



Arizona Autism Charter School

Parent Policy & Responsibility Handbook

Our Mission

The mission of the Arizona Autism Charter School is to educate students with autism and related disorders using evidence-based strategies grounded in the principles of Applied Behavior Analysis (ABA). This educational model will be delivered by highly trained teachers and staff. Our goal is to make this high quality, specialized education accessible to students with autism spectrum disorder (ASD) in the Phoenix Metropolitan area and beyond.

Our Vision

Our driving force is to empower students with ASD to reach their full potential in motivating and engaging environments using individualized programs, so that each child gains the skills to integrate into the community and become a fulfilled, productive citizen.

The Board of Directors for Arizona Autism Charter School

The Board is responsible for meeting the mandates of the Arizona State Board of Education and the overall operation of the charter school.

Administrative Team

Executive Director	Diana Diaz-Harrison
Leadership Consultant	Lisa Long
Elementary School Director	Matt Drowne
Elementary School Assistant Director	Allan Smith
Upper School Director	Megan Vincent-Fox
Human Resources Manager	Nisha Teague
Special Education Director	Ashley Kinton

Business Office

Office hours are 8:00 a.m. – 4:00 p.m. at both school sites.

Office Manager-Elementary Campus	Tammy Keller
Receptionist/Records Clerk-Elementary Campus	Marion Martinez
Capacity Building Exec. Assistant-Upper School	Claudia Diaz
Receptionist/Admin Assistant - Upper School	Cynthia Aranda

School Contact Info

Elementary School Campus
4433 N. 7th Street, Phoenix, AZ 85014 (602) 882-5544

Upper School Campus
1445 E. Indian School Rd, Phoenix, AZ 85014 (602) 883-7500

Daily School Hours

Kindergarten AM:	8:30 a.m. – 11:00 p.m.
Grades 1 – 4 Monday-Friday:	8:30 a.m. – 2:45 p.m.
Grades 5-9 Monday-Friday:	8:15 a.m. – 2:45 p.m.
Grades 1 – 4 Half Days:	8:30 a.m. – 12:30 p.m.

Half Days are Early Release Staff Development Days.

Arrival & Dismissal

In order to ensure the safety and security of all students, we have instituted strict arrival and dismissal procedures. Students may arrive at the elementary between 8:00am and 8:25am and at the Upper School between 8:00am and 8:15am. Please call or email your student's teacher with any concerns about your student before school so that the drop off vehicle line can move quickly and smoothly. Staff members have been instructed to ask parents to follow this procedure to help alleviate traffic concerns.

Also, to prevent classroom disruptions, students will not be released for dismissal after 2:30 pm except on an emergency basis. This is to ensure that staff members have time to complete all academic lessons and proceed to staff posts to ensure that students can safely be dismissed to the traffic line. Please help us stay well-staffed and keep all students safe by not routinely picking up your child early from school.

We ask that parents be on time to pick up their students. As part of our continuing effort to keep students safe and ensure adequate staffing at all times, if you are more than 20 minutes late to pick up your child after dismissal, your child will be sent to wait with office staff. The fees for this emergency service are **\$25 for the first 20 minutes** and **\$50 for each additional 15 minutes** after that. Office staff may call the Department of Child Safety if a child is not picked up one hour after dismissal or is routinely picked up late from school. Please note early release times on the school calendar and ensure you have a pick up plan for your child on early release days. We thank you in advance for your understanding and support of our efforts to ensure the security of all our students.

Attendance Is Essential

Arizona law ARS § 15-803 A requires students to attend school from the ages of 6 – 16. Arizona Autism Charter School believes students need to be at school daily to maximize their learning opportunities. We strongly request that students and their parents make every effort possible to minimize the number of days they miss school.

If a student is habitually absent or tardy, we will first work with the family to improve attendance. School policy requires, however, that we notify the proper state authorities if no improvement is made and attendance continues to be an issue.

Excused Absences

Daily attendance in school is required. The only absences considered excused are:

- Personal illness
- Death of a family member
- Serious family emergencies (subject to approval)
- Court summons

- School-approved activity
- Religious holiday
- Urgent medical appointments (**Please note: if regular doctor, dentist, therapy (speech/OT), or other non-urgent appointments need to be made, the expectation is for every attempt to be made to schedule appointments after school, or on early dismissal or school holiday dates. Students will not be routinely excused for therapy appointments**).

For an excused absence, parents/guardians must notify Arizona Autism Charter School by 9:00am of each day the student is absent. Any student who is absent with an illness for four (4) or more days must bring an official note signed by their doctor to the office when they return to school. The note must include the name of the student, dates of absence and reason for absence.

- Full name of the student
- Date(s) or time of absence
- Specific reason for absence
- Signature of medical provider

To report an absence, please email studentattendance@autismcharter.org or call 602-882-5544 for Elementary students and (602) 883-7500 for Upper School students.

Unexcused Absences

Unexcused absences reflect poorly on student achievement, so we strongly encourage students to minimize the number of unexcused absences they incur. AZACS is responsible for a minimum number of instructional minutes for both state requirements and IEP requirements. AZACS takes this responsibility very seriously and we count every minute of our school day to ensure that students meet these minutes and receive the maximum benefit possible.

The following are some examples of missed school days that will be considered unexcused absences:

- Family Trips
- Non-school related activities (e.g. sporting events, cultural activities, celebrations, trips)
- Truancy (non-attendance)
- **Routine, weekly therapy appointments**

Any student who is absent from school without the permission of the parent/guardian and/or without the knowledge and permission of Arizona Autism Charter School is considered TRUANT and may be subject to disciplinary actions in school and/or by local authorities. If a parent/guardian fails to send their child to school, the child will be considered truant. Under Arizona State law, Arizona Autism Charter School is required to report excessive truancy to the *Arizona Department of Public Services (DPS)*.

Excessive Absences

Should a student reach ten (10) total absences (excused or unexcused) within a semester; the Administrative Staff will meet to align interventions in an effort to support the student in regularly attending. A student's parents/guardians will be notified and asked to participate in this process to review the circumstances that led to the excessive absences.

Arizona State law states that any student who has 10 consecutive unexcused absences must be dropped from the school enrollment.

If a student misses school more than 15% of the time, the students may be denied promotion due to the Arizona state law and receive a failing grade in that class. The student may be required to repeat the grade the following semester, the following school year or at summer school.

Tardiness

Lateness to school and to class is disruptive to instruction. School begins each day at 8:30am at the elementary campus and 8:15am at the upper campus, and students must be in their assigned classroom by 8:30am (EC) and 8:15am (UC). A student will be considered tardy to school if he/she arrives after their campus's designated time. **Please note, students may not be allowed to enter school if they arrive after 10:00am without a medical excuse note.**

Unless accompanied by a physician's note, arriving to school after 10:00am is not permitted. The parent must make every attempt to communicate with the school's administrative staff regarding attendance and any late arrival information.

Upon late arrival, the parent/guardian must sign the student in at the front desk. Four (4) unexcused late arrivals to school will be considered habitual and parents will be contacted.

Illness Policy

If your student appears to be ill in the morning before school, please have him/her remain at home. In general, students will be sent home from school if they have a temperature of 100.4 degrees or more, if they are experiencing vomiting or diarrhea, or if they have symptoms of a suspected communicable illness or condition. If your student is sent home from school, please keep in mind that he/she **should not return to school until he/she has maintained a 98.6 degree (normal) temperature for 24 hours without being given medication for fever reduction (such as Tylenol, Motrin, etc.). The student should have experienced no vomiting or diarrhea for 24 hours before returning to school.** If parents, guardians or emergency contacts are called to pick up a student due to illness at

school, it is expected that your student will be picked up as requested within one (1) hour of notification.

Chronic Illness Policy

For students with a chronic illness resulting in ten (10) or more absences throughout the school year, a Chronic Illness Verification form signed by a physician will be required to be on file in our office.

Signing Out Early

We strongly discourage parents/guardians from signing students out early for appointments, therapies or other engagements which can be scheduled during school breaks, half days, or after school hours. Students who must leave school early for unavoidable purposes must have their parents contact the school and the parent/guardian must sign their child out at the front desk. Parents must remain in the lobby area until the child is escorted to the lobby from the classroom by staff. A parent/guardian must authorize in writing all additional family members or others who can sign their child out of school.

Also, to avoid classroom disruptions, **students will not be released for dismissal after 2:30 pm (12:15 on half days)** *except on an emergency basis*. This is to ensure that staff members have time to complete all academic lessons and proceed to staff posts to ensure that students can safely be dismissed to the traffic line. Please help us keep all children safe by not routinely picking up your child early from school.

Students who are routinely signed out early will be marked as an unexcused absence for that time period.

Identification for Picking up a Child

All adults authorized to pick up your child must be listed on the authorized contact list. If someone who does not routinely pick up your child is picking them up after school they must come into the office and show identification in order to pick up your child. If you have a new provider working with your child please ensure that we have written updated authorization allowing us to release your child. If someone is coming to pick your child up during the school day, please ask them to bring identification into the office so that we can verify the correct name on the pickup list. In the pickup line all cars should have dash board signs with the student information in order to pick up students. Cars that do not have this information may be asked to park and walk into the building to show ID which may delay the pickup of the student.

Parent Communication

AZACS makes every effort to communicate proactively using different modalities for families (e.g. Class Dojo, email, communication logs, bi-weekly progress notes). We also provide scheduled Parent-teacher conferences. In addition, we offer observations up to four times per school year in an effort to maintain transparency and team collaboration.

For any classroom concerns, the classroom teacher should be your point of contact. For any concerns not resolved through your child's classroom teacher, please reach out to the front office so they can direct your call to the appropriate staff.

Ways to effectively communicate with your child's teacher include:

- Via Email- Please call the school if you need to know a specific teacher's email address.
- Via Class Dojo- Each student has a Class Dojo account linked to their classroom.
- Via Phone- This method may be used outside of instructional hours from 8-8:30 and 3-3:30, however, please be aware that meetings and other tasks may take priority. Teachers are requested to return calls within 24 hours. Phone calls will not be transferred to the classroom during instructional hours, between 8:30 and 3pm.

Communication between school and home should remain respectful and collaborative. Inappropriate or unprofessional communication will not be condoned.

Conflict of Interest

AZACS Staff are not permitted to accept any position (e.g. babysitting, home therapy, habilitation, respite, etc.) outside of our organization with a current student. This is considered a conflict of interest to work with a current student outside of the school for any other organization or private funding. This is to protect the privacy of all students and maintain the professional relationship between school personnel and families.

This policy protects the employee from being placed in an uncomfortable situation and possible ethical dilemma. It is very important to ensure proper and appropriate boundaries for the protection of the student, families, and staff member.

Allergies

AZACS is a **Peanut Free** environment. No peanut products are permitted on campus. Please do not send students to school with **any** peanut related products. In addition, all students must have an updated Student Allergy List on file each year listing all diagnosed allergies. Families are encouraged to inform the front office of additional allergies, if changes occur throughout the year, so that additional precautions can be taken in specific classrooms as well as common areas. AZACS reserves the right to request medical documentation to verify listed allergies.

Lice/Nit

If a student is found with active, adult head lice, parents/guardian will be contacted and

he/she will be sent home for treatment. The parent/guardian may be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, if it is determined that the student remains infected with head lice, the school shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

Class Parties

Birthdays are important social activities and a favorite part of childhood. We understand parents may want their child to share this moment with their friends at school. Please communicate with your student's teacher to receive permission if you wish to celebrate your student's birthday with a class party. Up to 30 minutes of class time can be allotted at the end of the school day or during lunch. Information regarding upcoming class parties will be communicated to other parents in the class by the teacher.

Visitor Procedures

Arizona State Law mandates that all visitors to any campus, including *parents* must check in at the school offices before entering the classroom areas.

Parents, Guardians, DDD case managers, and other professionals working with a family are welcome to visit their student's classroom with prior permission. *Due to the nature of the students served at Arizona Autism Charter School (AZACS), interruptions and distractions in the classroom must be kept to a minimum for all students in the room.*

*All visits must be pre-approved by a member of the administrative team and will be limited to **one 30-minute visit, per appointment. Observations are limited to once per quarter, for a maximum of (4) four visits per school year.*** We are asking that all families wait six

(6) weeks into the school year before scheduling visits and observations to give students and staff time to adapt to their new school routines without disruptions. Please contact Matt Drowne at MDrowne@autismcharter.org, or (602) 882-5544 for the Elementary Campus or Megan Vincent at MVincent@autismcharter.org, or (602) 883-7500 (Upper Campus) to make arrangements for observations at least **one (1) week in advance of the intended visit.**

All visitors must report to the front desk to sign in and receive a visitor name tag. Visitor identification and signed Release of Information Form will be requested at that time if a person other than the parent/guardian is observing. Visitors will also be asked to sign a confidentiality agreement. An AZACS staff member will accompany the visitor to the classroom. All visitors must sign out at the front desk when leaving the school facility. For the safety of all students, there are no exceptions to this requirement.

Groups of visitors (more than two (2) persons) may be asked to visit the classroom at separate times. AZACS requests that siblings or small children are not brought along during scheduled visitations.

Teachers and therapists are not able to take instructional time to discuss class events, procedures, or student matters with visitors. It is recommended that a second time *before or after* school be arranged with the teacher and/or the therapist to discuss the visitor's observations.

School administrators, or persons acting in their absence, are authorized to refuse entry to the school to persons who do not have legitimate business at the school or do not have proper signed documentation. Any unauthorized person or persons engaging in unacceptable conduct will be asked to leave the school grounds.

Parent Observation Protocol

All observing parties must comply with the following conditions:

- Who May Be Observed: The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented within the allotted time frame (**no more than 30 minutes**). Observations are limited to **four times per year, once a quarter.**

At no time should a parent's motive for or focus of a classroom visit be to observe another student in the classroom. If the Director has knowledge that the focus of a parent's visit is to observe another student, he/ she reserves the right to deny a requested visit or to end a visit that is in progress.

- Check-In: Parents/guardians must check in the main office and obtain a visitor's badge from the office staff prior to the observation period. No more than one visitor may observe at one time.

- **Conduct During Classroom Visitation:** Classroom visits are scheduled for no more than 30 minutes per visit. Parents are expected to enter the class during the start of the scheduled time of the visit. While visiting the class, the teacher will designate an area for parents to sit. (Parents are asked to NOT sit with their student as this could create an unnecessary disruption for our students.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with the students or the teacher. Unnecessary noise and/or movement must be kept to a minimum. Please make a note of any questions or comments on a piece of paper for a later time.
- **Parent Questions/Comments:** Parents wishing to discuss their student's behavior after the observation should schedule a separate conference with the teacher.

Teachers are not required to answer parent questions during class, transitions or during their planning time the day of the observation. Parents who fail to observe the stated guidelines during their visit may be asked to leave if their presence or conduct interferes with the orderly operation of the classroom. If there is an unusual concern, please ask to speak with the administrator on site to address your concerns before you leave.

- **No Audio or Video Taping of Classroom:** Video and/ or audio recording of classroom visits by the parent or guardian is prohibited without prior approval. Electronic devices which could be used to video or audio record should not be visible during the visit.
- **School Administration:** The Director or his designee will be in the room during the parent observation in order to protect the learning environment of all students.
- **Children who are not enrolled in the classroom to be observed will not be permitted in the classroom.**

Parent Volunteer Protocol

All observing parties must comply with the following conditions:

- Sign up for structured volunteer efforts through the front desk. All volunteer events must have prior approval from school administration.
- Volunteers will be provided a work space for all projects. Additional materials and any other needs should be requested from front desk.

- Volunteers should remain in the area provided and are prohibited from roaming halls without an escort or going into classrooms.
- All volunteer efforts will be given a specific allotment of time to allow the use of space for other needs.
- Check-In/Out: A staff member will escort volunteers to the specified location upon arrival. A visitor's badge must be worn at all times.
- When projects are completed, the volunteer should check out with the front desk staff and return their visitor's badge.
- Conduct During Volunteer Period: Volunteer projects are generally scheduled for no more than 2 hours per visit. Parents are expected to remain in the room provided, and report to the front desk once completed. Parents should not interact with students in the hallways, etc. This may cause unnecessary disruptions.
- No Audio or Video Taping on school premises: Video and/or audio recording of school visits by the parent or guardian is prohibited without prior approval. Electronic devices which could be used to video or audio record should not be visible during the visit.
- State Standards/Guidelines: Volunteers may be asked to produce an IVP Fingerprint Clearance Card prior to scheduling
- Children who are not enrolled in the classroom to be observed will not be permitted in the building.
- Any person not abiding by the above requirements will be asked to leave the school.
- School administration reserves the right to approve or deny volunteer requests.

Visitor Procedures above apply to volunteers as well.

Custody

The most recent custody papers are to be kept on file in the school office.

This would be the latest dated court decree. It is the parent's responsibility to provide the latest and most recent court papers to the school. Otherwise, the school uses the most recently dated papers received to validate custody.

Order of Protection

1. If there is an order of protection due to custody (or any other issues), the student file is flagged in the school office. Orders of Protection are typically only good for one year. When Orders of Protection expire it is the custodial parent's responsibility to give a copy of the renewed Order of Protection to the school office.

Guardianship

1. Legal Guardianship and Temporary Legal Guardianship can only be established by Court Order. If a child does not reside with natural parents, the

school will request “letters of guardianship,” issued by a court, before enrolling a student.

School Paperwork / Payment Deadlines

AZACS operates under the supervision of several different regulatory bodies at both the state and federal level that impact every procedure from IEPs to instructional minutes to expenditures and reporting requirements. As a result, we are frequently audited and need to complete reports on tight deadlines.

We will provide three opportunities for you to respond to requests for information (e.g. records, RSVPs for meetings/events, etc.) via email and/or phone. After those three opportunities, you and/or your child’s ability to participate in the meeting/event or activity may not be guaranteed.

Uniform Requirements

AZACS requires students to wear a uniform polo purchased from Dennis Uniforms or school used uniform sales. Students can wear appropriate khaki or navy bottoms of their choice. On Fridays, students have the option to wear an official AZACS spirit t-shirt. In cooler weather, students can wear an AZACS zip-up sweatshirt purchased at Dennis Uniforms or a **plain navy or maroon zip up or button up sweater or sweat shirt**. Please see the front desk for details on how to order uniforms.

Students who do not comply with the uniform policy after three warnings may be sent home. If a child has a sensory or compliance issue related to uniforms, please inform the child’s teacher and staff will work with the student and family to help the child comply.

Medication

1. Prescription medication may only be administered by specific staff members with the physician’s written request and a signed/dated permission form filled out by the child’s legal parent/guardian.
 - a. Medication **must be in the original prescription bottle** (your pharmacist may give you a second, labeled bottle in which to send only the amount of medication needed during school hours).
2. Any and all medication to be given during school hours must be labeled with the child’s full name.
3. Medication should be brought (by an adult only) directly to the school office. It is not acceptable to send it in a child’s backpack, lunch box, etc. No medication may be administered without a signed medication form.
4. It is the responsibility of the parent to make sure there is enough medication in the office.

*** Parents must be responsible for ensuring medication does not run out at school.**

Updated November, 2018

Immunizations

The state immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, a signed immunization waiver must be on file. These forms can be found in the school office. **All records must be on file PRIOR TO A STUDENT ATTENDING SCHOOL. PLEASE NOTE: The state mandates that a child without an immunizations record on file will not be allowed to attend classes until the school receives this information.**

Emergency Information Card

A CHILD WILL NOT BE ADMITTED UNLESS A COMPLETED EMERGENCY CARD IS ON FILE. PARENTS ARE ASKED TO NOTIFY THE OFFICE IN WRITING IMMEDIATELY IF AN ADDRESS OR TELEPHONE NUMBER ON THE EMERGENCY CARD CHANGES. WE MUST HAVE A WAY TO CONTACT YOU IN CASE OF AN EMERGENCY.

Child Abuse

AZACS maintains strict adherence to Arizona laws and statutes governing the reporting of suspected child abuse. All individuals required to report suspected child abuse are protected by state law from criminal liability.

Annual Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Arizona Autism Charter School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Arizona Autism Charter school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by

the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of

the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Arizona Autism Charter Schools (AZACS) Enrollment Policy

AZACS will establish fair and equitable enrollment procedures to be used throughout the school years.

AZACS will enroll all eligible students in grades K- 9 who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building per ARS 15-184.

AZACS shall give enrollment preference to pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school.

AZACS may give enrollment preference to and reserve capacity for pupils who are either children, grandchildren or legal wards of any of the following:

- (a) Employees of the school.
- (b) Employees of the charter holder
- (c) Members of the governing body of the school
- (d) Directors, officers, partners or board members of the charter holder

Applications will be accepted year-round for the following school year, but selection of students for the following school year will take place at the end of May. At the end of the open enrollment period, for any grade level/program for which there are more applications than available spaces, a lottery will be held to select students who will attend the school in that/those classrooms/programs. Students who are not selected through the lottery process will be put on a waitlist. The same procedure will be take place each school year. If more applications are received than the available slots, then a lottery will be held to select students who will be enrolled.

AZACS 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.

AZACS shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability per ARS 15-184.

DISCIPLINARY POLICIES AND PROCEDURES

AZACS follows disciplinary policies and procedures as defined in the Individuals with Disabilities Education Act (IDEA).

Students who attend AZACS may not bring to school or have in their possession any item that may be classified as a weapon (examples: guns, knives, matches, lighters, etc.). A student who brings such items to AZACS may be required to participate in daily searches of person or personal possessions thereafter to ensure the safety of the student and others. Possession of these items may be considered grounds for recommendation of suspension.

Assaultive behavior by students (use of a weapon or object used as a weapon or battery against a staff person or another student) will not be tolerated at AZACS. The parents, caregivers or guardians will be notified immediately in the event assaultive behavior occurs. A recommendation may be made for suspension, a Manifestation Determination meeting, or a review of placement.

SUSPENSION OF PROGRAMMING

A student's attendance at AZACS may be suspended on the following basis:

1. Clinical necessity, i.e., a student demonstrates a psychiatric or medical instability or condition that compromises effective education. An alternative placement may be considered by an IEP team consisting of parents/guardians and school professionals.
2. Educational necessity, i.e., a student requires educational programs or services that

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currently cannot be provided satisfactorily in an AZACS program. An alternative placement may be considered by parents/guardians and school professionals.

Administrative suspension of programming may occur upon the recommendation of the IEP team. An administrative suspension may be effective immediately, or upon determination of need by administrative review, to determine a course of action through clinical intervention, change of placement or programmatic modification.

ABA Behavioral Strategies and Crisis Prevention

AZACS employs the principles of Applied Behavior Analysis (ABA) to minimize and extinguish maladaptive behaviors. ABA is used as a daily protocol to help students manage their behaviors in a positive and proactive way. If a student escalates into a crisis, becoming a danger to himself or others, Crisis Prevention Intervention (CPI) strategies are used. The CPI program's proven strategies give human service providers and educators the skills to safely and effectively respond to anxious, hostile, or violent behavior while balancing the responsibilities of care. These strategies include verbal de-escalation, therapeutic holds, calming rooms or seclusion. Arizona Autism Charter Schools only uses these strategies as a last resort and follows all restraint and seclusion reporting requirements per A.R.S. § 15-105.

PARENTS RIGHT TO KNOW

Under No Child Left Behind Act of 2001, parents have the right to know the professional qualifications of the instructors who teach their children. Resumes outlining educational background and experience for all teachers are maintained in the Human Resources office at Arizona Autism Charter School. If you wish to view a teacher's background information, you should contact the Human Resources Manager at the school.



I have read, understand and agree to adhere to the updated 2018-2019 Arizona Autism Charter School’s requirements in the Parent Policy & Responsibility Handbook.

Parent/Guardian Name _____

Student Name _____ **Grade Level** _____

Please sign and return this form to the AZACS school office by Monday, August 6, 2018.

