Rd  
Queen Creek, AZ 85140  
480-344-9898  
Director: Ray Turley



### **ALA Mesa K-6**

4507 S Mountain Rd  
Mesa, AZ 85212  
480-420-2110  
Director: Angi Coleman



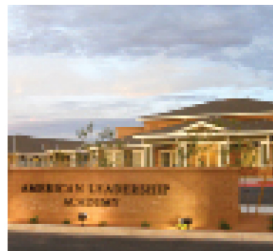
### **ALA Queen Creek K-6**

19843 E Chandler Heights Rd  
Queen Creek, AZ 85142  
480-420-2150  
Director: Stephen Trejo



### **ALA Queen Creek 7-12**

23908 S Hawes Rd  
Queen Creek, AZ 85142  
480-987-4500  
Director: Chris Moss



### **ALA San Tan Valley K-6**

34696 N Village Ln  
San Tan Valley, AZ 85142  
480-420-2100  
Director: Melissa Cowper



### **ALA Signal Butte PreK-6**

22512 S Signal Butte Rd  
Queen Creek, AZ 85142  
480-344-9893  
Director: Devin Miller