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**PHOENIX**  
INTERNATIONAL  
A C A D E M Y

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**STUDENT & PARENT  
HANDBOOK**  
2019-2020 Policies and  
Procedures



## I. ATTENDANCE POLICIES AND PROCEDURES

### A. Attendance Hours

School hours are from 8:00 AM to 3:30 PM every day. Students must be on time and present for all of their classes. Students must remain on campus during these hours unless on an approved field trip or participating in a school-sponsored internship program.

### B. Absences

The project-based nature of the PIA program makes daily attendance extremely important. Significant absences, repeated absences or tardiness may lead to academic and disciplinary consequences.

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#### i. Scheduling Appointments and Vacations

Appointments and other activities should be scheduled during non-school hours whenever possible. Likewise, PIA requests that families schedule vacations or special programs during school holiday breaks as attendance is vital in a collaborative project based environment. In particular the culmination weeks of a project are very important as they include student exhibitions and presentations upon which faculty base their assessments.

#### ii. Notification to School of Absences and Excused Absences

In the event of a necessary absence, please email or leave a voicemail with the PIA Office Manager to advise the school that your child will be absent. While this alone will not excuse the absence under this policy, the call allows the school the opportunity to track your student's attendance. Student absences will be verified.

Absences may be considered excused for the following reasons: illness, family emergency, funeral, legal matter, attendance at a student's own naturalization ceremony, and religious holiday. If a student will be out of school for three (3) or more days due to illness, the student must provide a note from a doctor or nurse specifying the amount of time excused.

#### iii. Excessive Absenteeism

As a school, we firmly believe in the importance of students being at school on time, every day. Research has shown that chronic absences from school may be connected to lower reading proficiency, lower test scores, higher dropout rates, and lower college persistence. Excessive

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absences not only impact a student's work, but they can have long-term effects on a student's future academic success.

Students with excessive absences include, but are not limited to:

1. Students who have missed 10% or more of the school year to date; or,
2. Students who have been absent from school for ten (10) consecutive school days or more, and the student's parents or guardians have not contacted the school with an explanation for the absences, or otherwise expressing their intent to have their student attend the school.

Students with excessive absenteeism will be required to:

1. Meet with their school administrators, and their parent(s)/guardian(s), to discuss the absenteeism, and appropriate next steps for addressing the issues; and,
2. Sign a written agreement and obtain parent/guardian signatures to the agreement acknowledging and re-affirming their commitment to the terms of the PIA Attendance Policy.

The disenrollment process will begin after 10 consecutive days of unexcused absences.

For more information about the PIA Attendance Policies please contact our school's main office.

### **C. Tardies**

If your student will be late for school, an advance call from a parent/guardian is

preferred. Students who arrive late to school or are returning from an appointment must:

- Check in with the school's front desk
- Provide a note or an email from their parent/guardian or health care provider regarding their tardy
- Receive a tardy slip/pass from the front desk prior to proceeding to their classroom

### **D. Truancy**

A student who is absent from school without a valid excuse will be marked unexcused for the day. These types of absences are also called Truancies. Any pupil who is absent from school for 3 days or more without a valid excuse, or tardy in excess of 30 minute or more is truant.

Students and their parents will have an opportunity to meet with school administration to discuss potential consequences to address chronic tardiness and/or absenteeism.

## **E. Early Dismissal**

While we encourage families to schedule appointments before or after school, we understand that sometimes missing school cannot be helped. However, in general, students cannot leave campus during the school day without consent from their parents or guardians.

An early dismissal slip is required for students to leave school before the end of the day. If your student needs to be excused early, please provide the school office with advance notice before the appointment, either by an email, a signed note or a call to our school's Office Manager. Your student will be given an early dismissal slip to be excused from class. In addition, we ask that parents please provide us with a doctor's note supporting the early dismissal, which can be brought in the following school day.

## **F. Contracts for Independent Study**

PIA does not offer a "full time" or regular independent study program as part of its curriculum.

Any student who is absent five (5) days or more for a reason other than illness may request a Contract for Independent Study ("**CIS**"). Parents/guardians may contact the school office to learn about CIS and whether a CIS might be appropriate in any given situation.

The school administration in its sole discretion will determine if a request for independent study meets the applicable guidelines for independent study. CIS may only be obtained on a limited, short-term basis consistent with PIA policy.

## **G. School Calendars and Activities**

Academic year calendars, daily class schedules, significant school events, and extended services information (if applicable) for each PIA school may be found on school webpages directed from the PIA website located at: [www.phoenixinternationalacademy.org](http://www.phoenixinternationalacademy.org)

## **H. Homeless Students**

Each PIA school has designated a staff person as the School Liaison for Homeless Students pursuant to PIA's Homeless Youth Policy and the McKinney-Vento Homeless Assistance Act. Homeless status is determined in cooperation with the parent or guardian. In the case of an unaccompanied minor, status is determined by the School Liaison. Please contact our school Office Manager for information regarding our school Liaison, and for further information about PIA's policy regarding homeless youth, and supports available for homeless students.

## II. CAMPUS POLICIES

### A. Closed Campuses

Despite the open feeling in the school, PIA campus is a closed campuses in order to provide safe and secure school. Students must remain within the immediate vicinity of their respective schools during all school hours.

#### i. Walking Excursions

- With a signed Walking Permission Slip on file, students at PIA **may participate in walking excursions within a one-mile radius from campus when accompanied by faculty and staff, during school hours for specific school purposes. Other than faculty and staff chaperoned excursions, students must remain on campus during school hours.**

### B. Student Visitors

In general, PIA does not permit students to have visitors on campus. The exception may be a shadow day of prospective students interested in visiting our school. Visitors permitted in these circumstances will be expected to abide by PIA policies and guidelines.

### C. Lost and Stolen Items

Phoenix International Academy is not responsible for any lost, stolen and/or damaged belongings. Students' personal property is solely their responsibility. Students should avoid leaving personal belonging unattended and

take reasonable precautions to protect their personal property. Please report any lost, stolen, and/or damages personal property to our school director.

### **III. STUDENT HEALTH AND WELLNESS POLICIES**

#### **A. Medication at School (Prescribed or Over-the-Counter)**

PIA does not have a nurse on staff at the school site. The school's main office staff members will have first aid kits and will be your health center point of contact.

The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional. PIA staff may assist in the administration of medication during school hours only if determined by a physician to be necessary. Designated school personnel will keep records of medication administered at the school with the assistance of school personnel per the instructions of physicians, as applicable. All medication will be kept in a secure and appropriate storage location and any assistance provided by staff shall be provided consistent with the physician's instructions by designated staff. Designated school personnel will return all personal, surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

*Assistance with Prescription Medication:* In order for a student to be assisted by designated school personnel in taking prescription medication, including insulin shots, parents/guardians must provide PIA with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken **and** (2) a written statement from the parent/guardian of the student indicating the desire that school assist the pupil with the administration of the medicine. These statements must be updated at least annually. Designated staff members will establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes), consistent with instructions from the parents/guardians/physicians.

Certain medications may be carried by students as noted below:

- **Students in grades 6-8:** Students in grades 6-12 may keep physician prescribed inhalers for asthma conditions, auto-injectable epinephrine (“**EpiPens**”) (see below for rules), and certain over-the-counter medicines (i.e. Tylenol, Motrin, and supplements like glucose tablets) in their possession. Students are prohibited from sharing any medications, whether prescribed or over-the-counter, with any other students. PIA will not be responsible for any adverse reactions to medications self-administered or otherwise administered by students.
- **Students in grades K-5:** Unless otherwise prescribed by a doctor, students in grades K- 5, must keep their medications, including inhalers, locked at the front office with the Office Manager. Medication will only be administered according to the physician’s instructions, as described in this section.

*Assistance with EpiPens:* In order for a student to carry and self-administer prescription EpiPens, parents/guardians must provide PIA with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, circumstances during which the medication should be administered, a confirmation that the pupil is able to self-administer auto-injectable epinephrine, **and** (2) a written statement from the parent/guardian consenting to the self-administration, providing a release for designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing PIA and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These statements must be updated at least annually.

Additionally, the designated school personnel who have volunteered may use EpiPens to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. PIA will ensure it has the appropriate type of EpiPens on site (i.e., regular or junior) to meet the needs of its pupils. PIA will ensure staff properly store, maintain, and restock the EpiPens as needed. PIA will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of EpiPens based on the standards developed by the Superintendent of Public Instruction. PIA will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an EpiPen to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

## **B. Control of Communicable Diseases**

PIA works to cooperate with the Maricopa County Health Department to prevent and control communicable diseases in school-age children. When there is good reason to believe a student



has a contagious or infectious disease, the parent/guardian will be contacted and the student sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

### **C. Health Screening**

PIA contracts with nurses from to provide hearing and vision screenings as required by state law. You may contact the school at the time of the health screening if you would prefer that your child be excluded.

### **D. Immunization Requirements**

State law requires that all students, kindergarten through grade 12, be immunized against certain disease or provide a vaccine exemption form. At the time of the first day of attendance, the school is required to have proof that each student has received all currently due immunizations or be in receipt of the exemption form.

### **Students Transferring to PIA Schools**

For a pupil transferring from another school in the United States whose immunization record has not been received by the new school at the time of admission, the school may admit the child for up to 30 school days. If the immunization record has not been received at the end of this period, the school shall exclude the pupil until the parent or guardian provides documentation of compliance with the requirements

### **E. Wellness and Food**

PIA has adopted a Wellness Policy in keeping with its participation in the National School Lunch Program (NSLP) that discusses food service, sales and distribution on PIA campuses. The following guidelines based on the Wellness Policy apply to school-based activities:

1. To the extent food sales are conducted, school-based groups including parent associations, other parent groups, booster clubs, associated student body, student groups, clubs and teams, and teaching teams should abide by PIA health and wellness policies.
2. Fundraising events involving food must be done after regular school hours.. Please note that PIA offer breakfast to students. Accordingly, any fundraising events involving food may not be conducted before school.
3. Parents/guardians, volunteers, staff members and students should consider nutritional quality when selecting snacks for school events, sales, and parties.

PIA participates in the NSLP. Free or reduced (“**FRL**”) price meal applications are provided to all families. Schools notify families when FRL applications become available, and these are made available both online and in hard copy at the school’s front desk. Generally, these applications first become available each year sometime in late July or early August of the summer preceding the school year, and are available throughout the year as needed.

## IV. **ACADEMIC POLICIES**

### **A. PIA Academic Program**

PIA schools offer a unique, project-based academic program. The mission of Phoenix International Academy is to provide a rigorous academic environment, where students apply knowledge and skills through interdisciplinary projects that require creative thinking and complex problem solving. Students will develop the skills necessary to thrive in a diverse, interdependent world through a focus on global competency and community-based learning projects that will have a positive local and global impact.

PIA students enrolled have access to participate in their school's available extracurricular programs, including clubs and athletics. There are no additional admissions criteria for college preparatory, CTE, or extracurricular programs or activities.

### **B. Code of Academic Integrity**

PIA students are mindful of the values underlying an honest and true education, and the challenges posed by a continuously evolving world and, in particular, the immediate access to resources found on the Internet. PIA students agree to accept personal responsibility for honorable behavior in all of their academic endeavors, to assist one another in maintaining and promoting personal integrity and ethical standards, and to follow the principles and standards set forth in this Code of Academic Integrity.

Violations of the Code of Academic Integrity may take several forms. Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of another's work without full acknowledgement of the debt to the original source, however, it also includes any of the following:<sup>1</sup>

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, Web site, another student's assignment, etc.;
- Duplication in any manner of another's work during an exam;
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of others into a new whole;
- Submitting one's own work which has already been submitted for assessment purposes in another subject; and/or,
- Producing assignments in conjunction with other people (e.g. another student, tutor), which should be your own independent work.

Cheating results in a loss of integrity on the part of the individual committing the act and on the

educational process that is undermined by the act of cheating. It is a violation of the Code of Academic Integrity for any student to attempt to gain or gain an unfair advantage over another student by unfair or dishonest means.

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If you are unclear about an assignment, the methodology for the same, or the permissible bounds of assistance for completing your work please speak to your teacher(s) and ask for clarification.

Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, and/or disciplinary action including the possibility of suspension and/or expulsion from school.

### **C. Intellectual Property Statement**

Students have the rights to intellectual property they have created, unless the property is also owned by others in the school, or if that creation arose out of, or in the course of, class-work, and/or if it was developed with funds and facilities administered by PIA.

## **V. SAFETY POLICIES**

### **A. Emergency Procedures**

#### **Overview**

PIA staff members receive training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness planning takes place at various times during the school year.

Staff members and students must respond to alarms and Notification Lights according to emergency procedures and protocols. Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at PIA are grounds for severe consequences, including possible suspension and expulsion.

PIA has its own Comprehensive Safety Plan. If you would like to see a copy of our campus Comprehensive Safety Plan, please contact our school's main office.

#### **Student Release Procedures**

The following student emergency release procedure is designed to ensure that parents/guardians know where to go to pick up their children in the event of a school-wide emergency or an event that causes students to be released at an unplanned time.

IN CASE OF A DECLARED EMERGENCY BY THE DEAN OR DIRECTOR DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE, SAFE SITE UNDER THE SUPERVISION OF SCHOOL STAFF:

1. Until regular dismissal time and then released only if it is considered safe, OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on school records only if it is considered safe by the school director or

dean.

## **Parent Notification of School Emergency**

In the event of a school-wide emergency, the school will send out a phone or text message through our messenger system. It should also be noted that phones may not be answered at the school in the event of an emergency.

### **B. Internet Safety Policy**

#### **i. Introduction and Definitions**

It is the policy of Phoenix International Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

(b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (“**CIPA**”). Key terms are as defined in the CIPA<sup>2</sup>

#### **ii. Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

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#### <sup>2</sup> **CIPA definitions of terms:**

**MINOR.** The term “minor” means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE.** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic

image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT** and **SEXUAL CONTACT**. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.



### **iii. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Phoenix International Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **iv. Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Phoenix International Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Phoenix International Academy IT Administrators or designated representatives.

The Phoenix International Academy IT Administrators or designated representatives will provide age-appropriate training for students who use the Phoenix International Academy Internet facilities. The training provided will be designed to promote the Phoenix International Academy commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Phoenix International Academy Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking websites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the CIPA.

## **VI. COMMUNITY STANDARDS AND CONDUCT POLICIES**

## **A. Dress Code**

The purpose of the PIA dress code is to foster a professional, safe and respectful environment at school. The dress code is in effect from the time students arrive to school until they leave. Note that students must be in dress code before school begins if they enter the building before the official start of school. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise. The dress code applies equally to students and staff.

### **Guidelines**

Dress code guidelines are as follows:

#### **Tops:**

- Exposed mid-sections are not acceptable.
- Sweaters and jackets of an appropriate size and length may be worn over, but not in place of, an appropriate shirt.
- Hooded sweatshirts are not allowed to substitute for an appropriate shirt.

#### **Bottoms:**

- Appropriate school attire includes long pants, shorts, or skirts worn at the waist.
- Excessively baggy pants are not acceptable.
- Jeans in good repair are acceptable.
- Skirts and shorts must be of acceptable length (must be longer than the ends of your fingertips with arms at your sides).

**\*\*Other clothing guidelines: \*\***

- Text that promotes violence, alcohol, tobacco or drugs is prohibited.
- Flips flops and slippers are not allowed.
- Exposed midsections are not allowed.
- Hats and hoods are permitted outdoors only.
- Bandanas are prohibited.
- Appropriate attire for academic internships varies by workplace. Students must remain in dress code while at school.

### **Dress Code Violations**

Potential consequences for failure to adhere to the dress code range from wearing a school uniform to being required to change into dress code appropriate clothing. Parents may be called to deliver clothing. Following the dress code is one way that students show that they wish to be a part of the PIA community.

## **B. General Field Trip Policy**

1. Teachers will select field trips that are appropriate for students and enrich the academic learning in the classrooms.
2. Students will be supervised by a responsible adult at all times. No student should be allowed away from the group by his/herself.
3. Students will abide by all school rules and procedures while on the field trip.
4. Parents may chaperone with an approved Volunteer application on file. Siblings and other family members, including pets, are prohibited from participating on a school field trip.

### **C. Computer, Electronic Mail, And Internet Usage Policy**

We are pleased to offer Phoenix International Academy students access to certain elements of school computer equipment, computer network and systems, electronic mail service and user accounts, the Intranet and the Internet (collectively "PIA IT"). PIA IT is provided for students to conduct research and communicate with others for school assignments.

Access to PIA IT is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. In addition to the Internet Safety Policy noted earlier in this handbook, students are expected to adhere to the following guidelines and policies applicable to the use of PIA IT. Students who violate these policies may be subject to disciplinary action.

#### **i. PIA IT**

PIA IT is shared and available to the PIA community. These resources may not be used in any way that disrupts or interferes with use by others.

Students must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through PIA IT.

The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion:

- Damage, vandalism or theft of equipment, systems or networks
- Use of the computer equipment, networks and systems for unlawful purposes, commercial purposes or personal gain
- Violations of copyright law
- Plagiarism
- Theft, piracy, improper downloading or modification of software
- Transmitting computer viruses
- Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar,

- racist, sexist, abusive, harassing, offensive or attacking)
- Any attempt to guess passwords, use another's password, break in to other accounts, or gain unauthorized access to administrator accounts
- Trespassing in another's portfolio, folders, work or files
- Concealing or misrepresenting one's identity while using the system
- Intentionally wasting limited resources
- Any use which is unlawful under applicable State or Federal law
- Any use which PIA determines is objectionable in its sole discretion

ii. **Communication using PIA IT**

Students are responsible for their own behavior on PIA IT just as they are everywhere in the school environment. Communications on PIA IT are often public in nature. General school rules for behavior and communications apply.

It is presumed that users will comply with school standards. Aside from the clarification of such standards, PIA is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

iii. **PIA and Access/No Expectation of Privacy**

PIA IT and all user accounts are the property of PIA. As such, PIA reserves the right to monitor and access information on the system and in users' accounts. Network storage areas may be accessed by PIA to review files and communications, maintain system integrity, to ensure that users are using the system responsibly and to ensure there are no violations of school policies.

There is no right to privacy nor should any user of PIA IT have any expectation of personal privacy in any matters stored in, created, received, or sent over PIA IT. These are subject to review by the school

at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian.

PIA reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, e-mail system or any other PIA IT, without notice and without the permission of any user.

Moreover, to protect the integrity of the PIA IT and the users thereof against unauthorized or improper use of these systems, PIA reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the School Director or his/her designee.

iv. **Internet**

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are reminded, however, that PIA does not control the content of the Internet. Accordingly, PIA does not have control over the type of information accessible to students or the quality of the same, though PIA does use Internet filters, as described in the Internet Safety Policy. PIA cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

PIA believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, PIA supports and respects each family's right to decide if their child should not have Internet access, and relies on the family to inform PIA of that choice. Ultimately, appropriate use of this resource is the responsibility of the user.

#### **D. Community Code Of Conduct - Respect For Self And Others**

PIA students, parents/guardians and staff are expected to treat one another with respect, support teaching and learning, and to respect our environment and surroundings. This expectation extends how we respect ourselves, how we talk and interact with one another, and how we treat each other's property and personal space. In keeping with this code of conduct, certain norms should be observed including, but not limited to those found in this Community Code of Conduct section:

- **Drugs, alcohol, and tobacco:** Drugs, alcohol, and smoking materials (including, but not limited to, all forms of e-cigarettes, vaporizer pens, vaporizers, e-hookahs, etc.) are prohibited in the school, on the campus, and at off-campus school functions. Likewise, students are prohibited from being under the influence of drugs, alcohol and from smoking while at school, on campus and at off-campus school functions.
- **Vandalism:** All students and staff are urged to treat school buildings and property with care and respect. No one is to injure, destroy, deface or trespass on school property. A clean environment is important to all; vandalism will be dealt with severely. Parents/guardians will be responsible for paying for any damage done to school property by their student. People with any information about damage done to the building or its contents should report it to the Dean of Students or School Director.
- **Personal electronics:** Cell phones, iPads, Smartwatches, and all similar electronic devices must be off, stored away, out of sight, and not in use during

school hours, unless under the direct supervision of a PIA faculty member. If it has an on or off switch, it should be turned off for the duration of the school day. Headphones and earbuds may be used only when provided by and under the supervision of an PIA faculty member.

- **Computer games:** PIA provides technology and Internet access for the educational benefit of members of the community. Playing computer games or video games on campus during school hours is allowed only under the direct supervision of a PIA faculty member.
- **Free Speech on Campus:** The Supreme Court has referred to public schools as a “marketplace of ideas” where the protections of the First Amendment are particularly important. “The vigilant protection of constitutional freedoms is nowhere more vital than in the community of American schools.” *Shelton v. Tucker*, 364 U.S. 479, 487 (1960). At the same time, the law is clear that a student’s right of free speech is not unfettered and that the free speech/press protection does not prevent a school from imposing certain restrictions and/or imparting discipline for certain forms of speech that may be considered disruptive to the community, in violation of school policies and/or considered unlawful harassment, discrimination, bullying, threats and/or intimidation. In short, PIA reserves the right to place reasonable time, place and manner restrictions on speech where the faculty and/or administration determine that such a restriction is appropriate.

Examples of student speech that may be restricted include:

- Speech which creates or threatens danger, and/or unlawful acts
- Speech which threatens or presents a violation of PIA rules and standards of conduct
- Speech which creates or threatens a substantial disruption of the orderly operation of the school
- Speech which impinges on the rights of others
- Vulgar, lewd, obscene, and plainly offensive speech or conduct

## **E. Student Non-Discrimination, and Sexual Harassment/Title IX Policies**

### **i. Student Non-Discrimination Policy**

PIA maintains that it is critical that all members of the PIA community respect each other’s rights, individuality, and differences. Courtesy, tolerance and mutual respect provide the platform for sharing, learning, innovation and personal development. PIA is committed to equal opportunity for all individuals in education.

PIA's programs and activities shall be free from harassment, discrimination and bullying on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, parental/family/marital status, ethnicity, ethnic group identification, immigration status or citizenship, race, ancestry, national origin, color, religion, religious affiliation, creed, mental or physical disability, and any other basis protected by applicable law, including applicable provisions of federal law related to students with disabilities such as Section 504 of the Rehabilitation Act of 1973 ("**Section 504**"), Title II of the Americans with Disabilities Act of 1990 ("**ADA**") and the Individuals with Disabilities Education Act of 2004 ("**IDEA**"). PIA shall promote programs that serve to eliminate discriminatory practices in school activities.

Any student who engages in prohibited harassment, discrimination or bullying, including cyber sexual bullying, of another student or anyone from PIA may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful harassment, discrimination, bullying, including cyber sexual bullying, of a student may be subject to disciplinary action up to and including dismissal.

Any student or parent/guardian who believes that unlawful harassment, discrimination, or bullying has occurred should immediately contact the Dean of Students or School Director.

Discrimination complaints relating to this Non-Discrimination Policy shall be addressed as follows:

1. The Learning Community Leader shall address the complaint initially and will determine if the matter may be addressed at the school level.
2. If the discrimination complaint involves Section 504 or Title II and is not resolved at the school level, it may proceed to the coordinator for Section 504 and Title II PIA: Kathryn Lyons, 4310 E. Broadway Road, Phoenix, AZ 85040. This coordinator shall review the matter further to determine appropriate next steps which may include referral to the PIA Compliance Officer.
3. If the discrimination complaint involves any other matter and is not resolved at the school level, it may proceed to the PIA Compliance Officer: Ivette Rodriguez, PIA Compliance Officer, 4310 E. Broadway Road, Phoenix AZ 85040. The Compliance Officer shall review the matter further to determine appropriate next steps.

ii. **Student Sexual Harassment/Title IX Policy**

PIA is committed to making PIA schools free from sexual harassment. This means that PIA prohibits sexual harassment by someone from or in the educational setting. PIA prohibits sexual harassment and harassment based upon gender, gender identity, gender expression, marital status, sexual orientation, pregnancy, childbirth or related medical conditions, or any other basis protected by applicable law.

Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment can include such actions as:

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Verbal, electronic (including cyber sexual bullying), visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

PIA prohibits conduct that has the purpose or effect of having a negative impact on the recipient's educational progress, academic performance, or personal security, or of creating or contributing to an intimidating, hostile, or offensive educational environment. PIA further prohibits sexual harassment in

which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

PIA will not condone harassment including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which PIA does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender.

### **iii. Title IX/Sexual Harassment Coordinator**

PIA has designated one to more individuals at each school site to receive complaints under this policy: the Dean of Students, School Director and/or other designee.

Students, parents or staff should report a claim of sexual harassment to the Dean of Students, School Director and/or the school's Title IX designee. The Dean of Students, School Director and/or school level Title IX designee may consult with and/or refer the matter directly to the PIA Compliance Officer who serves as the Title IX Officer for all PIA schools.

PIA will respond to complaints within a reasonable time period, as appropriate, and consistent with the nature of the allegations. Complaints shall be investigated by the school administration and/or the PIA Compliance Officer in a manner that protects the integrity of the process and the confidentiality of the parties to the extent possible.

The PIA Compliance Officer serves as the Title IX Officer for PIA and this individual may be contacted directly as follows:

Ivette Rodriguez  
PIA Compliance



Officer 4310 E.  
Broadway Road  
Phoenix, AZ 85040  
Email: [ivette@phoenixintacademy.org](mailto:ivette@phoenixintacademy.org)

Students who violate this policy shall be subject to discipline including the possibility of suspension or possible expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. PIA prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned and insofar as is possible. PIA will take appropriate corrective action, if warranted.

#### **F. Search of Student Possessions**

PIA reserves the right to examine and/or search all student possessions when, in the judgment of PIA administrators and officials, there is reasonable suspicion that the student may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any school policy, rule or law

## VII. DISCIPLINARY ACTIONS

### A. Overview of Disciplinary Actions

The purpose of disciplinary action at PIA is to ensure that individual students, their parents/guardians and the PIA community stay focused on growth and learning. Prompt resolution of the problem or issues is expected.

Discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion.

- Verbal and/or written warning to the student
- Loss of privileges or removal from extra-curricular activities
- Parent/guardian notification
- A written commitment by the student to improve his/her behavior and/or performance and/or to take certain affirmative actions to improve
- A meeting with the Dean of Students, School Director or designee
- Academic Consequences
- Suspension
- Expulsion
- Other forms of discipline, including restorative practices, that the school may determine appropriate

### B. Suspension and Expulsion as Disciplinary Actions

Criteria for suspension and expulsion of students will be consistent with all applicable federal and state statutes and constitutional provisions. Students will be afforded due process, including a hearing and right of appeal, as described below. A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or special education local plan area ("SELPA") policies require additional or different procedures.

The grounds for mandatory and discretionary suspension and expulsion are as follows:

1. Mandatory Suspension and Mandatory Recommendation of Expulsion. The following offenses represent grounds for mandatory suspension and mandatory recommendation for expulsion:
  - a. Possession, use, sale, or otherwise furnishing any firearm, explosive, or other dangerous object.

A student may receive consequences for any breach of the school community, committed at any time, including, but not limited to, (a) while on school grounds; (b) while going to or from school; (c) during lunch period, on or off campus; (d) during, or while going to or from, a school sponsored activity; and, (e) during non-school time and while off campus if the school determines that there is a nexus between the action taken and the school community sufficient to warrant action by the school. If a student is arrested off campus, s/he may be suspended at that time or upon return to campus.

### **C. Authority to Impose Discipline**

The School Director, School Dean (or designee) may conduct an investigation of the facts and circumstances presented in case of a disciplinary offense or infraction. The investigation may include search(es), a review of evidence, consulting the student and interviewing affected parties, and potential witnesses as well as the involvement authorities.

The School Director, School Dean (or designee) may consider the various disciplinary options available in any given set of circumstances, including whether alternatives to suspension or expulsion may be appropriate.

The School Director, School Dean (or designee) has the authority to determine whether or not to impose a suspension under this policy. Suspensions may be imposed: (1) Pending an investigation to determine whether further discipline, including the possibility of an expulsion hearing is warranted; or, (2) Companion to setting an expulsion hearing. The School Director, School Dean (or designee) has the discretion to determine which form of suspension may be imposed.

If a student matter proceeds to an expulsion hearing, the School Director (or designee) shall have the authority to hear the matter and to determine whether or not to impose an expulsion. The decision of whether or not to expel a student remains at the sole discretion of the School Director (or his/her designee).

## D. Suspensions

### i. Suspension Pending Investigation

The School Director, School Dean, (or designee) has the discretion to and may impose a suspension directly if s/he determines it is appropriate. If the School Director, School Dean (or designee) determines that a student is to be suspended, the School Director, School Dean (or designee) shall provide written notice to the student's parents and/or guardians of the suspension in writing, including reasons for the suspension and the time period for the suspension ("**Suspension Notice**"). Academic make-up work is required during suspension. Return to school may be contingent upon submission of a written essay addressing the issue at hand and stating how the student intends to move forward and/or some other form of restorative process as the school may determine in its sole discretion.

### ii. Suspension Pending Expulsion Hearing

If the School Director, School Dean (or designee) determines at the outset that an expulsion hearing is warranted, the School Director, School Dean (or designee) may impose a suspension pending an expulsion hearing. The School Director, School Dean (or designee) shall provide written notice to the student's parents/guardians of the suspension, the reasons for the suspension and the expulsion hearing, give notice of the expulsion hearing and provide information regarding PIA's expulsion procedures ("**Suspension Pending Expulsion Hearing Notice**").

### iii. Discipline Review Meeting

If a student is placed on a suspension of any form, the school may call for a Discipline Review Meeting with the parents and/or guardians. During the course of the Discipline Review Meeting, the School Director, School Dean (or designee) will discuss with the parents/guardians the: (1) nature of the offense; (2) the information and evidence gathered to date; and, (3) next steps. Discipline Review Meetings also provide parents/guardians and students the opportunity to present their side of the story regarding the disciplinary matter.

If the School Director, School Dean (or designee) determines that the school will move forward to an expulsion hearing, and the school has not yet given formal notice of an expulsion hearing, the School Director, School Dean (or designee) will provide the parents/guardians with a Suspension Pending Expulsion Hearing Notice.

## E. Expulsions

### i. Expulsion Hearings

If the School Director, School Dean (or designee) determines that consideration of

expulsion is warranted, the School Director (or designee if the School Director, in his/her/their sole discretion determines that another neutral hearing officer should hear the matter) will hold an expulsion hearing where the School Director (or designee) shall serve as the hearing officer ("Hearing Officer"). The student shall have the right to representation and the right to present evidence at the expulsion hearing. The Hearing Officer shall consider evidence and/or testimony as appropriate and shall render a decision that shall be in the best interests of the student and the PIA school community.

If the Hearing Officer determines that a student is to be expelled, the Hearing Officer shall inform the student's parents/guardians of his/her determination in writing including the reasons for expulsion ("**Expulsion Determination Letter**"). The hearing officer's written notification to the parents/guardians shall also include information about the appeal and due process rights in regard to the hearing officer's determination.

#### ii. **Right to Appeal Hearing Officer's Determination**

The parents/guardians (or, if at least 18 years of age, the student) shall have ten (10) days from the Hearing Officer's Expulsion Determination Letter to submit a written request of appeal to the Chief Executive Officer ("**CEO**") of Phoenix International Academy ("**Written Appeal Request**").

In response to the Written Appeal Request, the CEO of Phoenix International Academy shall convene a committee, which may consist of one member of the Phoenix International Academy Board of Directors, a school director or a school dean from another one of the PIA schools or another administrator, and the CEO of PIA or designee. The committee members appointed will be knowledgeable about PIA's bases for expulsion and the procedures regarding expulsion. The committee shall have the right to rescind or modify the expulsion.

The committee shall convene a hearing on the appeal within ten (10) school days of receipt of a timely written request for an appeal.

At the hearing on the appeal, the student shall have the right to representation and the right to present evidence. The committee will consider evidence and/or testimony as appropriate and will render a written decision that shall be in the best interests of the student and PIA. That decision shall be final.

### VIII. **STUDENT INFORMATION POLICIES**

#### A. **Annual Notification of Rights Under Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act ("**FERPA**") affords parents/guardians and students over

18 years of age ("**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 business days after PIA has received a request for access. Parents/guardians or eligible students should submit to the School Director a written request that identifies the record(s) they wish to inspect. The PIA official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

When a student moves to a new school/school district, records will be forwarded upon request of the new district within 10 school days.

In the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to education record or removes the parent's rights to have knowledge about his or her child's education.

Pupil educational records maintained by PIA consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Pupil records are maintained at each school where the pupil is attending. The School Director or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as special education records, are maintained with the special education office. *General notices, lunch menus, Parent Association information, announcement of teacher conferences, school pictures, and other similar information, are not "education records" as defined by FERPA. Therefore, PIA schools are not legally required to provide access to them under FERPA.*

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. A parent/guardian or eligible student may ask PIA to amend a record that they believe is inaccurate or misleading. They should write the School Director and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If PIA decides not to amend the record as requested by the parent/guardian or eligible student, PIA will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent in writing to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

Disclosures Without Consent: As a general rule, FERPA requires PIA to obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from student education records. However, FERPA permits certain disclosures of student information without parent/guardian consent. One such exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by PIA as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the PIA School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, educational services vendor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. An PIA official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Moreover, upon request, PIA may disclose education records without consent to officials of another 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 Directory Information: At its sole discretion, PIA may disclose appropriately designated "directory information" without written consent, ***unless a parent/guardian has advised PIA to the contrary in accordance with this policy.***

"Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information may be disclosed to outside organizations without a parent/guardian's prior written consent.

As part of the registration and re-enrollment processes, PIA enumerates the items designated as directory information and provides parents and guardians the opportunity to opt out of allowing PIA to provide designated directory information at PIA's consent. The following information is designated directory information that may be disclosed, in whole or in part, at PIA's sole discretion:

- Student's name
- Parent's/guardian's address
- Telephone listing

- Student's electronic mail address
- Parent's/guardian's electronic mail address
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's Social Security Number, in whole or in part, cannot be used for this purpose.)

Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where PIA receives consent as required under state law). Notwithstanding the above-noted designation of directory information, PIA shall not release directory information to third parties for immigration-enforcement purposes.

**If you do not want PIA to disclose directory information from your student's education records you must notify PIA at the time of enrollment or re-enrollment. Annual notices and a form allowing for this selection are included in the PIA enrollment and re-enrollment packets.**

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by PIA to comply with the requirements of FERPA. The contact information for the office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of  
 Education 400 Maryland  
 Avenue, SW Washington,  
 DC 20202-4605

## **B. Custody Matters**

Schools are not the forum to mediate custody disputes and other personal family matters. Families must attend to their own custody matters and other family legal disputes independently, with the



assistance of the courts. PIA schools do not have an independent legal basis to refuse a biological parent access to his or her child and the child's school records unless a valid, effective, clearly articulated and signed court order specifically setting forth limitations is on file at the school office.

### **C. Media Release**

PIA reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities. Your student's image or likeness may appear in occasional candid photos without any type of name identification and the use of these candid photos of your student are permissible. PIA is frequently approached with requests for interviews and pictures by print and broadcast media outlets. For individual student interviews with outside organizations, parent/guardian permission will be obtained prior to publication.

Parents/guardians who prefer that their child not be photographed or video recorded for publication by the school (i.e. school website, newsletter or other school publication), need to indicate their preference annually during registration. Schools make every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and video recording by devices such as mobile phones may take place without the knowledge of the teacher or school officials.

## **IX. VOLUNTEER/VISITOR POLICIES**

### **Volunteers**

Parents/guardians wishing to volunteer at PIA schools should review the volunteer information and application packets available at the school front desk from Office Managers. Parents/guardians wishing to volunteer will be asked to fill out volunteer forms, agree to a background check, and possibly submit to a tuberculosis ("TB") assessment in accordance with applicable law.

In addition, parents/guardians volunteering to drive for school field trips will be asked to fill out additional volunteer forms and provide additional information including:

- Parent/guardian name
- Address
- Telephone number
- Driver's License number
- Make of vehicle, model and number of seatbelts in the car
- Insurance Company, Policy Number and Expiration date

- Vehicle Registration document

We must point out that while the vehicle is being used to transport students, the insurance policy associated with the vehicle is the primary insurance for all costs associated with an accident.

By law the number of people in the vehicle may not exceed the number of seats and seatbelts with a maximum of ten (10) passengers, including the driver. Every passenger in the vehicle must use a seatbelt, and there are no exceptions.

### **Visitors**

Visits during school hours should first be arranged with the teacher and School Director. If a conference is desired, an appointment should be set and confirmed with the teacher during non-instructional time, and requested with a minimum of forty-eight (48) hours-notice whenever possible. Parents/guardians seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the School Director.

All visitors should register in the Visitors Log Book and obtain a Visitor's Badge at the front desk immediately upon entering any school building or grounds when during regular school hours. When registering, visitors shall be required to provide identifying information including name, address, age (if under 21 years old), purpose for entering school grounds, and proof of identity. If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access.

School administrators, including the School Director, or designee, may refuse to register a visitor if it is believed that the presence of the visitor could cause a threat of disruption or injury to teachers, other employees, or students.

School administrators, including the School Director, or designee, may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt PIA's orderly operation.

## **X. SPECIAL EDUCATION**

### ***Special Education Services at PIA***

At Phoenix International Academy, we seek to provide the best academic support possible for each student while also ensuring compliance with all state and federal laws. Each student with an identified disability according to the IDEA is offered special education services as outlined in an Individualized Education Program (IEP) developed by the child's IEP team and is included in the regular program to the fullest extent possible.

At PIA, we seek to involve parents to the highest degree in the development of each child's IEP. We ensure that each student's needs are comprehensively considered, and that students are taught in their least restrictive environment, with many opportunities to interact and be educated with their typical peers, as appropriate. Each student's IEP team will determine the amount of in-class support and instruction, out-of-class support and instruction, and/or accommodations and modifications that will enable them to receive their maximum educational benefit. Educators collaborate in and out of class to ensure that instruction is differentiated in order to provide access for every student. We are committed to educate each child, to the maximum extent appropriate, in the general classroom that he or she would otherwise attend. PIA also works with contracted service providers to meet needs listed on students' IEPs for speech, occupational therapy, and physical therapy as necessary.

### *Child Find*

Child find is a component of the Individuals with Disabilities Education Act (IDEA '04) that requires PEAs (Public Education Agencies) to locate, identify, and evaluate all children with disabilities, aged birth through 21, located within their geographical boundaries who are in need of early intervention or special education services. Charter schools identify, locate, and evaluate all children with disabilities within their population served who are in need of special education and related services.

Child find applies to children who are:

- Suspected of having a disability even though they are advancing from grade to grade
- Highly mobile, such as migrant and homeless
- Wards of the state
- Private school students
- Homeschool students

The Forty-Five (45) Day Screener is part of the Child Find process. PIA will complete the 45 Day Screener within 45 calendar days after entry of each student and any student enrolling without appropriate records of screening, evaluation, and progress in school. Screening procedures shall include vision and hearing status and consideration of the following areas: cognitive or academic, communication, motor, social or behavioral, and adaptive development. Screening does not include detailed individualized comprehensive evaluation procedures. The school maintains the results in the student's permanent records in a location designated by the administrator. If the screening process indicates a possible critical needs in any area, PIA will notify the parent or guardian within 10 days to discuss next steps for intervention.

### *Referral for Additional Interventions or Special Education Services*

At the beginning of the year and throughout the year, students will be assessed in reading, writing, and math. Based on these tests, students who are performing below grade level will be identified. As the year progresses and students are assessed again, school staff will note students who are struggling to make growth, and school staff may

meet with parents/guardians to develop an additional intervention plan and collect additional information about the student to ensure their academic success.

If you have detailed questions about Child Find, Special Education, or the Intervention Process, you may call the PIA office at (602) 842-2521 and request a copy of PIA's Special Education Policies and Procedures.

## **XI. RESOLUTION PROCEDURES**

If a complaint relates to the PIA Non-Discrimination Policy or the PIA Sexual Harassment/Title IX Policies found in this handbook, please see Section VII.E for specific resolution procedures relating to those complaints. Otherwise, general concerns or complaints may be addressed according to the following resolution procedures.

PIA encourages parents/guardians, community members, faculty, staff, and administration to work cooperatively to resolve issues. Parents/guardians, or community members with general concerns or complaints must notify the School Director for the school. Please refer to the second page of this Handbook for a school directory. You may also visit [www.phoenixinternationalacademy.org](http://www.phoenixinternationalacademy.org) for more information.

1. If the complaint is with a teacher or staff member, contact that teacher or staff member directly to set up a mutually agreeable time to discuss the complaint. Remember that such meetings should not interrupt a teacher's instructional time. Complaints resolved at this level do not need to proceed further in the process.
2. Complaints not resolved directly with a teacher or staff member should be brought to the attention of the School Director (or designee). The School Director (or designee) may call or meet with the complainant to discuss and address the concern(s). Complaints resolved at this level do not need to proceed further in the process.
3. Complaints relating to the administration and operation of PIA may be discussed informally with the School Director (or designee). Complaints resolved at this level do not need to proceed further. If the complainant is dissatisfied with the School Director (or designee), the complainant may contact Phoenix International Academy's CEO (or designee).
4. If contacting the CEO (or designee) does not resolve the complaint, the complainant may direct their complaint, in writing, to the Phoenix International Academy Board Chair.
5. The PIA Board Chair will determine if the matter will be handled directly by him/her or by a committee of the PIA Board. The PIA Board Chair or committee of the PIA Board will meet with the complainant, discuss the facts and circumstances for which the complaint is based and make a determination as to how to best resolve the matter.
6. The decision of the Board Chair or committee of the Board is final.
7. These resolution procedures are intended to provide prompt and effective resolutions to complaints. PIA may utilize more formal procedures such as those under the Uniform Complaint Procedures ("UCP") depending on the nature of the complaint.