



Integrity Education Centre

An Alternative Path to 21st Century Skills

Integrity Education Centre

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To Students and Parents:

Welcome to the 2019-2020 school year! Education is a team effort, and we know that students, parents, teachers, and staff members all working together can make this a successful year for our students.

Student academic achievement is our top mission for all students. Improvement is not only the result of the hard work of students and teachers, but it is also a product of the increasing value students and parents are placing on education. By working together, the school community can look forward to a successful year.

Integrity Education Centre's *Code of Conduct and Student Handbook* is designed to provide a resource for some of the basic information that you will need during the school year. Information about daily expectations and requirements helps students feel safe and secure in the educational environment.

Both students and parents should become familiar with the Integrity Education Centre's *Student Code of Conduct*, which is a document, adopted by the board and intended to promote school safety and an atmosphere for learning. The *Student Handbook* is designed to be in harmony with policies adopted by the Board and the *Student Code of Conduct*.

The handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect provisions in this handbook will be made available to students and parents through newsletters and on the school's website.

After reading through the entire handbook with your student, keep it as a reference during this school year. If there are questions about any of the material in this handbook, please contact the school office.

Please complete and return to your student's campus the following required form included in this handbook:

- ***Parental Acknowledgement Form***

Together we will make this school year your best.

Respectfully,

Susan Scott
Director



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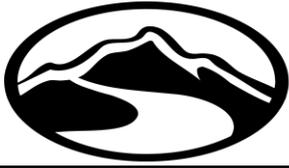
INTEGRITY EDUCATION CENTRE ADMINISTRATION

MISSION

Our mission is to develop community-minded students who are challenged to be globally aware, emotionally mature, creative and confident, critical thinkers who understand and practice personal integrity daily, and who are also well-prepared with the necessary knowledge and skills to positively and productively contribute to a 21st century world after graduation.

VISION

Our vision is to graduate independent thinkers who understand the business, civic, environmental, multicultural, communication and collaboration demands of a global society. We believe every student can achieve his or her learning potential with innovative, rigorous curriculum, along with the support of quality teachers and staff who will focus on empowering students to be thoughtful and educated members of a diversity-rich and a technology and media-driven environment.



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POLICY STATEMENT

Integrity Education Centre is committed to providing the best possible education for the students who attend its school. This commitment requires top-quality courses, highly qualified teachers, and well-equipped facilities, but also a safe, positive environment for our students, staff, parents, and community partners. The Board of Education expects all students to adhere to strict standards of acceptable behavior so that maximum learning can take place in our school.

This Code of Student Conduct sets out the rules of student behavior that apply to all students in the School and describes the procedures for imposing appropriate disciplinary measures on students who violate these rules. When punishment must be administered, this Code ensures that it is fair and that it serves the best interests of all the students in the School.

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

Where appropriate in light of the severity of the behavioral problem, the disciplinary process will include due consideration of student support services that may be available through the school, other public entities, or community organizations.

Parent notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. This Code of Student Conduct will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance. Parents, educators, and community members are urged to communicate their concerns about student behavior or the student discipline process to the school's administrative staff.

This Code of Student Conduct is implemented pursuant to Board Policy



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PURPOSE OF CODE OF STUDENT CONDUCT

This Code of Student Conduct is intended to inform students in grades 5-12 of the types of behaviors that are unacceptable as well as what is expected. It is impossible, however, to write a Code that addresses every conceivable variation of prohibited behavior. Consequently, students should understand that they might be disciplined for other misconduct that directly affects the orderly mission of the school or that is otherwise obviously inappropriate, whether or not it is specifically listed in this Code.

The School and its employees may impose campus or classroom rules in addition to those found in this Code of Student Conduct. Those rules may be posted in classrooms or handed out to students and may or may not constitute violations of the Code of Student Conduct.

KNOWING AND COMPLYING WITH CODE OF STUDENT CONDUCT

The Code of Student Conduct is distributed to all students. It is reviewed with the faculty and staff during the summer to assure their understanding prior to the distribution of the Code to students.

The Code is distributed and taught to students during the first week of school. A signature of receipt is required from each student and parent/guardian. A system-wide test on the Code is administered within the first two weeks of school. This test is mandatory. Student test scores are recorded. Class meetings are held during the first three weeks of school to discuss discipline and the application of discipline procedures.



POLICIES AND PROCEDRES

Academic Excellence

The following policies, rules and regulations set forth in this handbook are for the benefit of the student and all other members of Integrity Education Centre. A student's sharing of his/her talents in athletic, artistic, academic, dramatic and other aspects of Integrity Education Centre life will contribute to their own growth as well as to the welfare of their fellow students.

Required Notices and Parent Information

School Board Meetings

School Board Meetings are held as needed at the school. Meeting notices and agendas will be posted 24 hours prior to the meeting. Everyone is invited to attend. Please refer to the school website for past agenda's.

Rights Under Title IX

Integrity Education Centre does not discriminate on the basis of race, color, national origin, sex or handicap in its educational program or activities as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and of Section 504 of the Rehabilitation Act of 1973, respectively.

Title One Parent Involvement Policy

Integrity Education Centre will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating students.

Open Enrollment

Integrity Education Centre will enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. We shall give enrollment preference to pupils returning to the charter school in the second or any subsequent year of our operation and to siblings of pupils already enrolled in the charter school. IEC may give enrollment preference to and reserve capacity for pupils who are children of employees of the school, employees of the charter holder, members of the governing body of the school or directors, officers, partners or board members of the charter holder or a pupil who attended another charter school or the siblings of that pupil if the charter school previously attended by the pupil has the identical charter holder, board and governing board membership as the enrolling charter school, provided that any school that elects to give such enrollment preferences shall be treated as a single charter school for the purpose of establishing support level weights for purposes of section 15-943. If remaining capacity is insufficient to enroll all pupils who submit a timely application, IEC will select pupils through an equitable selection process called a lottery except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery.

Parents will be notified of the date and time of the lottery selection and be given the opportunity to accept or decline the offer of enrollment. Upon decline of the offer of enrollment another student will be chosen at random until the spot is filled.

Except as provided in subsection C or D of this section, a charter school shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

IEC limits each class size to no more than 25 students.

A charter school may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. (ARS 15-184)

FERPA/PPRA

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights (PPRA) to require that the local educational agencies notify annually every child's family of their rights as they pertain to PPRA and Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for a parent's right to inspect, review and seek correction of a child's educational records. Copies of this policy are on file in the school office. If you wish to review your child's record, you may request the school principal to set up a convenient time for such a review. If your child is enrolled in a special education program, you should contact Special Education to arrange such a review. The school will comply with your request as soon as possible.

If, when reviewing the records, you feel that the information on your child is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request the modification of the records or enter into the records your own statements of clarification or explanation. Upon reaching the age of 18, a student has all of the legal rights and responsibilities previously given to a parent or legal guardian.

Student records may be released to authorized school personnel or another school that the student wishes to attend.



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Crisis/Emergency Plan

Our school has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, each plan is updated annually by the school emergency response team and followed up with training for staff members. School crisis plans are available for review upon request to the school administration. The following information is requested for all parents and students to enhance communication in the event of an emergency or crisis situation: home, work and parent/student cell phone numbers, as well as home and work (when permissible) e mail addresses.

Program Services

Child Find Procedures

The intent of Child Find under both federal and state requirements is to ensure that all children ages birth – 21 with delays or disabilities are identified, located and evaluated in order to receive needed early intervention support or special education services. Please notify the office of any concerns.

Special Education

Federal and state law requires public schools, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities.

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

Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help you assure that your input is considered. If you want a copy of the procedural safeguards, please call the school.

If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed.

If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the school administrator if you wish to make a referral personally.

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has a disability that affects his or her learning and, if so, to determine what special education and related services are required, if any.

The evaluation will be done only after a team has explained what they plan to do during the evaluation. The team will use tests and procedures selected specifically for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school.

This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you the complete results within 60 calendar days of your written consent.

If your child is found to be eligible for special education services, we request that you serve as part of a team to help us develop an Individualized Education Plan and identify the special education and related services your child needs. You may ask others to be present at the IEP meeting if you wish.

Homeless Policy

Integrity Education Centre enrolls homeless children and youth without barriers such as transportation, immunization, residency, birth certificates, and school records or other documentation and guardianship. Faculty and staff are trained regarding removal of barriers and appropriate treatment of homeless children and youth (HY&C). Homeless students are not stigmatized or segregated on the basis of their status of homelessness. Transportation is provided via public transit at the request of the parent or guardian.

Integrity Education Centre has a dispute resolution process that contains all the required components. HC&Y are enrolled in school of choice until dispute is settled. Integrity Education Centre delivers a decision in writing and parents are notified of their right to appeal to the state level.

Integrity Education Centre provides Title One services to homeless students, referrals to local preschool programs for siblings, transportation cards for public transit and referrals to medical, dental and mental health providers.

The liaison is the site administrator or staff member designated by the site administrator. The liaison ensures that HC&Y are identified, enrolled and receive educational services. The liaison informs parents of educational and related opportunities for their children and trains staff regarding homelessness

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Education of Homeless Children and Youth



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Dispute Resolution Process

If a dispute arises over school selection or enrollment in for a student eligible under the McKinney-Vento Act –

The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. Integrity Education Centre will provide its share of the transportation to the school selected for the duration of the dispute resolution process.

The child, youth, parent, or guardian shall be referred to *Integrity Education Centre's* Local Educational Liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Local Educational Liaison shall ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

The Local Educational Liaison shall work through the expedited dispute resolution process. For IEC, that process involves:

- A) *Susan Scott is the liaisons.*
- B) *She investigates any dispute that is filed in writing.*
- C) *A decision will be made by her and reported back to the parent within one week after receiving the dispute in writing*

Integrity Education Centre shall provide the parent, guardian, or homeless youth with:

- 1) A written explanation of the school's decision regarding school selection or enrollment; and
- 2) Written forms so that, if dissatisfied with the school's decision, the parent, guardian or youth may appeal the decision to the state level.

(<http://www.ade.az.gov/asd/homeless/disputeresolution.asp>)

Chronic Health

This program is for those students with a chronic health condition, as certified by a physician, who are unable to attend regular classes for intermittent periods of time of one or more consecutive days because of illness or accident, but who are not able to qualify for homebound services. Forms to be filled out by the physician must be obtained through the principal's office.

Homebound

Students with a serious health condition that prevents them from attending school on a regular basis may continue their education through homebound services. A doctor's statement that a student will not be able to attend school for at least 60 consecutive days is required. A Homebound instructor will see the student in his/her home to provide instruction. Not all

courses offered can be offered within homebound schooling. For more information contact the principal for proper paperwork.

Title One Student Eligibility & Rank Order Procedure

Title I is a federally funded program designed to assist students who are struggling academically. Students are served through IEC's tutoring program outside of school hours. Targeted Title One students will be referred into the program using the following criteria:

- Parent request
- AZMerit results
- Classroom academic performance
- Teacher referral

Students are rank ordered as to how services will be provided by scores on the state mandated assessment. Students are rank ordered by AZMerit scores from lowest to highest.

Significant progress in academic achievement as shown through progress monitoring will allow students to move from frequent accommodations to less frequent and allow other students to receive additional help. Progress monitoring will be done through out the accommodation time period.

School Schedules

Integrity Education Centre's school hours are from 8:30 am to 3:00pm Monday through Thursday and 8:30am to 1:30pm on Friday. Early release days end at 1:30 pm.

Guardianship

Students attending Integrity Education Centre must reside with a parent or guardian. Students who are not living with a parent or guardian and wish to attend Integrity Education Centre must petition to do so. Considering factors are presentation of Power of Attorney, discipline and attendance records from this school or previous schools of attendance and other extenuating circumstances. Determination is at the discretion of the school's principal.

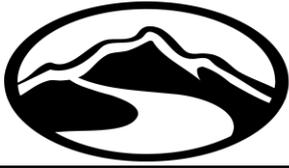
Dress Code

While outer appearance isn't always indicative of inward motivation, it is an outer statement of inner high expectations. This dress code applies to ALL students who are attending Integrity Education Centre

General Standards

Personal appearance and dress are the responsibility of the student and the student's parent or guardian.

Students will not dress or groom themselves in a manner that, in the judgment of the school administrator, presents a risk to the health, safety or general welfare of the student, other students or staff, or that is counterproductive to the district's



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educational objectives.

Students will refrain from displaying tattoos or wearing clothing, jewelry or other accessories that communicate, whether through language, images, symbols, artwork, color schemes or clothing styles:

- a message related to tobacco, alcohol, illegal drugs and other items that cannot be legally purchased or possessed by minors
- a message that advocates or promotes violence or terror
- a message that is sexually suggestive, vulgar, obscene or plainly offensive
- a message that would cause a reasonable person, as a student or staff member, to feel threatened, intimidated or harassed because of the person's race, ethnicity, religion, gender or sexual orientation
- a message expressing gang membership, affiliation or support

The foregoing standards regarding "message" clothing will be interpreted and applied by school administrators in a manner that avoids infringement of a student's First Amendment rights.

Dress Standards

Without limiting the general standards, students must comply with the following standards at school and school events:

- Jeans, pants and trousers must be worn at the waist area and must not drag excessively on the ground. No sagging is allowed.
- Clothing must cover the abdomen, back, buttocks, chest and genital areas. Tops that expose cleavage are prohibited. When standing, tops must completely cover the midriff to the skirt, shorts or pants. See-through clothing is prohibited.
- Skin-tight outer clothing, such as spandex, is prohibited unless it is worn for a school-sponsored extracurricular activity (for example, dance or wrestling).
- Tube tops and halter tops are prohibited. Tank tops and other sleeveless tops are permitted only if the straps are wider than 1 1/2 inches and the armholes are no lower than 2 inches from the armpit.
- Shorts must have at least a 2-inch inseam and extend to the tip of the student's fingers.
- Dresses and skirts must extend at least 1 inch beyond the tip of the student's fingers.
- Clothing or attire by which an adolescent female student does not wear a bra or underwear, wears a bra or other

garments as outerwear, or wears clothing in a manner such that underwear is visible through outerwear is prohibited.

- Clothing or attire by which an adolescent male student does not wear underwear, wears underwear as outerwear, or wears trousers or shorts so that underwear is visible is prohibited.
- Pajamas and other sleepwear are prohibited.
- Bandannas, hairnets and do-rags are prohibited.
- Jewelry and accessories with studs, spikes, sharp objects or heavy chains are prohibited.
- Sunglasses may be worn indoors only if there is a medical need to wear them.
- Hats or other head apparel may not be worn inside school buildings unless for religious, medical or safety purposes. Students will not be prohibited or discouraged from wearing hats or other clothing designed to reduce sun exposure while outdoors.
- Trench coats and other oversized clothing that can conceal contraband are prohibited.
- Footwear must be worn at all times. Shoes, such as "wheels in the heels," that pose safety hazards and shoes, such as cleats, that may damage flooring are prohibited.
- Safety dress requirements for specific classes must be followed

Dress Code: Responsibility

Students and their parents/guardians have the responsibility to be aware of the school's specific dress code and to **conform to these requirements**. If in doubt, don't wear it. If students or parents have any questions about whether specific attire or accessories are in compliance with the dress code, they should contact an administrator **prior to the student wearing the item** in order to ensure compliance.

On campus, the staff and administration have the responsibility to interpret and enforce this policy.

Dress Code: Consequences

1. Students arriving on campus in violation of the dress code will be required to change before going to class.
2. Violations that cannot be corrected will result in the student being sent home to change.
3. Continuous dress code violations are subject to disciplinary action, including but not limited to parent conference, lunch detentions, in school suspension, or off-campus suspension.



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Attendance

A strong correlation exists between academic success and regular school attendance. Attendance is the responsibility of the student and his/her family. Students should remain out of school only when necessary because much of the classroom activity cannot be replicated; the benefit of discussion and participation is lost forever to those who are absent. Regular attendance is the key to the success a student may gain from his/her school program.

State Truancy Law

Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason. If a parent fails to ensure that the student attends school, the law states that he/she is guilty of class 3 misdemeanors. When the parent does not provide a valid excuse for the student's absence, district truancy personnel may cite the student, parent or custodian directly into court for violating the state truancy law.

1. Combination of 18 absences (excused OR Unexcused), the minor student and the minor student's parent or legal guardian is in violation of the statute and subject to prosecution.
2. Prior to the state filing charges against the student and/or parent for the truancy violation, the parent is sent an advisory letter setting forth the allegation and the consequences. If a subsequent truancy occurs after the advisory letter, truancy personnel may issue a citation to the parent and/or student for violation of the state truancy law.

Attendance Policy

NINETY PERCENT (90%) ATTENDANCE REQUIREMENT BY LAW.

In Order to receive credit for the term, 90% attendance is required in each assigned class (ARS.15-803B). Classes missed due to school approved activities, e.g., field trips, performing groups, student government, etc., are excluded. Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification including a licensed doctors certified note or letter. In such cases, to receive credit, students are expected to make up missed work in a timely manner. Credit may be withheld if work is not completed and submitted to the correct teacher.

Absences: Defined

Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period. Absences are a result of personal illness, doctor or dentist appointments, serious family illness, death in the family, suspensions, or prior notification by the parent to the administration.

Absences Verified

Absences are verified if the parents/guardians excuse by phone or note (authorized school activities are not absences) within one day of the student's return to school. Seven absences in a semester class could result in credit being withheld. Should a student have 14.4 or more verified absences in a school year, the student and /or parent may receive a truancy citation.

Unverified Absences

Unverified absences are those absences that the parent does not authorize within 24 hours of the student's return to school OR absences that an administrator has confirmed as unauthorized OR absences that are for other than illness or emergency. If a student receives 7 unverified absences in a semester class, loss of credit may occur. If an appeal conference is requested, student, parent, teacher, and administration shall confer to determine future action. If a student receives 5 or more unverified absences in a school year, student and/or parent may receive a truancy citation.

Absences: Truancies and Extracurricular Events

If a student is truant for ANY part of a day, they will be ineligible to participate at the next event or practice. This does include sporting events. The student is expected to attend and dress out, but they may not be able to participate.

Absences: Leaving Campus

Students who become ill during the school day must get permission from the teacher to go to the office and obtain parental permission before leaving campus. Any student needing to leave campus due to illness must sign out. Leaving campus without checking out through the office is considered truancy.

If a student returns to campus that day, he/she must sign back in before returning to class. If a parent or guardian is picking up a student, then he/she is required to show ID and sign the student out before the student is released from school.

Absences: Final Exams

Final Exams will only be given on the scheduled day. Under no circumstance will students be allowed to take his/her final exam before the scheduled day. If a student misses his/her exam for a state-approved absence (documented illness, death in the immediate family or severe local weather) the student may be given an "Incomplete" on the report card and may take the exam upon return. If the student misses his/her final exam for any other reason, they will receive a failing grade on the exam.



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Absences: Religious

Recognized religious holidays are not subject to the eight (8)-absent limit policy, but do require notification to the administrator by the student's parents at least 24 hours in advance.

Student Responsibilities

Students are obligated to attend classes for which they are scheduled. Students are to:

1. Be prompt to all classes.
2. Check out with the attendance office prior to leaving campus. Students must have prior permission to leave campus. Absences from students leaving without permission from attendance or administration will remain unverified.
3. Report to class first and obtain permission from the teacher to leave class for any reason.
4. Report directly and immediately to the attendance office upon arriving late to school. Students are not to loiter in cars or around campus.
5. Have all absences excused by parent no later than one day upon returning to school.
6. Request and complete any work missed for verified absences
7. Ninety percent (90%) attendance does not imply that a class will be automatically passed. Students must attain a passing grade to receive credit.

Parent Responsibilities

It is the parent's responsibility to ensure that students attend school regularly and inform the school of any absence. By law, students under the age of 16 are required to attend school. Parents shall be responsible for:

1. Assuring that students under the age of 16 enroll in school and attend regularly.
2. Excusing student absences by:
 - Contacting the attendance office prior to an absence, or
 - Calling on the day of the absence before 3:00pm. Or
 - Sending a note.
3. Absences not excused within 24 hours will remain unverified.
4. Initiating conferences with:
 - Teachers to discuss excessive absences or loss of credit.
 - School administrators to discuss unverified absences or to appeal teacher action.

School Responsibilities

It is the school's responsibility to:

1. Maintain accurate attendance records.

2. Make a reasonable effort to inform students and parents of the attendance policy and procedures (auto dialer, summer mailer, handbook, student meetings.)
3. Make a reasonable effort to communicate with parents regarding excessive absences, (electronic phone calls, direct calls, mail and report card, e-mail)
4. Meet with parents upon request.
5. Inform parents by mail after a student's third (3rd) absence.
6. Notify student and parent of loss of credit.
7. Provide attendance summaries to parents upon request.
8. Explain the attendance policy and procedures at the beginning of school.

Teachers Responsibilities

It is the teacher's responsibility to ensure that the accurately track and report students attendance and notify parents immediately should attendance interfere with a students ability to be successful in school.

1. Take attendance daily and keep accurate records.
2. After three absences per term in daily block class, discuss reasons for absences and warn students of consequences.
3. Contact parent when absences interfere with academic performance.
4. Consult with student regarding possible loss of credit, and provide make up work for students with verified absences.
5. Teachers will determine whether students will receive credit based upon academic performance and attendance.
6. Require intervention for D's and F's.

Tardies

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but it also disrupts the education of other students. If a student is to learn, he/she must be in his/her workstation prepared to work when class begins. The school reserves the right to determine whether a student is tardy.

Tardy Procedures

All tardy students must report to the front office before attending class. In order for a tardy to be excused, a parent must escort the student into the office and sign him/her in. Students who arrive at school more than ten (10) minutes late will be held in "sweep" detention the end of the period, when they will be sent to their next class. All work missed is due the next day. All unexcused tardies may result in a lunch detention or after school detention that same day.

For every class in which the student is late eight (8) times in an 18-week semester, the student will be asked to petition for



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credit. For every class in which the student is late fifteen (15) times in an 18-week semester, the student may lose credit in that specific class.

Being in “sweep” is considered an absence from the first period class.

Tardy/Sweep Policy Definition

A tardy student is defined as any student who is not inside the classroom at the start of class. To address this occurrence, especially at the start of first hour, the Tardy-Sweep Procedures has been established.

Purpose

1. To reduce classroom interruptions caused by students arriving late to class.
2. To reduce the number of students loitering on campus.
3. To teach the “lifelong” skills of promptness.

Procedure

1. Students are expected to be class and ready to work by the start of the period.
2. At the start of class any student not in his/her class is to proceed immediately to the sweep room. **NO STUDENT IS TO BE ADMITTED LATE TO CLASS WITHOUT A LEGITIMATE PASS FROM SWEEP OR THE ATTENDANCE OFFICE.**

Excused Tardy

Tardy students carrying a legitimate pass from the Office. Acceptable excused tardies are:

- Doctors appointment (must have a doctor’s note)
- Signed in by a parent
- Dental/Ortho appointment (must have a doctor’s note)
- Court (must have documentation)

Students will be **granted 5 excused** tardies per semester. First semester, August through December; second semester, January through May. Consequences of the Tardy/Sweep program will begin after the fifth excused tardy.

Consequences of Unexcused Tardiness

18-Week Period – Teacher Track

- 1st Tardy – All unexcused tardy students will report to the front office. Tardy will be documented and student issued a pass to class.
- 2nd Tardy – Student reports to office. Student will spend remainder of class period in Sweep.
- 3rd Tardy – Student reports to office. Student will spend a school day in Sweep serving On Campus Suspension.

- 4th Tardy – Student reports to office. Student will spend two school days in Sweep serving On Campus Suspension.
- 5th and Future Tardies – Student reports to office. Student will spend three school days in Sweep serving On Campus Suspension. A referral may also be included to Administration for further consequences.

All work missed is due the next day. All unexcused 1st period tardies may result in a lunch detention or after school detention that same day.

For every class in which the student is late eight (8) times in an 18-week semester, the student will be asked to petition for credit.

Attendance Loss of Credit Appeal

If a student loses credit due to excessive absences, tardies or truancies a letter will be mailed home explaining the reason for loss of credit as well as the procedure to appeal for credit. Students and parents must sign and return the appeal form. A parent conference will be required to develop a plan for a successful appeal.

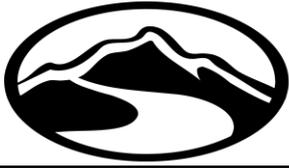
Students should continue to attend class and complete assigned work. Work must be completed during the course. Attendance and grades will be considered in granting appeals. The review committee will make the final decision.

Student Personal Electronic/Communication Devices (iPods, Mp3 players, CD players, handheld game systems)
Unless authorized by staff for a specific school activity, students’ personal electronic/communication devices such as radios, recorder/players, CD/DVD players, iPods, MP3 players, laser pointers, pagers and cellular telephones are to remain off and concealed inside a purse or backpack during the school day. Students misuse of such devices, or if use of such devices disrupts the educational environment, will result in disciplinary action.

Please note that Integrity Education Centre **WILL NOT BE** responsible for lost or missing devices nor will we investigate when the items are presumed stolen. IEC’s recommendation regarding this policy is that student’s should keep ALL devices at home.

Should a student need to contact their parent they must come into the office and use the office phone. If a parent needs to contact their student they must call the office.

- 1st offense: The student will receive lunch detention and the office will keep the electronic device until the end of the school day.



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- 2nd offense: The student will receive detention and the parent must pickup the electronic device.
- 3rd offense: The office will keep the phone until the last day of the school year.
- 4th offense: The student will be suspended up to 5 days.
- 5th offense: The student will be recommended for long-term suspension (This consequence will also apply to any student using another person's cell phone or electronic device).

If you have any questions regarding this policy please speak with someone from administration.

Custody

In cases where custody/visitation affect the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. Restraining orders, court orders and injunctions can only be modified or rescinded by a court.

Medications

Integrity Education Centre does not provide any over-the-counter (OTC) medication including aspirin, acetaminophen (Tylenol) or ibuprofen (Advil, Motrin). In order to protect all students, no medications of any kind are allowed in the student's possession. Students may bring in OTC medications to be stored in the office for their personal use only. The only exception to this policy will be students with asthma that require the use of an inhaler.

Integrity Education Centre will provide a locked storage area for medication that is prescribed by a student's physician. Office staff will make medication available at prescribed times. However, parents are encouraged to arrange with the physician to give medications either before or after school hours. All medication must be presented in the original prescription containers.

Campus Procedures and Expectations

Due Process

Students involved in any type of disciplinary problem must enter the discipline process at the preliminary investigative point where early guilt or innocence of charges is determined. Dependent upon the seriousness of the offense, the student must be accorded the following basic rights.

1. Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true.
2. Notice of a right to a hearing at which time he or she may respond to the charges.

3. A fair hearing, including the right to present witnesses and evidence.
5. A fair and impartial decision.

Detention

Detention is held before or after school or during lunch. The administration will assign students to detention when attendance or tardy policies are violated. Detention may also be assigned when a student's behavior or conduct has been inappropriate. Failure to serve detention may result in additional consequences.

In School Suspension

In school suspension is served at school for the entire day. ISS can be assigned for one day or multiple days based on the infraction. ISS will be assigned by the Administration and will be served during the school day. Parents will be notified and a meeting may be required. Students in in school suspension will complete all work collected for them and hand it in to the appropriate teacher at the end of the day. Failure to complete work collected will result in additional day of ISS.

Suspended Students

Students who are suspended during the school day are expected to leave campus upon parent or guardian permission or be picked up by a parent or guardian. If a parent or guardian cannot be reached, the student will remain in the office and serve their suspension the next day. If a student is suspended, either in school or off campus, that student may not participate in any extracurricular events on the day they are suspended or anytime during the suspension.

The student must request missing assignments upon his/her return to school. This includes suspensions. If assignments were given while the student was present, the assignment is due the day the student returns to school after an absence.

For a student to receive credit for missed work, the assignments must be made up during the time period allowed. If work is not made up during that time, the student may lose credit for the assignments.

Expulsion / Long Term Suspension

Expulsion is the exclusion of a student from school permanently. Long Term Suspension is the exclusion of a student from school for up to two years. The principal will make any recommendations to expel or long-term suspend a student to the Board. A student will be placed on suspension, pending a determination from the Board regarding expulsion. There is no administrative appeal for the Governing Board's decision to impose discipline. The school reserves the right to determine which behaviors are severe enough to result in expulsion from IEC.



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Legal Infractions

Students Suspected of Substance Abuse

If a teacher or administrator suspects a student of being under the influence of abused medications or **any other mood altering substance** due to a suspicious aroma, the student's appearance and/or the student's behavior, Integrity Education Centre has the right to suspend the student until documentation of a clean urine analysis signed by a doctor is provided.

Selling any of these substances is illegal. The student will be long-term suspended and a police referral will be made.

Illegal Contraband

Possession or use of illegal contraband, such as tagging markers or other items related to vandalism, is prohibited on campus. Students found in violation of this policy may be suspended.

Use/Possession of Tobacco Products on School Campuses

ARS.36-601.01 Tobacco Possession Prohibition

Possession of tobacco products on K-12 public charter or private school grounds, building, parking lots, playing fields and vehicles and at off-campus school sponsored events is a petty criminal offense. Tobacco products include smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. snuff, twist) and cigarette papers. Smoking is not allowed in any area of campus by any one. If a student violates the no smoking rule, that student will be given appropriate disciplinary action, which may result in a suspension.

Possession, Sale, Use or Being Under The Influence of Drugs, Alcohol or Other Control Substances or Possession of Drug Paraphernalia/Illegal Contraband

Selling, possessing, using or being under the influence of illegal drugs, alcohol or other controlled substances, or being in possession of paraphernalia associated with drug use on school property or at school-sponsored events, is prohibited. Students are also prohibited from selling or possessing imitation controlled substances on school property or at school sponsored events.

Possessing includes but is not limited to such situations as:

- When a student who has been out of jurisdiction of the school returns to campus showing evidence of having been drinking or using drugs.
- When a student's car on campus has alcoholic beverages or illegal drugs in it.

Students found in violation of this policy may be suspended for up to two years and the police may be notified.

Any student who remains in any situation or place for more than the amount of time to become aware of the situation

where drugs, substances, or alcohol are present, will be considered to be in violation of IEC's policies.

Reasonable Suspicion Testing

Whenever there is reasonable suspicion to believe that a student is using drugs, substances, or alcohol, the student may be tested. If a student refuses to consent to, or cooperate with any testing, he/she is subject to dismissal.

Closed Campus Policy - Lunchtime

Integrity Education Centre does not allow parents to call in for students in order to leave campus for lunch. We maintain a closed campus during the lunch period. Students may not leave campus for lunch unless they have their parent, legal guardian or authorized emergency contact person sign them out of school in the attendance office. All students are to remain only in designated areas during lunch.

Leaving Campus During the School Day

Students may not leave the school grounds during the school day unless they have an approved shortened class schedule, attend classes at an approved educational institution or are assigned to approved internship/work program. Requests for release of students during the school day, for reasons not noted above, will be recognized from parent, legal guardian or authorized emergency contact person only.

Campus Pass Regulations

Students are expected to be in class on time. Students should rarely need to leave class until the teacher dismissal. For those rare occasions when teachers grant a student permission to leave class, a campus pass must be carried. **NO STUDENT SHOULD BE OUT OF CLASS WITHOUT A SIGNED CAMPUS PASS.** Only staff members or an administrator may excuse a student who is tardy from one activity on campus to another.

Messages and Gifts

In order to reduce disruptions to the educational environment, only emergency messages will be delivered. An emergency is an accident, illness, or serious family problem. We cannot accept deliveries for students. Items such as flowers, balloons, stuffed animals, cookies, etc., should be sent to the student's home, not the school. School items left at home and delivered by parents will be kept until the student picks them up at the end of the day.

Students On Campus Outside of Scheduled Class Time

Students are prohibited from loitering in or around the school campus. Students waiting for a class or an event to begin must wait in a designated area until their event begins or the school day ends. Students may not wait in the school office.

Public Display of Affection



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Holding hands is the limit of affection to be displayed on campus. Inappropriate public displays of affection or sexual misconduct are prohibited. Violation of this policy may result in a suspension up to 3 days.

Visitors

Students are not to have visitors during school hours. Parents are always welcome on our campus; but for the protection of our students all visitors, including parents, must first check in at the office. Failure to follow these procedures will be treated as trespassing.

In-School Assemblies and Events

Assemblies or events which take place during the school day are considered instructional time. All students are required to attend and exhibit school-appropriate behavior. Attendance is defined as remaining inside the designated area. Non-attendance is considered truancy.

Skateboards/Bikes

Skateboarding and bike riding are not permitted on campus or in the parking lot. Skateboards must be checked into the office each day. Bikes must be locked on the bike rack.

Off Campus Policies

Good Neighbor Policy

All policies regarding student conduct are in effect from the time a student leaves home in the morning until the student arrives home after school. Students participating in, or attending any school function any time during the day, on or off campus, will be held accountable for all policies and procedures regarding student conduct. Violations will be treated the same as on-campus violations.

Students are prohibited from loitering at neighborhood businesses when going to and from school.

Criminal Involvement Off-Campus

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school, and at off-campus school activities. Consequences may include detention, suspension or recommendation for long-term suspension, depending on the severity of the offense

Classroom Policies

Basic Educational Rights

The School will strive to ensure that the following basic educational rights are not compromised:

1. The student's right to a quality education, which is differentiated and free from disruption.
2. The educator's right to teach or administer free from verbal/physical intimidation and assault.
3. The parent's right to a quality education for his/her child and the protection of students, educators and school property.

Expectations For Student Conduct

Students are expected to respect the personal and property rights of others and cooperate with all members of the school community.

Students are expected to:

1. Comply with school policies and regulations.
2. Submit to the authority of school administrators, teachers and the Governing Board.
3. Attend school and meet school obligations.
4. Maintain a standard of conduct that reflects socially acceptable behavior.
5. Accept responsibility for their actions.
6. Respect the rights of others.
7. Dress appropriately and practice habits of good personal health and hygiene.
8. Help maintain school property and other property of the school community.

Student Disruption of the Education Process / Violation of Classroom Procedures

Students at Integrity Education Centre have the right to a quality education, free from unnecessary disruptions and distractions. IEC's administration and staff have the responsibility to determine when a student's behavior is inappropriate, in violation of policy and/or disruptive.

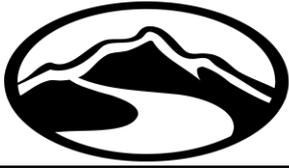
Examples of behavior considered classroom disruptions are: students not performing assigned tasks; students exhibiting any behavior that interferes with the teacher's right to teach or student's right to learn; students speaking out at inappropriate times; students moving around the classroom inappropriately. Consequences of disruption are outlined in the Integrity Education Centre Discipline Matrix.

Food and Drinks

NO food or drinks are allowed in classrooms except plain, unflavored water. Chewing gum is forbidden at all times. No Polar Pops allowed on campus.

Academic Honesty Policy

Student tests/assignments may be disqualified without the right of make-up when plagiarism is evident or the teacher's



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test taking procedures have been violated. Academic Honesty is vital to the success of a student. When the students have engaged in academic dishonesty, their work and their evidence of true ability is compromised therefore the student will be disciplined.

“Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills”. IBO Academic Honesty Policy – PDF (2007). International Baccalaureate Organization. Accessed June 28, 2009 from <http://www.ibo.org>

“An authentic piece of work is one that is based on the student’s individual and original ideas with the ideas and work of others fully acknowledged. Therefore all assignments, written or oral... must wholly and authentically use that student’s own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged”. IBO Academic Honesty Policy – PDF (2007). International Baccalaureate Organization. Accessed June 28, 2009 from <http://www.ibo.org>

Academic Dishonesty can be described as:

- Cheating – Copying another’s work either paper or electronic, such as homework, class work, or answers to a test. Cheating is also using the same work for more than one assignment without both of the involved teachers’ permission.
- Collusion – Allowing someone else to copy or cheat off of your work. Passing information related to a test.
- Duplicating - copying someone else’s file or assignment in part or in whole.
- Paraphrasing – using an author’s ideas by rewording or rearranging the author’s original words. Paraphrased materials still require the student to acknowledge the source. Students will address documentation concerns to their teacher.
- Plagiarism

Plagiarism occurs when...

- You copy or look at someone’s answers to a test.
- You have someone take a test for you.
- You copy someone’s homework.
- You have your parents, friends, or siblings do your homework for you.
- You ask your friends simply for the answers to an assignment.
- You ask others what questions were on a test that you missed.
- You have someone write an essay for you.

- You copy and paste information from an Internet site onto your essay without citing it as a source.

Plagiarism will not be tolerated. A referral will be given for the act of cheating.

Students who are found to be in violation of the Academic Honesty Policy will be subject to academic and/or administrative disciplinary action. All students will sign the academic honesty policy in each class in their syllabus. All documentation will be kept in the students file.

Students found to have engaged in academic dishonesty will face grade penalties on assignments and tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information of students

Acceptable Use of School Computers

Acceptable use of technology on the Integrity Education Centre Campus requires that the use of these resources be in accordance with the following guidelines and support the educational goals of Integrity Education Centre. The user must:

- Use the technology for educational purposes only.
- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang-related, sexually threatening, racially offensive or illegal.
- Not transmit any data/material in violation of any Federal or Arizona State regulation. This includes, but is not limited to copyrighted material, threatening or obscene materials, and anarchist or terrorist information.
- Not attempt to harm or modify the network.
- Not attempt to gain unauthorized access to systems or data, destroy software, or interfere with system security.
- Not use the network in a way that would disrupt the use of the network by others.
- Not commit vandalism in any form. This includes both physical and logical damage. Physical vandalism is defined as any act in performed with the intention of destroying, defacing, or damaging school hardware. Logical vandalism is defined as any attempt to harm or destroy the school’s network system, other users’ data, or any other agency or



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network that is connected via the Internet. This form of vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses worms, logic bombs, mail bombs, Trojan horse programs, or software utilized to scan the network for passwords or confidential information.

- Personal e-mail such as Yahoo Mail and Hotmail are forbidden. Instant messaging and chat rooms are forbidden. Never reveal/exchange personal information over the Internet.
- Do not reveal home addresses or personal telephone numbers
- Notify a system administrator if a password is lost or stolen, or if there is a reason to believe that someone has obtained unauthorized access to the system. You must not share your account information with anyone else, nor use anyone else's account information. You will be responsible for any misuse done under your login.
- Do not use the EIS to make any unauthorized purchases or to conduct any non-approved business. Use of the Internet for commercial use, financial gain, personal business, product advertisement, or political lobbying, is not permitted.
- Abide by all copyright regulations, thereby refraining from illegally copying copyrighted software or documents. This includes, but is not limited to, downloading music.
- Do not print unauthorized pages or unauthorized numbers of pages, wasting school resources such as print cartridges and paper.
- The use of computing resources at Integrity Education Centre is a privilege, not a right. Any action by a user specifically delineated in this document or determined by a system administrator to constitute an inappropriate use of a computer system or network system is subject to consequences. Downloading is prohibited and may result in the loss of computer privileges. Violation of any of this policy can result in restricted access, loss of computer and /or Internet privileges, and disciplinary action, including legal or criminal prosecution under appropriate state and federal laws. Serious violation or repeated violations of the acceptable use policy may result in suspension or dismissal.

Saving Student Computer Work

All schoolwork is to be saved in the student's file on the school's server. Students are not to log in to another student's profile, as this is a violation of privacy. Doing so may result in both students being disciplined for cheating and/or plagiarism, among other violations.

Transferring Homework

CDs and jump drives are the only devices acceptable for downloading work from home to the school computer. Students may also email assignments to their teacher. Students must get teacher permission prior to downloading or printing their work.

Insubordination

Students are expected to comply with reasonable requests of a staff member the first time they are asked. Failure to do so will be considered an act of insubordination. This will result in disciplinary action. Repeated offenses may result in long-term suspension with recommendation for expulsion.

Inciting to Riot or Demonstration

Students are not to incite or demonstrate in a disorderly or unauthorized manner on or adjacent to school property.

Inappropriate Language / Gestures

Students are prohibited at all times from using vulgar, profane and/or racist language or gestures, and/or displaying obscene or inappropriate material.

Sexual Harassment

Sexual harassment of or by any student is prohibited. Prohibited harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. Violation of this policy may result in a police referral and long-term suspension.

Bullying/Harassment/Racial-Ethnic Insults/Intimidation

A Healthy school environment must be free from racial/ethnic/gender insults and/or intimidation. Under the heading of "Harassment and Verbal Abuse", behavior that intentionally intimidates or demeans another person or group on the basis of sex, sexual connotations, race or ethnic background has a uniquely destructive effect on school climate, often eroding an entire group's feeling of safety and well being and will not be tolerated in the school environment. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It involves a real or perceived imbalance of power with the more powerful student or group attacking those who are less powerful. Bullying can be in multiple forms:

- Physical – pushing, hitting, kicking, spitting, stealing
- Verbal – making threats, taunting, malicious teasing, name calling
- Psychological – social exclusion, extortion, intimidation, spreading rumors manipulating social relationships



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Students are encouraged to immediately report these types of incidents to a school official. It is required that the school official follow procedures to investigate a student bullying claim and resolve incident(s) with appropriate sanctions. Such behavior disrupts the education process and climate of the school and must be reported to school administration immediately.

Any parent who suspects their student is a victim of bullying or harassment shall notify school officials and make a report. Forms to report these incidents are located in every school office ARS 15-341, ARS 15-2301.

Pornography

Possessing, looking at, wearing, writing, describing, or drawing any material such as, but not limited to, pictures from magazines, the internet, condoms, etc. which shows nudity or sexual acts, or which refers to sexual behaviors, is prohibited.

Gambling

Participating in games of chance of the purpose of gaining money is forbidden on campus. Suspension may range from one (1) day to long-term.

Destruction of Theft of Property

The destruction, theft or vandalism of any school or personal property, including textbooks or other classroom materials, is prohibited. School personnel may use reasonable physical force to protect school and personal property. Violations of this policy may result in a police referral and long-term suspension.

Hazing

Any solicitation to engage in hazing is strictly prohibited and will result in suspension and police referral.

Gang Association or Activity

For the purposes of disciplinary action, a gang shall be defined as a group of three or more people, who have a name, claim a territory, have rivals/enemies, interact together to the exclusion of others and exhibit anti-social behavior often associated with crime or a threat to the community. Behavior that initiates advocates or promotes activities that threaten the safety or well being of students will not be tolerated. Students should be aware that the display of gang signs for the purpose of intimidation is now considered a felony in the state of Arizona.

Fighting vs. Rough or Inappropriate Play

Fighting, defined as physical contact with another person intended to cause harm, is never appropriate on a school campus. This is distinguished from the type of play – especially that of younger students – in which participants

may exceed the bounds of good judgment without intending to injure one another. Response to inappropriate play must be measured by the age of students and type of endangerment that results. Excessive horseplay is also forbidden. Examples include, but are not limited to, throwing rocks, throwing food, shooting spit wads, pins or staples, pretend fighting, playing dead arm/leg, stuffing humans in trash cans, purposefully spilling food on campus, etc

Fighting / Mutual Combat / Intimidation

Students shall not fight, push, intimidate or otherwise abuse other students. For the purpose of reprimand, suspension and expulsion, fighting / mutual combat / intimidation shall include, but not be limited to, the following types of conduct:

- Exhibiting behavior that intentionally, knowingly or recklessly causes any physical injury to another person.
- Exhibiting behavior that intentionally places another person in reasonable apprehension of immediate physical injury.
- Intending to injure, insult or provoke another person by knowingly touching him/her.
- Acting together (two or more students) in a way that recklessly uses force or violence or threatens to use force or violence that disturbs the normal operation of the school, any school sponsored activity or threaten to create a disruption or injury to students, guests or employees of the school.
- Engaging in fighting, violent or seriously disruptive behavior.
- Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation.
- Making protracted commotion, utterances or displays with the effect of preventing the orderly administration of the school.
- Refusing to obey a reasonable order of an employee of IEC.
- Threatening by word or conduct to cause physical threatening to use or using physical forces against another in response to a verbal statement.
- Threatening by word or conduct to cause physical injury to another person or serious damage to the property.

Students who violate this policy are subject to a five (5) to nine (9) day suspension.

Threat to Educational Institution and Employees Safety of the School

Any persons engaging in behavior or actions that threaten the safety or security of the campus will be disciplined accordingly. This includes any verbal/written statements or gestures that may be construed as threatening to the safety of



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the school. Threatening Integrity Education Centre by word or conduct is prohibited. Violation of this policy may result in a police referral and long-term suspension.

Verbal Abuse of Staff

Students shall not insult, threaten, or verbally abuse staff members. Violations of this policy may result in long-term suspension

Physical Abuse of Staff

Students must not intimidate or physically abuse school staff. Personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. Violations of this rule may result in a police referral and long-term suspension from IEC.

Falsifying or Forging School Documents

Falsifying or forging school documents will result in up to 5 days off-campus suspension or recommendation for long-term suspension depending on the severity of the offense.

Arson

The malicious or fraudulent burning or damage of school property will result in recommendation for long-term suspension, up to two (2) years, and a police referral.

Fireworks and Explosive Devices

Students are prohibited from possessing or using fireworks or explosive devices on campus. Violation of this policy may result in a police referral and long-term suspension.

Weapons / Instruments of Offensive or Defensive Combat / Something to Fight With

Students shall not possess or use firearms, weapons or any other instruments capable of harming a person or property but are not limited to guns, chains, knives, clubs, brass knuckles or any other items that, when used as a weapon, can result in bodily harm or property damage. Possession of a weapon on campus is grounds for immediate dismissal or long-term suspension of up to two years

Search and Seizure

Our number one concern is maintaining a safe, positive learning environment for our students and staff. There are occasions when the student receives information that this may be jeopardized in some fashion and a search must be conducted. School officials need only reasonable suspicion to initiate a search. Reasonable Suspicion is based on information received from students or teachers that is considered reliable. Reasonable suspicion may also be prompted by the behavior or affect of the student. Consequently, certified school officials may search if reasonable suspicion is established as the primary basis for the search. Searches may include, and are not limited to the

student's person, desks, locker, backpacks, automobiles, purses, cell phones, wallets, etc.

Child Abuse Reporting

Per state law, school employees must report reasonably suspected cases of neglect, non-accidental injury, or sexual offenses against children to Child Protective Services and local law enforcement agencies. Where parents are the alleged abusers, school personnel are not to notify parents. Child Protective Services (CPS) and law enforcement agencies are responsible for notification.

Individuals required to report reasonable suspected abuse are protected by state law from civil or criminal liability.

Any child who is a suspected victim shall be made available to either CPS or the Police Department for questioning. The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or the police may interview the student and all other children residing in the home on school grounds outside of the presence of school personnel. They may conduct interviews with the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain school records upon written request. (A.R.S.§13-3620).

General Considerations for Promotion

1. Students will generally be promoted annually, unless the student has not achieved School standards and/or state requirements for promotion to the next grade level.
2. Teachers or IEP teams are responsible for determining whether the subject area promotion or retention standards have been met for the particular student.
3. Teachers and IEP teams will take particular care in retaining a student more than once at a particular grade level or during the student's elementary school career.
4. Teachers will not recommend retention until all other available possibilities for continuous pupil progress have been considered (including, but not limited to, special help and remedial work).
5. Teachers may provide parents with written notice and request a conference anytime a student's classroom performance is deficient.
6. Teachers must provide parents with prior written notice regarding the student's unsatisfactory progress



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- or achievement if the teacher intends to recommend retention.
7. A classroom teacher will notify parents no less than ten school days prior to the end of the school calendar year if the teacher is recommending retention.
 8. If a student is retained, the school will evaluate the appropriateness of the instructional program and consider modifying the program in order to better meet the student's needs the following year.
 9. Parents who disagree with the school's decision regarding promotion/retention may request that the Governing Board review the decision. The request must be in writing and submitted to the office within twenty weekdays from the last day of the school calendar year. The parents will be notified of the date, time and place that the Governing Board will conduct its review and provide the parents with a written copy of the Governing Board's decision.

Classroom Information

All of Integrity Education Centre courses are designed for college preparation. Students are expected to be well prepared for high school and for college.

Integrity Education Centre aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through understanding and respect.

Grading and Assessment General Guidelines

Grades will be reported in letter form (i.e., 84% B.) Individual, school-wide, department grading and assessment guidelines have been developed.

The Principal will request the grading guidelines that teachers develop for each of their courses. These guidelines must be approved by the principal and may be expanded as far as types of assignments and number of aligned tasks. Individual guidelines must be developed that adhere to the minimal parameters of the Grading & Assessment Guidelines for each department.

Assessment Philosophy

Assessments are given to determine where individual students are in terms of achieving the course objectives and state standards. The goal is to have teachers use the results of each assessment when designing their lesson plans.

Assessment Guidelines

1. In a standard class, there will be one report of academic progress and one final report of academic achievement indicating a cumulative coursework grade, a course assessment grade and a final grade earned.
2. A summative district course assessment that measures each student's knowledge of the approved curriculum and course objectives must be administered. The district course assessment must be worth 20% of each student's final grade.
3. Documentation of student progress toward mastery of course outcomes should occur regularly and frequently. A minimum number of aligned tasks (i.e., benchmark assessments, tests, projects, and portfolio) must be given during the course. The minimum number of tasks required will follow course guidelines.

Grading Philosophy

The purpose of grading is to inform students, parents and others of the student's progress toward the achievements of educational objectives. Grades are to reflect learning, i.e., student achievement toward mastery of standard-aligned course outcomes.

Grading Guidelines

1. The 80% of the student's grade determined by coursework will be divided into task categories of appropriate type and weight for each course and be consistent within departments.
2. All grades must represent learning (student academic achievement).
3. No individual task (i.e., benchmark assessment, test, project, and portfolio) will be worth more than 20% of a student's final grade. Extra credit (additional points) may be made available if it is offered equally to all students only as a demonstration of academic achievement above and beyond the expected level of performance in a lesson or unit. (Example: an additional challenge problem on a math test worth points above and beyond the regular points possible.)
4. Documentation of student progress toward mastery of course outcomes will occur regularly and frequently. A minimum number of aligned tasks (i.e., benchmark assessments, tests, projects, and portfolio) must be given during the course. The expectation is that all students complete and turn in work on time. Any work that is turned in past a prescribed deadline will be awarded partial credit only. The amount of partial credit awarded to assignments will be consistent.
5. Beginning with the "grade in progress" report, and continuing until the end of the course, each student's current grade will be available by directly requesting



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the grade from the teacher, or through electronic means.

the content of their own academic record and/or discipline record. Copies of these records are held in the front office.

Grade Point Average (GPA)

Grade Point Average is calculated for each High School student for the purpose of reflecting a student's academic achievement over his/her school experience.

Grade points are provided for each grade as follows:

Grade	Grade Points
A	4
B	3
C	2
D	1
F	0

To calculate the GPA, you add the sum of the grade points and divide by the number of credits taken. The calculation is as follows:

$$\text{GPA} = \frac{\text{Sum of grade points}}{\text{Number of credits taken}}$$

After Pre-Registration

After student schedules have been created, there are limitations for schedule changes because of limited space.

Registration

During registration in late July and early August, the focus of the Office is to assist new students. submitted request. Returning students will receive their schedules on the first day of school. If students need credit for an unavailable class, they may be enrolled in the on campus independent study for the course.

Rights to Student Records

Integrity Education Centre respects the privacy of student records and recognizes that only pertinent and factual information should be contained in the permanent records of students. The Board of Education has adopted policy to insure the rights of parents and students over 18 years of age to review student records and to limit the amount of student record information that can be made available to people or agencies outside the school.

If the student is under 18 years of age, his/her parents have the right to review and challenge the content of the student's academic record and/or discipline record. If the student is 18 years old or older, he/she has the right to review and challenge

Information from a students file is available to other state agencies by law. This information could be other schools, universities, states agencies, or military depending on request.

Grade Reports

All report cards are mailed home. All grades are considered grades in progress until the final course grades are given. Parents are encouraged to communicate directly with their student's teachers about grades.

Consideration Pertaining to Schedule Changes

Integrity Education Centre does not make schedule changes for the following reasons:

- The student would prefer a different teacher
- The student would prefer a class with a friend
- The student would prefer their classes in a different order.

Good reasons for schedule changes include:

- The student has already received credit for the same course
- The student has completed an Independent Study, correspondence course, or Summer School course
- The student has failed a class required for graduation
- Adding a course needed to graduate on time adding a course required for college admission

Level Changes

Integrity Education Centre considers courses in the Honors Program to differ significantly in their curriculum and topic sequencing. As a result, no schedule changes will be made after the first full week of the school year to move a student to or from Honors Program classes and regular classes of the same subject. Therefore, it is imperative that students and parents choose courses carefully, using the Honors Program self assessment as well as the student's past academic related behaviors and work habits.

- Student schedules will not be changed simply because the student's grade is lower than desired.
- Students will not be granted a level change at semester. If students are experiencing problems, it is expected that students (and parents) will work with the teacher to monitor and adjust the work habits necessary for the desired improvements and that the student will regularly attend conference period.
- Teacher initiated level changes may be allowed, provided the "problem solving process" (outlined previously) has been followed, but level changes not supported by the teacher will not be permitted.



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Problem Solving Process

It is expected that students and parents will work with the teacher and counselor when encountering difficulties. It is not an acceptable practice for students and/or parents to request a schedule change first. It is a rare occasion when a schedule change is completed after the first full week of school and is only done when it is determined that:

- The student is making a sincere effort to do the work in the class
- The student is regularly making contact with the teacher in the classroom in order to ask questions.
- The student and parents have worked with the teacher to understand the scope and nature of the problems causing difficulties.
- The student and parents have consulted with the counselor, so that the counselor can offer general support and can talk to the teacher with the student.

If it is agreed upon that there has been consistent effort by and communication between the student, parents, teacher, and counselor, and there has not been improvement, then it may be necessary for the administrator to approve a schedule change

Integrity Education Centre sends paper copies of report cards at the end of each semester. Progress report grades are available through the PASS system. Any parent who would like a paper copy of the progress report may request one through the front office.

Statewide Mandatory Testing

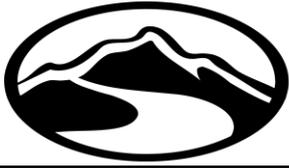
Students are required to demonstrate competency of Arizona State Standards in reading, writing, mathematics and science. These tests will be given in spring.

English Language Development (ELD)

The English Language Development Program is a developmental program that assists students in the acquisition of the English language. In addition, its goals are to support the limited English proficient students, as they become independent learners using the Discrete Skills Inventory and the ELD state standards. Students focus on oral, reading and writing skills in ELD classes for 4 hours a day as well as through accommodations made by classroom teachers for ELD students enrolled in regular classes. The ELD program is designed to meet students' academic, cognitive, and affective needs as they move toward full participation into mainstream classrooms with eventual exiting of the ELD program.

Placement is determined by the AZELLA test. Students are monitored for progress and advancement throughout the year. Testing is done when a student registers and mid semester if the ELD teacher has seen documented growth in the student. Students will be tested within the first 30 days of school and again at the end of school to document the academic growth obtained. Students will be placed in an ELD class taught by an English teacher each semester until they have attained proficiency within the AZELLA test. The number of students testing in to each language category will determine placement of students. Additional help will be available by the ELD teacher.

Report Cards and Progress Reports



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VERIFICATION OF RECEIPT INTEGRITY EDUCATION CENTRE PARENT/STUDENT HANDBOOK

I have read and discussed all of the discipline rules outlined in the Integrity Education Centre Handbook with my child.

I understand I can call the school for clarification and ask questions regarding the discipline programs and procedures at Integrity.

We have received the Integrity Education Centre Parent/Student Handbook.

Parent's Signature

Student's Signature

Date

* Please return signed form to the school office. This is part of the student's file.