

VISTA

College Prep

FAMILY & STUDENT HANDBOOK
2023 - 2024



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Dear Vista College Prep Families,

Welcome to Vista College Preparatory!

We are honored to welcome you to Vista College Prep. This is history in the making! Vista College Prep holds a high standard for excellence, by providing an academically rigorous, disciplined, and joyful school for our students. We are thrilled that you have made Vista College Prep your school of choice, and we welcome you to our school community. As a school, we are deeply committed to building strong family partnerships and we look forward to working together to ensure the success of every student who enters our doors. We expect a lot of the members of the Vista College Prep community, and in turn, you can expect a lot from us.

As a family, please take the time to read through our entire handbook. Please note that we revise and improve the handbook annually, so re-reading is important for returning families as well. The following pages clarify many of the essential details for families to participate fully in our community, and will help you become familiar with the school procedures, policies, and practices. Note, that when the word “parents” is used in this Handbook, it also means “legal guardians.”

While this handbook is very detailed, we know that it will not address all of the questions that you may have about Vista College Prep. If you do have any additional questions, please contact the school for any clarification.

We look forward to working closely with you during the school year!

Sincerely,
The Vista College Prep Staff

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Section 1: Introduction

1.1 Overview

Vista College Prep is a free, public charter school founded in Phoenix in 2013 with the firm belief in the power of an excellent education. Vista College Prep now has five campuses. In 2018, Vista Hadley was named a 2018 National Blue Ribbon School by the US Department of Education.

The following handbook is intended to provide families with an overview of the Vista College Prep mission, vision, and policies and procedures including but not limited to, attendance, transportation, code of conduct, and more.

1.2 Mission and Vision

Mission: Through academic rigor and leadership development, Vista College Preparatory Charter School educates all K-8 students for achievement in high school and graduation from college.

Vision:

To be a proof point for excellence with equity at scale by operating outstanding schools where all students are inspired by the joy of learning. We will work relentlessly to constantly improve - and ultimately to achieve at or above the level of the wealthiest districts. We will serve the full range of students, including those most historically underserved (special education, ELL) with low attrition, low rates of suspension, and a commitment to back-filling. Our performance will inspire and compel others doing this same work.

Guiding Principles:

We Achieve Excellence

We will be a proof point for excellence with equity at scale by operating outstanding schools. We work relentlessly to constantly improve. In doing so, we will inspire and compel others by our work.

We Make Learning Joyful

We create a positive, uplifting, enthusiastic and joyful environment where energy and passion accentuate learning. We build classrooms where all learners' full potential is realized.

We Create a Caring Community

We foster a sense of belonging, inclusivity, and support in an environment where all stakeholders act with respect and care. We value and listen to all voices.

We Model Transparency

We act with integrity. We believe that honest but respectful conversations enhance individual and team performance and strengthen our community. We put the needs of students first and prioritize proactive and transparent communication with their families.

1.3 Core Values

At Vista College Prep, we explicitly teach and model clear behavioral expectations to create a positive, enthusiastic learning environment. Within this structured framework, our students develop leadership and character traits through our core values: Respect, Enthusiasm, Achievement, Courage, Hard work, and Self-Determination. Governing Board ("Board") members and staff of Vista College Prep emulate our values in their actions, with teachers providing explicit teaching and modeling of them. Through clarity of expectations and constant positive reinforcement, all Vista College Prep students learn to take responsibility for themselves, their school, and their community.

1.4 School, Family, and Student Accountability

Vista College Prep expects a great deal from our staff, our families, and our students. An excellent education requires nothing less than the commitment and dedication of everyone involved. It is only by expecting more that we can achieve more. We fulfill our mission every day by remaining unwaveringly diligent and focused on the needs of our students, the work that must be done, and the community of stakeholders that supports our efforts.

Vista College Prep knows that the positive impact we have on the lives of our scholars is only possible when the school and home community are working together to reflect the same values. We believe in having high expectations, both academic and behavioral, of our students, and we will work our hardest to ensure that students meet these standards. We know that you have selected Vista College Prep because you hold these same high standards for your child and are eager to work with us to maximize your child's success.

Teacher Education and Background: Arizona Revised Statutes require that all charter schools inform parents/guardians of the availability to view the educational and teaching background of each teacher providing instruction to their students. Teachers' resumes, education, teaching background and credentials are available for public inspection.

Section 2: School Policies and Procedures

2.1 Hours of Operations

All buildings open to receive students at 7:00 am Monday through Friday.

Each campus may have their own systems for morning care/breakfast prior to the academic day starting. Ask your front office for more details.

Academic Start Times (Monday - Friday):

- Maryvale/Sueño Park: 7:55 am
- Hadley: 7:40 am
- Metro North Elementary & Middle: 7:40 am

All students should aim to arrive by 7:30 am in order to successfully start the academic day. Students may not enter the building prior to 7:00 am unless an appointment has been arranged in advance with a specific staff member.

Dismissal Times:

Monday, Tuesday, Wednesday, and Thursday: 3:15 pm

Friday: 1:00 pm

Students will be dismissed from school at 3:15 pm on Monday, Tuesday, Wednesday, and Thursday. Students will be dismissed at 1:00 pm on Friday to allow for professional development of staff and teachers. If parents or guardians need to speak to a teacher or conduct any other classroom business, this should occur after dismissal when teachers and staff are available. The school building is open at 7:00 am and closed at 4:00pm.

2.2 Attendance & Tardies

Essentials: Absences from school raise serious concerns. In order for our academic program to be successful, it is absolutely essential that students be present in school on a consistent basis. The attendance policy at Vista College Prep has been formed in order to ensure that this remains the case.

Parents and guardians are expected to call the school's front office as early as possible but no later than 8:30 A.M. if their child will not be attending school for any reason. Earlier, written permission is both welcome and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voicemail. In phone calls, voicemails, and notes, please indicate your child's name, your relationship to the child, and the reason for and date(s) of the child's absence. If a student is not at school and the school has not been notified that he or she will be absent, Vista College Prep staff will

make reasonable efforts to contact the student's parent/guardian by telephone, or within two hours after the first class in which the student is absent.

Excused and Unexcused Absences: We realize that there are times when students will not be in school, but we strongly believe that your scholar's education must be the priority for both you and your child. We will only count the following absences from school as excused:

- Student illness, (supported by a doctor's note or explanation from the parent, explaining the nature of an illness is encouraged). Please note: all routine doctor and dentist appointments should be conducted outside of school hours.
- A death in the immediate family or other similar emergency.
- Religious holiday. (The person who has custody of the pupil has given written consent. Additionally, any religious instruction or exercise takes place at a suitable place away from school property designated by the church or religious denomination or group.)
- Court-mandated appearances with proper documentation.
- Under certain circumstances, Vista College Prep will also consider students' IEPs, accommodation plans and individualized health care plans in determining whether an absence is "excused."

In order for any of the above absences to be excused, the school must be notified in advance or at the time of any absence by a parent or guardian. All other absences will be considered unexcused. Students will not be excused for family vacations or any other engagement. If a student is absent from school due to suspensions, these days will be treated as excused up to 18 cumulative days; absences due to suspensions beyond 18 cumulative days will be treated as unexcused absences.

Attendance Consequences: In order to help ensure that students do not exceed 18 absences, Vista College Prep has certain support policies in place. They are detailed below:

Three Absences in a year: If a student is absent three days of school in one year, a note is emailed home to the parent email address provided to the school, reminding the parent/guardian of the importance of school attendance.

Five Absences in a Year : If a student is absent five days of school in one year, the parent/guardian will be asked to meet with the child's teachers immediately. At this meeting, both the family and the school will discuss the problem and its impact on the student's education.

Eight Absences in a Year: If a student is absent eight days of school in one year, parent/guardian will meet with the school principal or a member of our school Leadership Team to discuss the issue, the impact on the student's education, and a more intensive attendance plan will be developed to determine the potential solutions that can prevent absences in the future. The possibility of grade-level retention will also be discussed.

More than 18 Absences in a Year: If a student is absent more than 18 days of school in a year, the student and/or parent may be cited by a school attendance officer under the CUTS or CUTS LITE program (below). In addition, such students will automatically be recommended for grade-level retention due to having not mastered the academic grade level content. The school principal will meet with the family and a CUTS Resource Officer as needed to discuss the issue and may take

further action, as needed. The school reserves the right to make exceptions to this policy in the instance of an extended absence due to medical or other reasons.

Truancy/C.U.T.S. Program: To encourage and improve school attendance, Vista College Prep has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day and Vista is committed to address any concerns that may lead to chronic absenteeism.

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.E, 15-803.) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session. For purposes of the truancy/C.U.T.S. Program, consistent with Arizona law:

“Truant” means an absence for at least one class period during the day. Any unexcused absences will count as a truant day. A student is “habitually truant” if he/she has five or more unexcused absences from school. A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have “excessive absences” whether the absences are excused or unexcused.

When a student has a combined total of more than 18 excused OR unexcused absences during a school year, the student can be cited to the CUTS Program through the Juvenile Court. In efforts to prevent families from being cited to the CUTS Program, Vista College Prep has partnered with Maricopa County to implement the CUTS LITE Program to support families with attendance.

The CUTS LITE (Limited Intervention to Educate) Service was designed to deal with students to address the issue of truancy with them prior to a citation being issued. This service provides a protocol, forms and support in addition to a ‘Pre-Citation conference’ attended by the parent, school official and a probation officer. The student may also attend, if agreed upon by the parent(s) and school official. The conference provides an opportunity to educate the parent and the student in regards to truancy laws and allows a forum to determine the specific needs of the student. The CUTS LITE conference can be offered to students who are experiencing truancy issues and who are not responding to the school's efforts to curb truant behavior.

If issues of attendance persist and the student is cited, an attendance hearing will be held with representatives from Vista College Prep and the juvenile Court. If your child’s absences result in a hearing, the consequences may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will also be assessed a \$50 Diversion Fee. If convicted in a formal court proceeding, a parent may be found guilty of a Class 3 misdemeanor, punishable by jail time and/or fine.

It is certainly our goal to work with you to avoid any consequences. The real goal is to have your child in school. The education of your child is extremely important to us. The CUTS program is another way that Vista College Prep is working with the community to ensure a quality education for all students. Please note that the school also reserves the right to have a CUTS officer speak at Orientations and Assemblies, as well as to individual groups of students regarding the importance of school.

Please be aware of the following additional policies pertaining to absences:

- Students will be held accountable for work missed due to suspension, vacation, or absences. Work may not be provided in advance of absences.
- Students who are absent from school cannot attend or participate in any other school-sponsored activities occurring on the day of the absence, unless advance permission has been given by the school.
- If a student is absent (unexcused) for 10 consecutive days at any point during the school year, the student will be withdrawn from Vista College Prep.

Punctuality and Tardiness: Vista College Prep values punctuality. It is an important life skill and a show of respect to others. Just as we expect staff to be punctual for their students, families need to ensure that students arrive to school on time. This is even more important because Vista College Prep students begin their learning from the moment a student enters the building. Students are provided morning duties and work before and after breakfast. If a student is late to school, they may miss essential instruction, disrupt the learning of other students, and risk falling behind.

Please Note: Students who arrive close to the academic start time (see section 2.1) may not have enough time to finish their breakfast, since activities start right away. Therefore, if parents and guardians want their child to receive breakfast, the student must arrive at school no later than 7:30 am to have enough time to eat without feeling rushed.

Tardiness is a Serious Concern:

It is incredibly important to be at school on time. We want to support you to ensure your child receives an excellent education.

It is imperative that scholars are on time to school every day. In the event that a scholar is tardy, an adult must walk the scholar to the main Front Office to sign their scholar in for the day. To ensure scholars do not miss any instruction, we ask that they remain at school until our normal dismissal times. In the event that a scholar must be picked up from school early, any individual picking up the scholar must be on their Authorized Pickup list prior to the cut off time (below).

2.3 Early Dismissal Policy

Parents and guardians should contact the school's front office in advance through a phone call or by providing a signed note to the school explaining the situation surrounding any request for the early dismissal of a student from school.

Each child who is excused early must be signed out in the office by the child's parent/guardian or by another person(s) with specific, written authorization by the parents/guardians. The school office staff is not authorized to release students to anyone other than the parent/guardian unless specifically authorized by the parent/guardian in writing. There is a place on the Authorized Contact Form in the enrollment packet for the parent(s) to list specific individuals to whom the student may be released. Proper identification will be requested to confirm authorized pick up individuals. Please update any changes in your emergency form as they occur by completing and signing a form in the front office. Doctor and dentist appointments should be limited to non-school hours to avoid students missing class time.

Vista College Preparatory adheres to the attendance guidelines set by the Arizona Department of Education regarding the number of instructional minutes required to constitute half day and full day absences.

It is very important for students to be present at the end of the day as academic instruction occurs until immediately before dismissal. If you are needing to pick up your student prior to the dismissal time, you must arrive 1 hour before dismissal (no later than 2:15 p.m. Mon.-Thurs.; no later than 12:00 pm Fri.). In order to ensure student safety during the end-of-school-day dismissal procedures, students will not be allowed to be picked up early if the parent/guardian does not arrive at least 1 hour prior to dismissal.

2.4 Student Dismissal

Student Pick-Up: Parents/Guardians or their designees may pick students up directly from school at dismissal time. Parents should not attempt to pick up their students before the regular dismissal time, as this is very disruptive to class. Families that continuously pick up their children late may be assessed a fine.

Drivers: Parents/Guardians picking up at dismissal in a car should cue up in the pick-up line and stay in the car. Students will be walked to the appropriate car by a staff member.

Walkers: Walking families should adhere to their campus specific pick-up protocols including parking restrictions. A staff member will release these students to the appropriate family member during dismissal. Students are not permitted to leave campus unaccompanied by an authorized pick-up.

Student Drop-Off: Drop off directions are posted in the front office of each campus.

2.5 Hallway Behavior

Hallways are shared spaces and carry noise. We ask that all students and adults using the hallway during the school days keep in mind that classes are disrupted by hallway noise. Classes should transition from one space to another respectfully and quietly. Additional hallway policies, such as hall passes and lines, may be determined by individual campuses.

2.6 Bathroom Behavior

In order to ensure that students are present in class to the greatest extent possible, students should make every effort to use the bathroom before school, during bathroom breaks, lunch and after school. When it is necessary for students to use the bathroom during class time, students should follow their individual class's protocol for receiving bathroom permission.

Bathrooms are shared space, and students should treat their bathroom space with pride. Students should pick up after themselves, flush the toilets, and ensure that no paper products are left on the floor. Students should not bring anything with them to the bathroom, including writing instruments. Students who do not behave appropriately in the bathrooms will receive a consequence, such as a referral or detention, and may not be permitted to use the bathroom alone.

Students are expected to obtain permission from the teacher to use the restrooms. Students are not to write on the walls or damage the facility in any way. A student who is feeling ill should report to the office and not remain in the restroom.

2.7 Forty-Five Day Screening

Every child is screened within 45-days of entrance to flag potential concerns relating to health, behavior, and academic strengths and weaknesses. This information is then used to identify students who may need additional interventions or a referral for an evaluation for special education eligibility. Any concerns will be communicated within 10 days of processing the 45-day screener process.

2.8 School Uniform

We show respect for our appearance and our cohesion as a community through our uniforms. Students in our community are expected to follow the school dress code in order to be allowed in class.

Reminder: If a student comes to school without the correct uniform, the school will make every effort to help correct the violation, such as a phone call home, requesting the correct uniform be brought to the school immediately.

Shirt: For Elementary Schools scholars shirts must be polo shirts that are white, navy, or light blue. For scholars in Middle Schools, shirts must be light blue with the embroidered Vista College Prep logo **ONLY**. Under shirts can be short or long sleeved. The only shirt that can be under the uniform shirt is *plain white, gray, navy blue.

Bottoms: Navy blue or khaki dress pants, shorts, jumper or skirts (knee length). No jeans, no side-pockets, no side loops, no designer labels, no extra zippers, no overalls, no flare, cargo, or wide-legged pants are permitted. (Cargo pants are pants that have more than one pocket on the legs of the pants.) No sweatpants or athletic shorts or pants are permitted. Pants cannot have designs on them and must be plain navy blue or khaki. Pants may not be worn below the top of the hips and need to fit correctly (no baggy style).

Some campuses may allow students to wear a Vista Spirit or college/university shirt on Fridays only (the shirt must promote a specific university or college). Athletic jerseys, player uniform styles, or shirts with hoods are not allowed. Some campuses may implement rewards and events such as dress down passes and spirit weeks. During these dress down days, scholar clothes must be school appropriate: no logos related to drugs, alcohol or violence, shorts and shirts must be of appropriate length covering midriffs, bra straps, breasts completely.

Belt (optional): Solid black, solid navy blue or brown.

Shoes: Low-top or high top sneakers **ONLY**. Open-toe shoes, boots, sandals, moccasins, clogs, bowling shoes, Crocs, or shoes with heels may **NOT** be worn. scholars are not permitted to take off their shoes for recess play or Physical Education Activities. Shoes may not contain wheels. Cleats may only be brought to school by students participating in afterschool athletics. They may not be worn during the school day.

Sweater (optional): Grey, navy, or white PLAIN cardigan sweater (no fleeces, no sweatshirts; dress shirt must be worn under sweater). The collar of the polo shirt must be seen while students are wearing sweaters or sweatshirts. Students will not be able to wear coats during class. Students may not wear hooded sweaters or sweatshirts. We ask parents to write the initials of their child on the tags of sweaters, and teachers will mark the tags of sweaters with initials if we notice that they are not marked. This is so the sweater can more easily be returned to the student if it is lost.

Tights (optional): White, Black, Gray or Navy blue tights (plain with no pattern)

All Students:

Backpacks: All students must bring backpacks or school provided binder for Middle Schoolers to school. All bags must be backpacks that can be worn over two shoulders. Over the shoulder messenger bags or purses are not permitted. Students must follow school campus protocols for backpack storage during the school day.

Other Logos: Logos, emblems, markings, designs, or insignias of any kind (e.g., Levi's, Polo, Gap, Fubu, Tommy Hilfiger, Phat Pharm, Sean John, etc.) are not allowed on shirts, sweaters, pants, jumpers, belts or socks worn to school.

Shoes and Socks: Students must also wear closed-toed shoes daily. Because students walk a lot during each day and have exercise time each day, we ask that students wear sneakers instead of dress shoes. Students should wear plain white, black or blue socks. Students may not take off their shoes during recess or Physical Education activities.

Shirts and Blouses are Neat and Business-Like: Only the top button may be undone on shirts and blouses. All shirts must be tucked in at all times

Fit: Clothing must fit appropriately. Excessively baggy pants, shirts, etc. are not allowed. Excessively tight pants, shirts, etc. are not allowed.

Jewelry: We would prefer it if students did not wear jewelry. Large earrings, multiple chains or rings, and lots of bracelets distract from the uniform. In addition, such items can get lost or stolen. If a student chooses to wear jewelry, it must be minimal. Students may wear only one chain or necklace, and it must be tucked neatly under their uniform shirt. If a student wears jewelry that the Principal considers excessive, then the student will be asked to remove it.

Head Coverings: Students must remove all hats, head-wraps, bandanas, kerchiefs, and other head-coverings upon entering the building, unless such head coverings are worn in accordance with a religious observation.

Jackets: Students may not wear jackets inside the school building. If you are worried about your student being cold inside the building, he or she should wear a uniform sweater/sweatshirt.

Shoelaces: Students must maintain a neat appearance at all times. Shoelaces must be tied at all times.

Extra Clothing: Parents of Kindergarten students and of older students with a record of bathroom accidents are required to send an extra pair of pants, extra underwear, and an extra pair of socks to

school, and the extra clothes will be kept in the child's classroom. Please make sure to label every piece of clothing. Accidents sometimes occur during our school-day, even for students who do not normally have accidents, so it is helpful when we have the change of clothes handy. In the event that the child must change into the extra set of clothes, a clean set of clothing must be sent the next day. If the child is prone to accidents, we recommend keeping more than one change of clothing at school. Spare clothes do not need to be uniform clothing; however, do not send jeans, shorts, or name-brand clothes.

2.9 Breakfast and Lunch Procedures

The school participates in the National School Breakfast and Lunch Program, which provides free or reduced price meals and free milk to eligible students. Unless the school is part of the Community Eligibility Program or Alternative Provision, at the beginning of the school year, each student will be given an application for families to complete. Once the student's application for free or reduced meals has been returned to the school, families will be notified by mail of their eligibility. For students who do not qualify for free or reduced meals, currently, the price for breakfast and lunch will be determined prior to the start of the school year.

Breakfast: Breakfast is served prior to the academic day starting. Please check with your front office team for breakfast windows. Students are encouraged to arrive 10-15 minutes prior to the academic day start time to have enough time to transition into the classroom, eat breakfast, and not feel rushed. When students enter their classroom or designated breakfast area, they must follow breakfast campus specific breakfast procedures.

Lunch: Students may either have lunch and milk from the school or bring their own lunches from home. Students will not have access to a microwave to heat any lunches or refrigerator to keep items cold. Food delivery services, such as UberEats and DoorDash, are not permitted and will not be delivered to students during school hours. Soda and candy are never permitted at school, even in lunches brought from home. Students must remain seated during lunch. Students may talk using "restaurant level" voices. Students are required to follow campus specific lunch protocols.

Food Allergies: The school will make all reasonable efforts to accommodate students with food allergies. Parents are required to inform the school of all food allergies and their severity. Once parents have informed the school, school officials will meet with the family in order to develop an Individual Health Care Plan. A doctor's note may be requested to support in the development of the Individual Health Care Plan. A parent of a child with food allergies is responsible for providing classroom snacks and lunch for his or her own child. These snacks can be kept in the classroom in a separate snack closet. Sharing or trading of food is prohibited for all students.

2.10 Internet and Technology Device Acceptable Use Policy

Acceptable Use: The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Vista College Prep offers Internet access to students and staff. The primary purpose of providing access to the Internet is to support the educational mission of the school. The school expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. The school makes no guarantees, implied or otherwise, regarding the factual reliability of data available

over the Internet. Users of the school's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Technology resources covered by this policy include commercial, governmental, and private telecommunications-accessible networks (such as the Internet), local networks, databases, and any computer-accessible source of communication or information, whether from or to file servers, hard drives, tapes, compact disks, floppy disks, or other electronic storage or retrieval means.

Unacceptable Use: The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the school's Internet service:

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Principal;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- overriding the Internet filtering software;
- bullying or harassment of any kind.

Safety Issues: Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell a teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher.

Privacy: Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in

the user's directory or on a disk drive. The school reserves the right to examine all data stored on any medium involved in the user's use of the school's Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations: Access to the school's Internet service is a privilege not a right. The school reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through the school's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Device Use: Vista College Prep provides students with a school issued device, laptops, tablets, or other electronic devices along with a charger for learning purposes in the classroom. By choosing to have your child attend Vista College Prep, you acknowledge you and your student are bound to comply with the Internet and Technology Device Policy:

- Not using the Device to bully or threaten anyone and treating the device with respect, just like other school equipment. Vista College Prep will impose disciplinary measures for violations to the school rules while using the Device.
- Device should be turned in at the end of the year in the same condition as it was received (normal wear and tear excepted). Students are expected to take good care of the Device and not damage it. If a student damages a device, the family may be financially responsible for fixing or replacing the device, as determined by Vista College Prep.
- Students will only use the Device for schoolwork and not use the Device to access any social media or inappropriate content. Any form of online bullying will not be tolerated. Remember, these are school Devices, so there is no expectation of privacy in how the Device is used and will be monitored by Vista College Prep.

At Home Device Use: Occasionally, Vista College Preparatory may provide Chromebooks and/or iPads for use at home. Scholars who take the computer home must sign a waiver agreeing to use the device properly. This means:

- Follow all of Vista College Prep's school rules, including the "Student and Family Handbook" you and your student signed at the beginning of the year. For example, not using the computer to bully anyone and treating the Chromebook with respect, just like other school equipment. Vista College Prep will impose discipline for violations of the school's rules while using the computer.
- Return the computer to Vista College Prep at the end of this school year in good condition.
- Take good care of the computer and charger and not damage them. If you damage the computer, your family will be financially responsible for fixing or replacing it.
- Only use the computer for schoolwork and not use the computer to access ANY social media or inappropriate content. Any form of online bullying will not be tolerated. Remember, these are school computers, so you do not have an expectation of privacy in how the computer is used.

2.11 Faculty

Our teachers are committed to providing quality educational opportunities for students while promoting a professional learning community. Parents/guardians are permitted to review staff qualifications. Please contact school officials to arrange an opportunity to review a staff member's certification, educational background, and professional experience.

2.12 Drug, Tobacco Free Zone

Vista College Prep is a Drug and Tobacco Free zone, including Vape pens. Arizona law specifically prohibits any type of tobacco on public school campuses. This includes outside on the grounds, in the parking lot, in school buses or vehicles, or at off-campus school sponsored events. This also includes all forms of tobacco. No parent, student, staff member, or other person may smoke or have tobacco products anywhere on the campus at any time.

2.13 Skateboards, Bicycles, Roller skates, Roller blades

Students are allowed to ride bicycles to school. We strongly suggest that the bike have a lock to prevent theft and be registered with the school and local police station. Students may not use roller skates, roller blades, or roller shoes as a means of transportation to or from school. Roller skates, roller blades, roller shoes, and shoes with wheels are not allowed on campus at any time.

2.14 Electronics and Restricted Items

Any cell phones brought to school must be stored in campus designated storage areas. They should remain silent and not in use while on campus. Any urgent or emergency communication needed should go through the main office phone lines. Cell phones seen, used, or heard during school hours will be confiscated and a parent will be expected to pick it up from the school office. Continuous misuse of cell phones during school hours will lead to phones being confiscated for longer periods of time.

Vista College Prep is NOT responsible for the loss, damage, and/or theft of any personal electronic devices. Toys, electronic devices, magazines, hats worn inside the building, and any other item that violates school policy or disrupts the class or causes a hazard will be confiscated. Upon finding one of these restricted items, school personnel will confiscate, and only a parent may pick up these items in person from the school office.

Section 3: Academics

Vista College Prep is committed to supporting academic achievement and personal growth by implementing a strong, rigorous academic program. Our school day begins at 7:55 am and ends at 3:15 pm, Monday through Thursday, and from 7:55 am to 1:00 pm on Fridays, with after-school time reserved to provide teachers with on-going, targeted professional development.

A Rigorous Curriculum: The Vista College Prep curriculum is aligned to the Arizona Common Core Standards, internal standards, and internal assessments. These curricula are designed to prepare your child to succeed in a college-preparatory environment.

Exceptional Teachers: Vista College Prep’s focus on individualized instruction and exceptional teachers encourages quality, small group instruction and greater access to one-on-one help for all students. Our team designs exciting, innovative, and challenging lessons in the classroom, while working longer hours than their peers in traditional public schools. Vista College Prep teachers know that students learn material much better when they see how it might apply to their lives and therefore their lessons are relevant to the students’ lives. Vista College Prep teachers also foster a climate of success through a positive disposition, well maintained and organized classrooms, honest feedback, positive reinforcement, recognition of success, and strong classroom management skills. Vista College Prep teachers are trained to move at a fast pace so that every minute of class time is utilized for instruction. Teachers ask many critical thinking questions throughout the course of the day, as well as pack each class with a number of activities designed to keep students motivated and on task.

Character and Leadership Development: Students will learn to live up to the core values every day (Respect, Enthusiasm, Achievement, Courage, Hard Work, and Self-Determination). We encourage students to create good habits by always “sweating the small stuff.”

3.1 Homework

Homework is an essential component of Vista College Prep’s educational program. Homework provides a critical connection for families with their scholar’s academic work and allows for an opportunity for families to foster a shared joy for learning.

Grades K-4: Homework includes 20 minutes of required reading every night, including weekends, holidays, and vacations. Parents and guardians will be required to sign their child’s reading log every night. Reading Logs must be filled out properly and completely and signed by a guardian. Students will be provided a folder to house their reading log, any books shared from the school, and any additional communication from the school.

All students in K-4 may be provided additional practice materials for at-home practice. These materials are designed to be completed at home to reinforce and deepen academic concepts taught in class. These additional practice materials will not be returned to school or checked by the teacher.

The Reading Log folder is also the School’s way of sending home parent and family communication. Please be sure to check the pocket of the folder every night for any important information. Additionally, if you need to communicate something to the school, please reach out to the front office directly. If you need to communicate something directly to the teacher, please use the campus specific messaging platform (ex: Dojo, Reachwell).

Grade 5-8: Homework in Middle School is aligned to the contents scholars are taught. In general, it can be expected that students will have nightly reading homework in their Literature class as well as nightly mathematics homework. Students may receive additional homework in their Science and Humanities classes, per the discretion of the teacher and campus.

Students in Middle School may be asked to use their Chromebooks to complete assignments. Whether online or paper, all necessary materials will be included in the scholar’s homework folder. The homework

folder is also the School's way of sending home parent and family communication. Please be sure to check your scholar's homework folder every night for any important information.

Homework in Middle School is included as part of their grade. As such, students are expected to complete their homework independently. If scholars do not complete their homework they will receive a deduction on Kickboard as well as an Incomplete Homework grade in the gradebook. Parents are welcome to go through each assignment with their child and check the work, but they are not required to review and sign it like they are required to in the primary grades. Reviewing homework with your child and helping on the areas that are difficult can show our scholars how much their parents value academic success and also offers them additional academic tutoring; however, if a parent always completes a child's homework with them, it does not teach the child independence.

3.2 Promotion Policy

Grades K-4: We will make grade-level promotion decisions based on academic progress in reading , number of absences, and grade-level-standard mastery. We will track daily attendance closely and communicate promptly and directly with families to minimize the impact of absence on any child's academic progress.

Students who accumulate more than 18 absences during the school year will be considered for retention in their current grade-level. Please refer to the attendance policy in section 2.2 of this handbook for more details.

Students who are not reading on grade level by the end of the academic year are eligible for retention, and students who are reading more than half a year below grade level according to the final assessment results may be retained in their current grade-level. Parents of students who are in jeopardy of being retained will receive notice of this possibility in writing at the end of the second trimester. See also Section 7.29 regarding the requirement relating to the Move On When Reading law.

Grades K-2: K-2 students are graded on a scale of 1 to 4.

- 1 – The student has minimal mastery of the standard or skill and needs continued support.
- 2 – The student has partial mastery of the standard or skill and needs minimal support.
- 3 – The student has grade level mastery of the standard or skill and is able to work independently.
- 4 – The student has above grade-level mastery and is able to apply this standard or skill in new situations beyond the grade level scope

Students who average below a 2.8 on literacy or math report card areas at the end of the year are eligible for retention. Promotion recommendations are made by classroom teachers, and final promotion decisions will be made by the Principal. The school reserves the right to make exceptions to this policy given special circumstances.

Grades 3-4 Given our mission, Vista College Prep is committed to ensuring our grading system is valid, equitable, motivating, and clearly communicated to families. Below is an overview of Vista's 3-4 grading system. Please reach out directly to your student's teacher or principal with any questions.

In 3-4, students will be graded using a range of 1 - 4.

- 1 - Basic, percentage averages from 50 - 69%
- 2 - Approaching Proficient, percentage averages from 70 - 79%
- 3 - Proficient, percentage averages from 80 - 89%
- 4 - Advanced, percentage averages from 90 - 100%

Students in 3-4 will receive grades in the following subjects:

- Narrative/ Fiction
- Science/Social Studies
- Math
- CGI
- Guided Reading/Phonics

Students will be graded on IA Exams, Unit Tests, Quizzes, Exit Tickets, and classroom assignments as determined by the curriculum.

Starting in grade three, all students who are reading below grade level at the end of the academic year may be required to attend additional interventions opportunities (e.g. summer school or Saturday school) if provided by the school. Summer session is an intensive, targeted instructional program that aims to develop reading, writing, and math skills in a small classroom setting. Students are required to wear uniforms during summer session. Summer session is provided free of cost, but parents are expected to provide transportation for their children.

Grades 5-8: Given our mission, Vista College Prep is committed to ensuring our grading system is valid, equitable, motivating, and clearly communicated to families. Below is an overview of Vista's 5-8 grading system. Please reach out directly to your student's teacher or principal with any questions.

In order to prepare our scholars for high school, Vista College Prep – Middle School scholars follow the same grading scale as the Phoenix Union High School District. The grading scale is:

- A: 90% - 100%
- B: 80% - 89%
- C: 70% - 79%
- D: 60% - 69%
- F: 50% - 59%

Students in 5-8 will receive grades in the following subjects:

- Literature or English Language Arts (ELA)
- History
- Science
- Math
- Enrichment
- Compass

Students will be graded on IA Exams, Unit Tests, Quizzes, Exit Tickets, and classroom assignments as determined by the curriculum.

3.3 Report Cards and Parent Meetings

Teachers and staff will use report cards to communicate students' academic and behavioral performance. Report cards will be sent home with students. In certain circumstances, a student's report card may not be sent home with the student and may need to be picked up at the school by the student's parent or guardian. Parents will also be expected to meet with their children's teachers during the Family-Teacher Conferences held throughout the year. All families are also required to attend a parent orientation before the start of the school year.

3.4 Student Supplies

The easiest way to manage supplies in primary classrooms without disrupting classroom time or having unprepared students is to have shared supplies within the classrooms. While Vista College Prep will always provide students with the materials necessary to complete their work, we are always in need of, and gladly accept, voluntary donations of the following items:

- Yellow pencils
- Large pink erasers
- Crayons
- Dry erase markers
- Boxes of tissue
- Containers of hand sanitizer
- Disinfectant cleaning wipes

Section 4: Code of Conduct

High Standards for Academics, High Standards for Behavior

Vista College Prep is characterized by a culture that is orderly, supportive, and focused on academic work. The ethos of the community should be mutual care and respect. Discipline and order exist in a school when students are known and cared for by all of the faculty and staff, and when their life within the school is meaningful to them. Given the sense of community within the school and the active engagement of students in their learning, there will be less opportunity for disruption and problems. The administrators and teachers strive to ensure that rules are fairly and consistently enforced.

Core Values: Vista College Prep's core values - Self Determination, Enthusiasm, Achievement, Respect, Courage, Hard Work, and - are at the heart of our community and represent the cornerstones of the school's Code of Conduct. It is expected that all students will live by these values.

Self-Determination

- Sticking to it when times get tough

Enthusiasm

- Showing excitement and urgency

Achievement

- Trying your best to show success

Respect

- Showing kindness to yourself and your community

Courage

- Showing strength, confidence, and taking risks

Hard Work

- Thinking with focus and attention

These core values are reinforced and supported by our social emotional learning curriculum, Circle. Within our circle curriculum, we use the metaphor of a compass to outline how we will empower our scholars to SEARCH for their noble purpose, develop a sharp mind, fuel their big heart, and practice aligned actions. the disciplines and habits that we teach and practice within our compass directly align with our core values. Our mascot of the Vista Voyager reminds us to constantly seek to follow our compass and live out our core values.

S	Self Determination	Identity
E	Enthusiasm	Joy
A	Achievement	Curiosity
R	Respect	Integrity
C	Courage	Kindness
C	Community	Courage
H	Hard Work	Diversity
		Determination

At Vista College Prep, we believe that if scholars and adults are embedded in safe, strong relationships within communities of care and concern and are empowered to “work the compass” within all core human dimensions – mental, emotional, physical, and spiritual, that then they will create the foundation for and live out inspired and purposeful lives that allow them to have achievement in high school, graduation from college and become positive participants in the community.

4.1 Safe and Orderly Environment

Vista College Prep is unequivocally committed to providing an equitable, safe and welcoming environment that allows students to maximize their academic achievement, demonstrate personal growth and leadership skills, and actively contribute to the wider Vista College Prep community. Students whose behavior negatively impacts the learning and safety of others will require additional support.

Without clearly communicated and explicitly taught expectations, continuous reinforcement of expected behavior, and necessary supports for struggling scholars, none of what we envision for the school can happen; therefore, we cannot overemphasize the importance of a clear and coherent discipline policy. Students and families have a right to attend a safe, welcoming and orderly school.

4.2 STAR/SLANT

Orderly and structured classrooms are necessary to create learning environments in which time is used efficiently and a joy of learning is able to thrive. Structure provides a framework for learning to take place. The structure that Vista College Prep provides will ensure that school is a safe place where all students are able meet and exceed expectations.

Vista College Prep students are expected to respect safety, learning and well being of others and themselves at all times. As a school community, we teach, develop and reinforce behaviors that positively contribute to a scholar's academic achievement and wellbeing and or the learning and well being of the Vista College Prep Community. .

STAR: To help scholars learn successful habits and maximize instructional time within the classroom, Vista College Prep uses the acronym STAR at elementary campuses:

- S** **Stand/Sit up straight.** Scholars are expected to demonstrate good posture at all times, which helps them to maintain full engagement and focus on the lesson's objective. During instructional lessons, scholars are encouraged to sit up with backs straight, bottoms on the chair, and feet on the floor. When standing, scholars must keep their body and hands from disturbing others. When sitting on the rug, scholars must sit so that they are able to focus fully on the lesson without touching or disturbing their neighbor.
- T** **Track the speaker with your eyes.** Scholars are expected to track the speaker to ensure their active participation as a listener in the lesson or discussion. Tracking the speaker embodies our core value of respect as it shows other scholars that their ideas matter.
- A** **Appreciate your classmates' ideas.** Vista College Prep scholars are enthusiastic and engaged in lessons to maximize their learning and the learning of others. Scholars are expected to actively participate in lessons and appreciate their classmates' ideas by nodding, smiling, and sending non-verbal affirmations of support such as spirit fingers.
- R** **Rephrase the words of the person who spoke before you** so they know you were listening. This ensures that our classrooms are places where scholars are listening and learning from each other.

SLANT: To help scholars learn successful habits and maximize instructional time within the classroom, Vista College Prep uses the acronym SLANT at middle school campuses:

- S:** Sit up
- L:** Look and listen
- A:** Ask and answer questions
- N:** Nod your head

T: Track the speaker

4.3 K-4 Behavior System

Vista College Prep maintains consistent behavior expectations across all campuses to ensure that scholars and staff remain in a safe and productive learning environment that enable scholar achievement and minimize disruptive behaviors.

Rewards and Incentives:

Class Points:

Students work together as homerooms to earn class points. Class points reinforce the importance of our six values in all parts of our school day. They remind us that we must be accountable for all members of our team and make choices that benefit all, not just ourselves. Class points provide teachers with a tangible system to integrate our six core values into daily instruction by highlighting specific behaviors that will prepare students for college.

Each teacher will have a class points system that reflects the needs and interests of their class and grade level. A few examples of class point systems you can implement:

Daily Class Points	<p>In this system you give the class a class point when 100% meet expectations and at the end of the day the class gets a reward if they meet this goal. You can also set a class goal for the number of collective Dojo points the class needs to earn by the end of the day.</p> <p>Teachers have had 1 minute dance parties, done mini-lessons on a themed topic (aka travel around the world), and more</p>
Weekly Class Points	<p>In this system you give the class a class point when 100% meet expectations and at the end of the day the class gets a reward if they meet this goal. You can also set a class goal for the number of collective Dojo points the class needs to earn by the end of the week.</p> <p>Teachers have had lunch bunch, brought a special treat, and more.</p>

Monthly Dojo Celebrations:

Students will have the opportunity to earn Dojo points and Bonuses by showing Core Values or outstanding actions towards others and/or community. At the end of each month students may earn participation in monthly Dojo celebrations planned by the Assistant Principal of Culture. All campus Dojo celebrations will occur monthly during a designated non-instructional time.

Class Dojo Systems:

Our Dojo system week runs from Friday - Thursday. Each day students' points will reset to zero to represent a fresh start. Points accrued for the week will not be deleted. Scholars will work throughout the week to earn bonuses for going above and beyond in class. Students will take home a daily Dojo log to inform parents of their day. (Parent initial required) **Students earning 12-20 points (or more) have had a good day. Students earning fewer than 10 points a day are off track.** After two missed initials, the teacher will reach out to the parent. Bonuses are tied to our core values in class. Below are available bonuses to earn:

Bonus +1 Points	
Self Determination	Grit. Pushing through a challenge
Hard Work	Always putting forth a best effort.
Initiative	Taking initiative
Enthusiasm	Displaying genuine enthusiasm and curiosity for learning.
Urgency	Urgently completing tasks
Engagement	Actively listening and tracking
Academic Vocabulary	Unprompted use of precise academic vocabulary
Insightful	Making an insightful comment or asking an insightful question
Achievement	Performing exceptionally well on an assessment or in class
Helpful	Helping staff, peers, or others
Respect	Being polite to students, staff, visitors, etc.
Self-Advocacy	Respectfully advocating for your own learning
Integrity	Doing the right thing when no one is watching
Diversity	Embracing others differences
Inclusivity	Never leave another classmate behind
Growth	Improvement resulting from extra effort
Resourceful	Using resources to find the answers to questions in class without prompting

If a student has one of the infractions below, the student shall receive a point deduction, or may receive larger consequences such as in class reflection, out of school suspension and/or may lose some or all school privileges. Loss of privileges includes but is not limited to: loss of recess, missing school events, trips, or activities (including team time and enrichment). Furthermore, a meeting between the student, his/her parent or guardian, and the student's homeroom teacher, Assistant Principal of Culture, or Principal may be required in order to address the student's behavior and plan for improvement. Infractions include:

Level 1- Reminders (First Reminder: -1 point logged, Second Reminder: -2 points logged, Third Reminder: -3pts logged, 5 minutes off of recess, and note entered in Dojo)

Poor Posture	Displaying poor posture
Disengaged	Off task during either independent or group work time
Lack of Urgency	Student is not keeping pace to the best of their ability
Bathroom	Abuse of bathroom privileges
Incomplete work	Not completing classwork
Not tracking speaker	Not tracking speaker
Minor Uniform	A uniform violation that can be fixed quickly, such as a sweatshirt on or an untucked shirt.
Talking out of turn	Talking while someone else is talking, calling out, talking out of turn, making inappropriate noises in class, using an unprofessional volume in class
Misuses of resources	Using furniture for anything other than what it was intended for without permission (ex: tipping chair, or standing on chairs) Using class resources incorrectly (ex: going onto inappropriate websites during class).
Not following directions	Not following a direction a teacher gave
Inappropriate Response	Wrong response to correction (smacking lips, eye rolling, mumbling, physical display, etc.)
Low-Level Disrespect	Negative attitude about an individual (but not directed at an individual); gossiping about another student; passing notes in class
Class Disruption	Intentionally attempting to disrupt a lesson as evidenced through repeatedly not following directions, talking out of turn.
Missing Materials	Missing materials
Tier 2 (-2 Points, some time off of recess, note in Dojo or call home) Students may earn In-Class Community Reflection	
Unauthorized Location	Not being able to produce a hall pass when outside of the classroom, using the teacher work room or any supplies without permission
Inappropriate Contact	Physical contact with another person in any form other than a handshake, fist bump, or hug within the "2-second rule." Could be a shove, push, hit, etc.
Disrespect to Property	Doodling on a desk, abusing a book, leaving a Chromebook unattended, not caring for items as if they were one's own, etc
Low-Level Profanity	Using low-level profanity (e.g. "shut-up", "damn", "sucks" etc.)
Integrity Violation	Being untruthful, claiming work that is not 100% one's own, lying to teacher, forgery
Prohibited Item	Having Gum/Candy/Soda, phone/electronics, slime, etc.
Major Uniform Violation	Uniform violation that cannot be fixed at the moment (jeans, wrong polo, etc.) Followed with a phone call home.
Tier 3 (-3 points, full loss of recess, call home, and or Office Referral (or ISS if recommended by LT)	
Repeated Tier 2s or Community Reflection	2 Tier 2 demerits in a single class
Disrespect to Adult	Undermining the dignity, authority, or emotional safety of an adult
Disrespect to Peer	Undermining the dignity or emotional safety of another scholar
Unsafe Contact	Play fighting, roughhousing, throwing an object with intent to hurt, etc.
Major Disrespect To Property	Damaging school property in a way that requires replacement or repair
Bullying/Harassment	Repeatedly teasing another scholar or being mean-spirited in a way that assails the dignity of another individual
Profanity	Any words you can't say on primetime TV, including abbreviations, any hate language against a group of people
Major Integrity Violation	Cheating on a quiz/test, stealing, taking what is not one's own

Prohibited Item Use	Use of prohibited item, such as cell phone, to take or share unauthorized pictures or videos on campus.
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Extreme or Egregious Behaviors:

The overarching goal of Vista College Preparatory is to ensure that all students have the opportunity to attend the college of their choice by remaining in class each day. However, there are times in which it is in the best interest of the broader student body to remove a student from class in order to preserve the integrity of the learning environment and the authority of the teacher. Vista College Preparatory provides students with a structured, silent room that is used for students who have an emotional situation in a classroom and must be removed for a short period of time to regroup. The purpose of the APC (Assistant Principal of Culture) Referral is to allow a student the chance to get him/herself together, reflect on his/her actions, and refocus for class. The goal is to get students back into class successfully in as little time possible.

The following behaviors could result in a student being referred to the APC:

- Receiving a Level 3 Deduction.
- Noncompliance
 - This includes walking around the room, continual not following directions. (The student has already earned Level 2 deductions and/or Level 3 and the behavior isn't changing.)
- Gross disrespect to a teacher
 - This includes raising voice to the teacher using disrespectful comments.
- Gross disrespect to another student.
 - This includes raising voice to another student, using disrespectful comments, bucking up, etc.
- Anything on this suspension list.
- Egregious uniform violations.

Expectations for Office Referrals:

While on Referral, students must work on an assigned reflection and have a conversation with an administrator/teacher prior to being sent back to class. The work given in class that day is provided to all students that are spending the entire day in referral. If a student completes all of their work, independent reading books are provided for students. Students are expected to adhere to the following guidelines while in the APC's Office:

1. All coats and backpacks must be hung up on the provided hooks
2. Students must sit in the seat assigned to them
3. Students may not sleep or put their head down
4. Students may not use cell phones or other electronics
5. Students must remain in as close to full uniform as possible.
6. Students must ask to use the restroom and be provided with a pass at the discretion of the administrator/teacher.
7. Students must complete all assigned work

If a student receives 2 level 3s in referral for misbehavior, the student will be suspended for the day and will be asked to "redo" the day in referral the following day, as repeated misbehavior in referral

constitutes gross insubordination. Parents will be notified if this has happened, and will be expected to provide transportation for their child. If the family cannot provide transportation, the student will not be permitted to come to the school on the following day.

Leaving Office Referral:

While it is ideal that students sent out of class remain in APC’s office for no more than 60 minutes, there is no fixed time limit on how long a student may remain in Referral. Students at Vista College Preparatory may leave Referral when they have successfully repaired their relationship with the adult in whose care they misbehaved. A student may leave Office Referral through both of the following paths:

- Completion of reflection sheet: Students who are sent to Office Referral for major misbehaviors will be assigned a structured reflection sheet to complete. If the student successfully completes the sheet (at the discretion of the Culture Associate or Assistant Principal of Culture), but is unable to speak with the teacher because they are unavailable, they may return to class. The teacher will follow up with the student to ensure that the reconciliation conversation occurs.
- Relationship Repair Work: If the student successfully completes the sheet (at the discretion of the Culture Associate or the Assistant Principal), they will then have relationship repair work with the teacher who referred them.

In School Suspension:

In the case of an In School suspension, the student will be removed from class and will be sent to the Assistant Principal of Culture’s Office. The scholar will be expected to complete the ISS work packet. Scholars will serve ISS APC’s office. The purpose for ISS is to provide a space, separate from the traditional classroom community, for the scholar to reflect on their behavior and determine next actions that will set them up for future success in school. Infractions that merit In School Suspension include:

Infraction
2 Office Referrals in a single day
Play fighting, pushing, shoving
Forgery of any sort, including parental signatures
Cheating or plagiarism, or copying of anyone else’s work
Minor threat
Extended Instance of Non-Compliance
Minor Disrespect
Cursing at a Peer

4.4 5-8 Behavior System

To ensure that our scholars are able to work the compass and SEARCH for their noble purpose, develop a sharp mind, fuel their big heart, and practice aligned actions, we must ensure that scholars and staff remain in a safe and productive learning environment that enable scholar achievement and minimize disruptive behaviors.

Rewards and Incentives:

SEARCH Points: Students work together as homerooms to earn Search points. SEARCH points reinforce the importance of our six values in all parts of our school day. They remind us that we must be accountable for all members of our team and make choices that benefit all, not just ourselves. SEARCH points provide teachers with a tangible system to integrate our core values into daily instruction by highlighting specific behaviors that will prepare students for college. The points are tracked by homeroom throughout the week in each class (up to six in each class for each Core Value). Homerooms work towards weekly incentives such as a Homeroom dress down day on Friday. The tracking period for SEARCH points will last from Friday until Thursday. Homerooms will enjoy their earned reward each Friday.

Team Time: If scholars earn a \$40 paycheck or higher by the end of the week, they will get to participate in a fun activity with their advisory on Friday afternoon.

Paycheck System (5-8 only):

Our paycheck week runs from Friday - Thursday. Each Friday a student’s paycheck resets to \$50, the equivalent of a scholar earning \$10 a day. Scholars then work throughout the week to earn bonuses for going above and beyond in class. Bonuses are tied to our core values in class. Below are available bonuses to earn:

Bonus +1 Dollars	
Self Determination	Grit. Pushing through a challenge
Hard Work	Always putting forth a best effort.
Initiative	Taking initiative
Enthusiasm	Displaying genuine enthusiasm and curiosity for learning.
Urgency	Urgently completing tasks
Engagement	Actively listening and tracking
Academic Vocabulary	Unprompted use of precise academic vocabulary
Insightful	Making an insightful comment or asking an insightful question
Achievement	Performing exceptionally well on an assessment or in class
Helpful	Helping staff, peers, or others
Respect	Being polite to students, staff, visitors, etc.
Self-Advocacy	Respectfully advocating for your own learning
Integrity	Doing the right thing when no one is watching
Diversity	Embracing others differences
Inclusivity	Never leave another classmate behind
Growth	Improvement resulting from extra effort
Resourceful	Using resources to find the answers to questions in class without prompting

If a student has one of the infractions below, the student shall receive a paycheck deduction, or may receive larger consequences such as in school reflection, out of school suspension and/or may lose some or all school privileges. Loss of privileges includes, but is not limited to, eating lunch alone, performing extra service for the school, and missing school events, trips, or activities (including team time). Furthermore, a meeting between the student, his/her parent or guardian, and the student's homeroom teacher, Assistant Principal of Culture, or Principal may be required in order to address the student's behavior and plan for improvement. Please keep in mind that the list of infractions and consequences is not exhaustive. School leaders can supplement the Code of Conduct with additional rules as appropriate. In addition, consequences for violations of the Code of Conduct are subject to the discretion of school leadership and may be supplemented and/or adjusted accordingly. Infractions include:

Level 1 (-\$1 Dollar)	
Poor Posture	Displaying poor posture
Disengaged	Off task during either independent or group work time
Lack of Urgency	Student is not keeping pace to the best of their ability
Bathroom	Using the bathroom during instructional time (unless an emergency as each class follows a break)
Incomplete work	Not completing classwork
Not tracking speaker	Not tracking speaker
Minor Uniform	A uniform violation that can be fixed quickly, such as a sweatshirt on or an untucked shirt.
Talking out of turn	Talking while someone else is talking, calling out, talking out of turn, making inappropriate noises in class, using an unprofessional volume in class
Misuses of resources	Using furniture for anything other than what it was intended for without permission (ex: tipping chair, or standing on chairs) Using class resources incorrectly (ex: going onto inappropriate websites during class).
Not following directions	Not following a direction a teacher gave
Tardy	Late to school, late to class, late to detention
Missing Materials	Missing materials
Unsigned Note	Unsigned parent letter/paycheck.
Level 2 (-3 Dollars, Two L2s lead to Class or Hallway Reflection)	
Tardy	Either late to school or class.
Inappropriate Response	Wrong response to correction (smacking lips, eye rolling, mumbling, physical display, etc.)
Class Disruption	Intentionally attempting to disrupt a lesson as evidenced through repeatedly not following directions, talking out of turn.
Inappropriate Contact	Physical contact with another person in any form other than a handshake, fist bump, or hug within the "2-second rule"
Disrespect to Property	Doodling on a desk, abusing a book, leaving a Chromebook unattended, not caring for items as if they were one's own, etc
Low-Level Disrespect	Negative attitude about an individual (but not directed at an individual); gossiping about another student; passing notes in class
Unauthorized Location	Not being able to produce a hall pass when outside of the classroom, using the teacher work room or any supplies without permission
Low-Level Profanity	Using low-level profanity (e.g. "shut-up", "damn", "sucks" etc.)

Integrity Violation	Being untruthful, claiming work that is not 100% one's own, lying to teacher, forgery
Prohibited Item	Having Gum/Candy/Soda, phone/electronics, slime, etc.
Major Uniform Violation	Uniform violation that cannot be fixed at the moment (jeans, wrong polo, etc.) Followed with a phone call home.
Level 3 (-10 Dollars; Referral to ISC)	
Absent	Fine for being absent from school, no referral to ISC.
Repeated L1s and 2s	3 to 4 Level 1 demerits in a single class or 2 Level 2 demerits in a single class
Disrespect to Adult	Undermining the dignity, authority, or emotional safety of an adult
Disrespect to Peer	Undermining the dignity or emotional safety of another scholar
Unsafe Contact	Play fighting, roughhousing, throwing an object, shove, etc.
Major Disrespect To Property	Damaging school property in a way that requires replacement or repair
Bullying/Harassment	Repeatedly teasing another scholar or being mean-spirited in a way that assails the dignity of another individual
Profanity	Any words you can't say on primetime TV, including abbreviations, any hate language against a group of people
Major Integrity Violation	Cheating on a quiz/test, stealing, taking what is not one's own
Prohibited Item Use	Use of prohibited item, such as cell phone, to take or share unauthorized pictures or videos on campus.

Independent Study Center (ISC): The overarching goal of Vista College Prep's Middle School program is to ensure that all students have the opportunity to attend the college of their choice by remaining in class each day. However, there are times in which it is in the best interest of the broader student body to remove a student from class in order to preserve the integrity of the learning environment and the authority of the teacher. Vista College Prep's middle school provides students with a structured, silent room known as the Independent Study Center (ISC) that is used for students who have an emotional situation in a classroom and must be removed for a short period of time to regroup. The purpose of ISC is to allow a student the chance to get him/herself together, reflect on his/her actions, and refocus for class. The goal is to get students back into class successfully in as little time possible.

The following behaviors may result in a student being sent to ISC:

- Receiving a Level 3.
- Noncompliance
- Gross disrespect to a teacher
- Gross disrespect to another student.
- Anything on the suspension list.
- Egregious uniform violations.

Expectations for ISC: While in ISC, students must work on an assigned reflection and have a conversation with an administrator/teacher prior to being sent back to class. The work given in class that day is provided to all students that are spending the entire day in ISC. If a student completes all of their work, independent reading books are provided for students. Students are expected to adhere to the following guidelines while in ISC:

1. All coats and backpacks must be hung up on the provided hooks
2. Students must sit in the seat assigned to them
3. Students may not sleep or put their head down
4. Students may not use cell phones or other electronics
5. Students must remain in as close to full uniform as possible.
6. Students must ask to use the restroom and be provided with a pass at the discretion of the administrator/teacher.

If a student receives 2 level 3s in ISC for misbehavior, the student will be suspended for the day and will be asked to "redo" the day in ISC the following day, as repeated misbehavior in ISC constitutes gross insubordination. Parents will be notified if this has happened, and will be expected to provide transportation for their child. If the family cannot provide transportation, the student will not be permitted to come to the school on the following day.

Leaving ISC: While it is ideal that students sent out of class remain in ISC for no more than 60 minutes, there is no fixed time limit on how long a student may remain in ISC. Students at Vista College Preparatory – Middle School may leave ISC when they have successfully repaired their relationship with the adult or student who requires relationship repair work. A student may leave ISC through both of the following paths:

- Completion of reflection sheet: Students who are sent to ISC for major misbehaviors will be assigned a structured reflection sheet to complete. If the student successfully completes the sheet (at the discretion of the ISC coordinator or Assistant Principal of Culture), but is unable to speak with the teacher because they are unavailable, they may return to class. The teacher will follow up with the student to ensure that the reconciliation conversation occurs.
- Relationship Repair Work: If the student successfully completes the sheet (at the discretion of the ISC coordinator or the Assistant Principal of Culture), they will then complete their relationship repair work with the offended teacher or student.

Detention: A student may receive detention during lunch or enrichment. A student will receive detention if they commit one of the infractions below. Furthermore, a meeting between the student, his/her parent or guardian, and the student's Homeroom Teacher, Assistant Principal, or Principal may be required in order to address the student's behavior and plan for improvement. Infractions include:

- Losing equal to or greater than 10 dollars **the previous day** (lunch* detention)
- Losing equal to or greater than 10 dollars **by lunch** (lunch* detention)
- Receiving less than \$40 in a week (team time detention)

* If a student is required to attend lunch detention, they will be notified at the beginning of lunch. Prior to executing lunch procedures, the staff member assigned to monitor lunch detention will read the detention list. The detention monitor will address student questions about their detention during detention. Students serving lunch detention will eat their lunch during detention.

In School Suspension: In the case of an In School suspension, the student will be removed from class and will be sent to the Independent Study Center (ISC). The scholar will be expected to complete the ISS work packet. Scholars may either serve ISS in another grade level's classroom or in the Assistant Principal/Principal's office. The location of ISS is up to the discretion of the Assistant Principal/Principal.

The purpose for ISS is to provide a space, separate from the traditional classroom community, for the scholar to reflect on their behavior and determine next actions that will set them up for future success in school. Infractions that merit In School Suspension include:

2 Referrals to ISC in a single day
Play fighting, pushing, shoving
Forgery of any sort, including parental signatures
Cheating or plagiarism, or copying of anyone else's work
Minor threat
Extended Instance of Non-Compliance
Cursing at a Peer

4.5 Use of Physical Intervention by Supervisory Personnel/Restraint and Seclusion

Any administrator or other school employee with Crisis Prevention Institute (CPI) training entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain the safety of the student and students or staff in close proximity. Similar physical intervention will be appropriate in self-defense, defense of other students and school personnel, or in the most extreme circumstances, the defense of property. Use of physical intervention and seclusion techniques is permitted according to the guidelines below:

Physical Hold(s)

The term "physical hold" means any method that safely immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force. The physical hold is meant to be temporary and result in tension reduction, a state in which the student is determined safe enough to not require further physical intervention.

The term "physical hold" does not include any of the following:

- Methods or devices (e.g., a weighted vest) implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
- The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
- The brief holding of a student by one adult for the purpose of calming or comforting the student.

Seclusion

The term "seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented (i.e. the student is prevented from leaving the room).

The term "seclusion" does not include the use of a voluntary behavior management technique, as part of a student's education plan, individual safety plan, behavioral plan or the use of an individualized education program that involves the student's separation from a larger group for purposes of calming.

Persons Authorized to Use Physical Hold[s] or Seclusion Techniques

Physical holds or seclusion techniques must be used only by school personnel who are trained in the safe and effective use of physical holds and seclusion techniques, unless an emergency situation does not allow sufficient time to summon trained personnel.

Use of Restraint and/or Seclusion

Physical holds and/or seclusion shall not be used as punishment for misconduct. Physical holds or seclusion techniques may only be used on a student if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to themselves or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a physical hold or seclusion technique is used on a student:

- School personnel must maintain continuous visual observation and monitoring of the student while the physical hold or seclusion technique is in use.
- The physical hold or seclusion technique ends when the student's behavior no longer presents an imminent danger to the student or others.
- The physical hold technique employed must not impede the student's ability to breathe.
- The physical hold technique must not be out of proportion to the student's age or physical condition.

Reporting and Documentation Requirements

School personnel must follow the reporting and documentation requirements set forth below when a physical hold or seclusion technique has been used on a student. The procedures shall include the following requirements:

- School personnel shall provide the student's parent or guardian with written and oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.
- Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of physical hold or seclusion technique used and the duration of its use.
- School personnel shall review strategies used to address a student's imminently unsafe and egregious behavior if there has been repeated use of physical hold or seclusion techniques for the student during a school year. The review must include a review of the incidents in which physical hold or seclusion techniques were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment (FBA).

Law Enforcement

If school personnel summon law enforcement instead of using a physical hold or seclusion technique on a student, school personnel shall comply with the reporting, documentation and review procedures established in this Policy.

Notwithstanding this Policy, school resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

4.6 Short-Term Suspension

In the case of a suspension, the student will be removed from class and will be sent to the Main Office or another designated school location, following which, the student's parent or guardian will be notified of the incident by the school. In all cases where the student has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified. There will be no corporal punishment of students at Vista College Prep, though staff may use reasonable, necessary force to restrain a violent, disruptive, or disobedient student.

Prior to Vista College Prep taking disciplinary action against a student, the School will provide the student with appropriate due process. When the disciplinary action consists of a short-term suspension (up to ten days) or a lesser penalty, informal due process will be provided, as follows:

- The student will be informed, either orally or in writing, of the charges against him/her and a summary of the evidence that supports the allegations.
- If the student denies the charges, he/she will be given an opportunity to tell his/her side of the story.
- The Principal may then: (a) suspend the student up to 10 days; (b) choose other disciplinary alternatives; (c) exonerate the student; or (d) suspend the student for 10 days pending a recommendation that the student be long-term suspended or expelled.

As described below, more formal procedures must be followed when the discipline involves a recommendation for long-term suspension or expulsion. In every case of student misconduct for which suspension may be imposed, the Principal shall exercise discretion in deciding the consequences for the offense; consider ways to re-engage the student in learning; and generally attempt to avoid recommending long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports.

The Principal may suspend any student for up to 10 school days. If the school is unable to contact the parent/legal guardian, the suspended student will be held in school until the end of the day. Before the student is returned to class, the student, his or her parent or guardian, and the Principal will meet in order to address the student's behavior and plan for improvement. Furthermore, students will not be allowed to return to class after a suspension until the parent meeting occurs. The parent/legal guardian shall be held liable for all damages caused by a student. Students are not entitled to appeal a short-term suspension. Infractions that merit immediate suspension include, but are not limited to:

- Gross disrespect of a fellow student, staff member, or school property
- Using or possessing over-the-counter medication inappropriately
- Using or possessing tobacco products
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Committing sexual, racial, or any form of harassment or intimidation
- Skipping school or class
- Using abusive, vulgar, or profane language or treatment

- Making verbal or physical threats, empty or otherwise
- Fighting, pushing, shoving, or unwanted physical contact
- Setting off false alarms or calling in groundless threats
- Gambling
- Departing, without permission, from class, building, or school-sponsored activity
- Forgery of any sort, including parental signatures
- Cheating or plagiarism, or copying of anyone else's work
- Violent or threatening behavior
- Bullying or harassing conduct
- Repeated or fundamental disregard of school policies and procedure

4.7 Long-Term Suspension or Expulsion

Long-term suspension is defined as the temporary withdrawal of the privilege of attending school for a set period of time of 11 or more consecutive days. Expulsion is defined as the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school. Following the short-term suspension procedures in Section 4.5, the Principal may recommend to the Chief Schools Officer who upon agreement, may recommend long-term suspension or expulsion of a student for serious cause, including, but not limited to:

- Serious or repeated infractions, as listed under short-term suspension (Section 4.5)
- Continued open defiance of authority, habitual profanity, vulgarity, or excessive absenteeism;.
- A pupil who cuts, defaces or otherwise injures school property;
- Being on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance, including, but not limited to, marijuana, cocaine, and heroin;
- Assaulting another student, school employee, school consultant, or school volunteer on school premises or at school-sponsored or school-related events, including athletic games;.
- Repeated or excessive out-of-school suspensions;
- Repeated or fundamental disregard of school policies and procedures;
- Possession, use, sale, or transfer of drugs and alcohol;
- Destruction or attempted destruction of school property including arson.

In addition to any of the preceding infractions, any breaches of federal law or Arizona law may be handled in cooperation with the Phoenix Police Department and may result in expulsion.

Due Process: Student disciplinary offenses involving a recommendation for long-term suspension or expulsion are subject to the following, additional due process procedures:

- Unless waived by the student's parent/legal guardian in writing, a hearing date before a hearing officer will be scheduled prior to the expiration of the short-term suspension.
- Written notice of the hearing will be provided to the parent/legal guardian at least three working days prior to the hearing.

The notice will include:

- The date, time and place of a hearing;
- A list of witnesses the administration may call at the hearing;

- A copy of any exhibits the administration may use at the hearing;
- A requirement that the student provide the administration, at least 24-hours prior to the hearing, a list of any witness and exhibits the student may use at the hearing;
- Notice of the student's right to be represented at the hearing by his/her parents, legal or other representative (at the student's/parent's own expense);
- Notice of the student's right to testify, to present evidence, and to confront and cross-examine any witnesses presented by the administration;
- Notice that the hearing will be closed to protect the privacy of the student unless the parent requests that the hearing be open to the public. Any such request must be made in writing at least 24-hours before the hearing;

The administration will bear the burden of proof (preponderance of the evidence) in any long-term suspension or expulsion hearing. Following the hearing, the Hearing Officer will issue a decision in writing, summarizing the controlling facts upon which the decision is made, in sufficient detail to inform the parties of the reasons for the decision. The decision of the Hearing Officer is final.

Students who are expelled have the right to re-apply for admission after one year of expulsion. Vista College Prep has the right to deny admission of a student who has been expelled from another school or is in the process of being expelled, and to deny, upon review, a request for readmission of a student previously expelled from Vista College Prep.

4.8 Discipline of Students with Special Needs

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. Vista College Prep will comply with these requirements, as well as all State laws regarding disciplining of students with disabilities.

Short-term suspensions: School personnel may refer a student with a qualifying disability to an alternative placement or suspension for up to 10 total school days without services, on the same basis as a regular education student. For subsequent exclusions the school year which do not constitute a change in placement:

1. The school must provide Free and Appropriate Public Education (FAPE) services to allow the student to participate in the general curriculum and progress towards the student's IEP goals, as determined by school personnel in consultation with at least one teacher.
2. If appropriate, the school must conduct a functional behavioral assessment and develop a behavioral plan.

Change of placement: A change of placement is defined as removal for more than ten consecutive school days or for a series of shorter removals (exceeding 10 days in total) that constitute a pattern, based on considerations of the length and total time removed, as well as the proximity and similarity of behavior. On the date of a decision to make a removal constituting a change of placement, parents/guardians must be notified of the decision and the procedural safeguards.

Within ten school days of a decision resulting in a change of placement, the parent and relevant members of the IEP team must conduct a manifestation determination review. The team must consider all relevant information in the student's file, teacher observations, and relevant information from the

parents/guardians. The team must determine whether the conduct was: (1) caused by the disability; or (2) had a direct and substantial relationship to the disability; or (3) was a direct result of the district's failure to implement the IEP. If any of these criteria are met, then the conduct is a manifestation of the student's disability.

If the team determines that the conduct was a manifestation of the disability, the student must be returned to his/her placement. The parties, however, may change the IEP and placement through the IEP team process. Also, the team must conduct a functional behavioral assessment and implement a behavior intervention plan or, if a behavioral plan already exists, review the plan and make any necessary modifications.

If the team determines that the conduct was not a manifestation of the disability, the school discipline can be put into effect. However, the student remains entitled to receive educational services to enable participation in the general curriculum and progress towards IEP goals—albeit in an alternative setting. The team must determine which services are necessary and the setting where they will be provided.

Appeal Rights: When a parent/guardian disagrees with the Team's decision on "manifestation determination," or an alternative placement, the parents/guardians have the right to request an expedited hearing from Arizona Department of Education's Office of Exceptional Student Services. Placement pending the appeal is in the alternative setting as determined by the team for the duration of the discipline or completion of the appeal.

Exceptions for Specified Conduct: Under certain special circumstances as defined by federal law, school personnel may place the student in an interim alternative setting for 45 school days, without regard to the manifestation determination. These special circumstances include incidents where the student possesses, uses, sells or solicits illegal drugs, carries or possesses a weapon, or inflicts serious bodily injury while on school premises or at a school function. The federal definition for serious bodily injury means bodily injury that involves:

1. A substantial risk of death;
2. Extreme physical pain
3. Protracted and obvious disfigurement; or
4. Protracted loss or impairment of a bodily member, organ or mental faculty.

Otherwise, if the student's continuation in the current placement is substantially likely to cause injury to himself/herself or others the school may request an expedited hearing for an order to place a student in an alternative setting for a period not to exceed 45 school days. The school also has the right to seek a court injunction.

Students with disabilities who are not eligible for services under the IDEA, but who have disabilities within the meaning of Section 504 of the Rehabilitation Act are generally provided the same or similar protections in the disciplinary process as students who are eligible for special education services under the IDEA.

4.9 Field Trips

The school's curriculum may sometimes call for outside learning experiences. During these activities, it is important for all students to be responsible for their behavior since the site of the activity is a

temporary extension of the school grounds. A permission slip that allows students to attend each school field trip will be sent home prior to the trip and must be signed by a parent or guardian. Students who fail to return the signed slip – or who are not permitted to attend the particular trip as a result of a loss of privileges – will not be eligible to participate and will be required to remain either in another classroom or in the office during the field trip. If parents or other volunteers assist with field trips, students must give these parents or other volunteers the same respect they would give to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. No younger/older siblings who are not enrolled with Vista College Prep may attend the field trips due to safety. Inappropriate behavior may result in loss of field trip privileges, suspension, or expulsion. If school staff believe the scholar to be a safety concern, a parent will be required to attend the field trip in order for the scholars to be allowed to attend the field trip.

4.10 Forgery

Shared information and constant communication among teachers, students, and parents are crucial to the success of the school. Progress regarding academic and behavioral performance will be conveyed through a variety of means, including progress reports and report cards, to be brought home by students, signed by parents, and returned by students the next school day. Students who forge their parent or guardian's signature, or forge parental or guardian approval on any official or unofficial school communication, including community violations, may face an out-of-school suspension.

Section 5: Building Safety and Security

There are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

5.1 Closed Campus

Under no circumstances are students allowed to leave the school building without Vista staff permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult. Students need to be aware that the school has several neighbors, and should be respectful and courteous of their needs. Once students have entered the school in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult.

5.2 Moving Between Buildings

Vista College Prep-Hadley has two buildings. Building #1 (Discovery) is K-2 and Building #2 (Endeavour) is 3-4. Occasionally throughout the day scholars will be transitioning between buildings. There will always be a Vista College Prep staff member escorting the scholars while crossing the street.

Vista College Prep - Sueño Park shares a property with Vista College Prep - Maryvale. Occasionally, throughout the day scholars may transition between campuses. There will always be a Vista College Prep staff member escorting the scholars while crossing the property.

5.3 Visitors/Volunteers + Parent Tours and Observations

Visitors: Vista College Prep is happy to have visitors. Anyone, including family members who wish to visit the school, must first call the office to set up an appointment. Our Front Office Team will make every attempt to arrange the visit within 24 hours of the request, after the first month of school.

During the beginning of school, it is critical for students to transition into their new setting, and the presence of families in the classroom can slow this process. After Labor Day, we encourage families to come into the classroom and see our dedicated teachers and students at work.

All visitors must be checked in at the school's main Front Office where their government-issued ID card will be screened and a Visitor Badge will be printed. Visitors must wear their provided badge while in the building at all times. Visitors may not be permitted inside of the building if they do not have their government-issued ID or if they are identified as a potential risk upon screening.

Parents of Enrolled Students. In accordance with Arizona law, parents of students enrolled at the school may request to visit, tour, or observe their child's classroom (a "campus visit"), subject to the following parameters:

- All campus visit requests must be received by the school at least 24 hours in advance of the proposed visit, provided that the school, in its sole discretion, may waive the 24-hour advance notice requirement on a case-by-case basis.
- Campus visit requests will be promptly reviewed by school administration, with input from the classroom teacher.
- Campus visit requests will be approved unless they threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

During any approved campus visit, parents will be subject to all policies applicable to campus visitors generally, including safety requirements for providing identification, signing in and out of the campus, and if applicable, being accompanied by school staff.

Parents of Potential Students. In accordance with Arizona law, parents who wish to enroll their child in the school may request a campus visit, subject to the same parameters set forth above for parents of enrolled students. In addition, parents of potential students will be required to be accompanied at all times during any campus visit by a current staff member.

Scheduling. Approved campus visits will be scheduled at a mutually convenient time for the school and the parents, and may be limited to a specific time frame, at the school's discretion.

Health and Safety Parameters. For purposes of this policy, the following requests threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff, and are therefore not allowed:

- Requests for campus visits during state testing, other testing periods, or at other times that would clearly interfere with educational instruction or disrupt the educational environment.

- Requests for campus visits by parents who have demonstrated failure to abide by Parent Behavioral Expectations (set forth below), or who have otherwise failed to abide by campus visitation policies of the school.
- Requests that, for other reasons, threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

Parent Behavioral Expectations. During any campus visit, parents are expected and required to comply with all campus visitor procedures and to comport themselves at all times with appropriate decorum and in a manner that is respectful and conducive to an environment in which the educational objectives of the school can be effectively administered. Consistent with this expectation, any parental behavior that constitutes harassment, bullying, or verbal or physical abuse of staff or students, or that otherwise disrupts the educational environment is expressly prohibited.

In addition, parents may not interfere with instruction or distract from the instructional environment, nor may parents help their child with their schoolwork during a campus visit, unless specifically allowed by the classroom teacher.

Parents who disregard these behavioral expectations while on school grounds will be ejected from campus; may be prohibited from future campus visits or subject to other limitations on future campus visits; and may be subject to other consequences under applicable law or policy.

Volunteers: All school volunteers who work with students, shall be fingerprinted and have a criminal background check conducted as required by statute. If a school volunteer does not have a fingerprint clearance card, they will always be working with children under the supervision of a staff member that possesses a valid Fingerprint Clearance Card. Under some circumstances, volunteers may have access to education records and other sensitive information. Any personally identifiable information from an education record about students (e.g., grades, discipline, etc.) is confidential and may not be disclosed to any other party. Likewise, any personally identifiable information about School employees, including address, salary, Social Security number, or telephone number, etc. is to remain confidential. If a volunteer has a concern involving something that is witnessed or overheard, it should be discussed with a faculty member or the Principal. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Any visitor, including parents and guardians, who does not report to the office or is found in the building without authorization will be asked to leave immediately. Visitors and volunteers are required to wear visitor badges at all times to indicate that they have checked-in at the main office.

5.4 Student Searches

In order to maintain the security of all students, Vista College Prep reserves the right to conduct searches of its students and their property in accordance with this policy.

School cubbies, desks, and any other storage areas that are assigned to students for their use, remain the property of the school, and students have no expectation of privacy in these areas. Such areas are subject to search by school officials at any time. All school premises are subject to canine searches and to random searches by school officials at any time.

With respect to student's person and personal belongings, in which a reasonable expectation of privacy exists, school officials will conduct a search when they have reasonable suspicion that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of any such search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Searches of a student's person may include requests to empty pockets and remove outer garments (sweaters, etc.). Strip searches are strictly prohibited.

If searches are conducted, the school will ensure that the privacy of the students is respected to the greatest extent possible, and that students and their families are informed of the circumstances surrounding, and results of, the search.

5.5 Emergency Drills

Fire Drill/Lock Down Drills: During the first month of school and frequently throughout the school year, students and staff will participate in fire and lock down drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. It is important for students to follow instructions quickly and quietly during an emergency drill. Fire Evacuation Procedures are as follows:

- Everyone must respond immediately to the fire alarm.
- All doors must be closed but not locked.
- Exit quietly in a single file line.
- Use either the primary or secondary exit.
- Proceed to the assigned area where attendance will be taken and absences reported to a school administrator.
- Students should turn away from the building and remain quiet to listen for further directions.
- No one may return to the building until an "all clear" signal is given.

Lock Down Procedures: A school administrator or staff member who sees that there is an immediate need for an emergency lock down will initiate the following procedures:

1. Notify the school office or school administrator immediately upon observing a situation that may put children in imminent danger
 - a. A school administrator will notify school personnel to lock down.
2. At this time, teachers will complete the following steps as quickly as possible:
 - a. Lock their doors – once the door is locked, teachers are not to unlock it for any reason (not even to permit a student to enter);
 - b. Cover the door window with paper/blinds;
 - c. Have the students move away from all windows and sit silently on the floor;
 - d. Take attendance and call/text the school administrator if they are missing any students (they may be in the bathroom or in another classroom);
 - e. Under NO CIRCUMSTANCES are teachers to open their classroom doors until they hear the code word or are directed to do so by local law enforcement or fire officials.

Volunteers/guests must also follow the above procedures for a fire alarm and lock-down. All current procedures are also located in each classroom.

Section 6: Family Involvement

Vista College Prep is an academically rigorous, intentional, urgent, and joyful school in which all members of the school community – board members, leaders, teachers, families and scholars – understand and are driven by the mission of college. We believe in the importance of working together to make a positive impact in the academic growth, character growth, and development of every child. Although the responsibility of making decisions of school policy belongs to the Governing Board and CEO, families are involved on an individual level and through organized parent groups. We recognize that an effective partnership between school and home sets each scholar up for success by garnering family support of our school and reinforcement in the home for the school’s activities and expectations.

6.1 Family Communication

It is vitally important that the school has methods of contacting parents or other family members at all times. This is of critical importance in case of emergency, illness, or behavior requiring immediate family contact. Parents are responsible for notifying the front office of any contact information changes such as home address, telephone numbers, and email addresses.

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms, or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

Please stay up to date and connected by downloading and using campus specific communication platforms such as Dojo/Reachwell. We send frequent email newsletters and always post updates on our social media platforms.

6.2 Parent and Family Involvement

Family involvement in a child’s educational life is critical to a child’s success. We encourage families to develop strong positive partnerships with the school.

Visiting Classes: Our school has an open door policy that allows family members to sit in on class during any time AFTER the first month of school, with an appointment. During the beginning of school, it is critical for students to transition into their new setting, and the presence of families in the classroom can slow this process. After Labor Day, we encourage families to come into the classroom and see our dedicated teachers and students at work. Please do not bring other children into the classroom. When observing in the classroom, families are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Family members who are disruptive to the educational process will be asked to leave. Visitors need to sign in at the office before visiting a classroom and wear a visitor badge while in the school, and comply with otherwise comply with the school’s visitors policy (See Section 5.3).

Initial Teacher Meeting/Family Orientation: Families of Vista College Prep are asked to bring their children into the school before the start of school to meet with their child's teachers. These meetings will last about half an hour and will be scheduled directly by the teachers. These meetings will give students and their parents a chance to meet their teacher before the first day of school and will also allow teachers to learn a little bit about the child's educational history and personality. It is critical that all parents and children attend this initial teacher meeting.

Parent Orientation: In the summer, we will hold our parent orientation. All parents are asked to attend the orientation, and are asked to bring their children who will be attending Vista College Prep to this event. At the orientation, teachers will explain vital information about class rules and discipline systems, class-specific policies, give an overview of the general daily schedule, and answer any general questions that parents have about the classroom. The orientation will also give parents a chance to meet parents of other students in the school.

Family Nights: We are excited about our curriculum at the school and want to share what is going on in our classrooms. Throughout the year, we may hold family nights with a variety of topics including curriculum, current events and topics that are of interest to the well-being of our scholars. We encourage all parents who can attend to do so.

Community Newsletter: Community newsletters will be sent home about once a month via email. The newsletters will have critical information about upcoming school events, and parents are asked to read the newsletter carefully.

Parent-Teacher Conferences: Parent Teacher Conferences are a crucial component of our educational program. A parent or guardian is expected to attend conferences as indicated on the school calendar, and at other times as requested by the classroom teacher or principal. Parents should plan on attending a 30-minute conference during that school day or at a pre-arranged time before or after school during that week.

Vista College Prep Parent Involvement Policy: Vista College Prep agrees to implement the following statutory requirements:

- The school will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures are planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school will work to ensure that the required parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school will incorporate this parental involvement policy into its LEA plan developed under section 1112 of the ESEA. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with

the plan when the school submits the plan to the State Department of Education.

- The school will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school is governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
 - that parents play an integral role in assisting their child’s learning;
 - that parents are encouraged to be actively involved in their child’s education at school;
 - that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - the carrying out of other activities, such as those described in section 1118 of the ESEA.

Vista College Prep Parental Involvement Plan

At Vista College Prep, a Title 1 school, parents and community members are welcome and invited to participate in the various activities and involvement options we have at our school. We believe that active parent/community involvement is essential to ensure student academic success. The following is a list of opportunities/activities for our school all of which are designed to build the schools’ and parent’s capacity for strong parental involvement:

- During each school year, we will have multiple family nights. These nights will focus on various learning areas: reading, writing, math, social studies and/or science. Students may attend with their parent(s) and both are invited to participate in the activities. Parents will receive helpful learning tips and activities to assist their children succeed in school.
- A newsletter is provided monthly to keep parents informed of various school initiatives. This focus will allow parents to feel knowledgeable about what they see their child doing. Community members can access our newsletter – it is posted on our front board.
- All school community events (including notifications about student performance, etc.) are sent home in English and Spanish.
- Our school parent committees meet throughout the year. The purpose of these committees is to serve as the foundation for actively involving the school community and parents in designing learning goals as well as innovative projects, which enhance the educational experiences of our students.
- Staff offers an introduction and invitation for parent involvement during the first days of school, open house, as well as throughout the school year to encourage parents and community members to be actively involved.
- We provide translators/interpreters at all conferences and meetings to assist parents with understanding their student’s progress toward grade level Standards. At each report card night, we are focused on ensuring parents understand how their scholar is progressing toward mastery of each content area through our rigorous assessments. Additionally, we are focused on supporting our parents to ensure that they can help monitor their progress at home.
- Vista College Prep staff is available to communicate with parents through various methods: school and class newsletters, notes home, phone calls to parents, email, and if necessary, interpreters will be made available. Parents are invited to provide input and assist in making decisions regarding their child’s education.

- During our Annual Open House (in July) parents are provided with information regarding student achievement data, scoring, the testing process, student preparation, data, trends and results from the previous spring Measurement of Student Progress.
- Teachers provide a report card to every student three times per year and will indicate student progress towards meeting the Arizona State Standards.
- Parents may receive other assessment reports throughout the year that inform them on their child's progress towards their established goals.
- Parent/Community volunteers are welcome at Vista College Prep
- Surveys: Vista will conduct an annual evaluation of the content and effectiveness of this parental involvement policy. The evaluation will include identifying barriers to greater participation by parents in parental involvement. We will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. This survey will come at the end of every school year during Parent/Teacher conferences (where we average about 95% parent participation). Vista's Director of School Operations will be responsible for conducting the survey, and enacting changes.

Parental Involvement Statement of Commitment (Compact). The CEO shall develop a Parental Involvement Compact according to Title I requirements, that is presented to families during Parent Orientation.

The Parental Involvement Compact shall contain:

- The expectations for parental involvement;
- Specific strategies for effective parent involvement activities to improve student academic achievement and school performance; and
- A process for continually involving parents/guardians in its development and implementation;
- How parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement;
- The means by which the school and parents/guardians build and develop a partnership to help children achieve the state's high standards; and
- Other provisions as required by federal law.

At each parent conference, teachers walk through all performance metrics with parents (we have translators in each classroom). Each teacher has the data specific to each student. Additionally, we offer family nights (at various times) to make sure all parents understand the curriculum and give tips on what they can do at home. The leadership team shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Title I – Right to Know: We are pleased to notify you that in accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please reach out to Bridget White at info@vistacollegeprep.org.

Four-Week Notification: Additionally, under the Elementary and Secondary Education Act (reauthorized as Every Student Succeeds Act), Title I schools are required to provide parent notification when a teacher does not meet the state's Appropriate Certification requirements. Arizona charter schools are not regulated by Arizona's certification standards, and some may not meet the certification requirements that are required at other District schools. However, as required by the state, our teachers participate in a frequent and evaluative framework used to support teacher growth and development and that includes an assessment of student proficiency. As always, each parent has the right to request information about the qualifications of the classroom staff working with your child. If you would like to receive this information, please contact Bridget White at info@vistacollegeprep.org.

Section 7: General School Information

7.1 Address

Vista College Preparatory - Hadley
812 S. 6th Ave
Phoenix, Arizona 85003
Telephone: 602-374-7159
www.vistacollegeprep.org

Vista College Preparatory - Maryvale
4510 W. McDowell Road
Phoenix, AZ 85035
Telephone: 602-601-7069
www.vistacollegeprep.org

Vista College Preparatory – Sueño Park
1720 N. 45th Ave
Phoenix, Arizona 85035
Telephone: 602-601-7069
www.vistacollegeprep.org

Vista College Preparatory- Metro North Elementary
2133 W. Peoria Ave
Phoenix, AZ 85029
Telephone: 602-612-3327
www.vistacollegeprep.org

Vista College Preparatory- Metro North Middle

2133 W. Peoria Ave
Phoenix, AZ 85029
Telephone: 602-612-3327
www.vistacollegeprep.org

7.2 Front Office Phone Use

Students are prohibited from using school telephones unless it is an emergency that requires immediate attention.

The office phone is a business phone and should be used by students for emergencies only. The phones may not be used by students to arrange for delivery of any items, including signed progress reports, signed report cards, or missing homework assignments. If parents need to leave a message for their child, they should call the office, to leave a message before 12:30 p.m. Students will not be called from class to the office to speak with a parent except in case of an emergency.

7.3 Lost and Stolen Property

We strongly encourage families to ensure that children do not bring valuable objects to school. Any items that students bring to school which may cause disruption will be confiscated at the school. We make every reasonable effort to return all personal property to a parent; however, the school is not responsible for replacing lost or stolen property or compensating the family for the value of that property.

7.4 Birthday Celebrations

We reserve Birthday Celebrations for Fridays only in the elementary schools. This ensures that students' birthdays are celebrated in a way that does not interrupt the academic day. Parents should request approval from teachers if they want to bring any celebratory items to class on the Friday of the scholar's birthday week. Families will be informed if there is a food allergy in the class; if such an allergy exists, we ask families to be considerate and avoid that food product in birthday snacks. Parents are not required to send birthday treats to school, and the Vista College Prep community will sing "Happy Birthday" regardless of whether families have sent anything to school. Please also note that children may not distribute invitations to parties within the school building unless every member of the class is invited. Parents, guardians, family, and friends are asked not to have flowers, cakes, balloons, etc. delivered to school for student celebrations. These are disruptive in the classroom and are a safety concern at school. If they are delivered, they will be kept in the office and the student's parent/guardian will be notified to pick up these items. According to the Arizona Department of Health Services, all food distributed in the classes must be pre-packaged and store-bought.

If your child does not celebrate birthdays, please send a note in writing informing us that your child is not permitted to participate in birthday celebrations. This note will be held in the students' file.

7.5 Enrollment Policies

Vista College Prep operates open-enrollment public charter schools, which do not charge tuition and do not administer entrance examinations. Vista College Prep follows the admissions requirements for charter schools set forth in A.R.S. § 15–184 and 20 U.S.C. § 7221i(1)(H)1. Enrollment is based on a fair and equitable system, which provides for an Open Registration Period, a lottery, if necessary, and a Waitlist.

A student is considered “enrolled” at Vista College Prep when: (1) the school has notified the parent of the student’s admission (i.e., that the school has a slot for the student), and (2) the school has received the student’s complete Registration Packet, including supplementary documents.

Vista may refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Vista College Prep enrolls all eligible students who submit a timely application, unless the number of applications exceeds the capacity of the relevant school program, class, grade level, or building. Vista College Prep does not discriminate in admission by race, color, ethnicity, religion, national origin, sex, gender, disabling condition, handicap, income level, proficiency in the English language, athletic ability, or any characteristic against which discrimination is prohibited by applicable law, and operates on a nondiscriminatory basis throughout the institution.

7.6 School Year Enrollment Timeline

Open Enrollment (October – March)

How to Apply: During the Open Enrollment Period, defined below, parents/guardians may complete and submit an Enrollment Packet to the school for each student they seek to enroll.

Vista College Prep’s open enrollment period begins on October 1, 2023 and ends March 15, 2024 at 5:00 pm (“Open Enrollment Period”).

The Open Enrollment Period is not first-come, first served. All submitted applications will be stamped with the date and time the application was received, and the student names will be added to an application roster to track receipt.

Upon conclusion of the Open Enrollment Period, applications will be counted to determine if the number of applications for any grade level exceeds the number of seats. In this event, the school will hold a public, random lottery to determine enrollment for the impacted grade level. Priority Status students are not subject to the lottery and only Enrollment Packets submitted during the Open Enrollment Period are included within that lottery pool.

Post Open Enrollment (March – August)

Applications received after the Open Enrollment Period will not be eligible to enter the open enrollment lottery. Except for applications received from Priority Status students, applications received after the Open Enrollment Period will be processed on a first-come, first-served basis behind applications received during the Open Enrollment Period and will be subject to the waitlist discussed below.

Re-Enrollment Policy and Period (November - December)

Any guardian/parent of a current student who plans to return the following school year at the same campus must fill out re-enrollment paperwork to confirm the student's intent to return. Re-enrollment paperwork must be completed and returned to the school no later than the last working day of December. The family will receive communication from the school confirming that the re-enrollment completion after the form is turned in.

Failure to turn in re-enrollment paperwork prior to the expiration of the re-enrollment period will result in the student losing priority status. Likewise, once a parent/guardian withdraws from the enrollment system or a withdrawal form is turned into the front office, Vista College Prep can offer that position to another student waiting to receive an offer.

7.7 Lottery

Vista College Prep's Open Enrollment Period for the FY24 school year ends on March 15, 2024 at 5:00 pm. If applications for a grade exceed the number of available spaces for that grade, Vista College Prep will hold a public lottery the first Thursday of April at 7:00 pm. The school will randomly select applicants for enrollment during the lottery process until the grade level capacity is met. Students selected up to that point, will be offered enrollment at Vista College Prep.

Acceptance of an offer of enrollment does not constitute official enrollment. Offered applicants will need to submit all required enrollment documents by July 11, 2024 to be officially enrolled.

Required enrollment documents:

1. Completed Vista College Prep enrollment packet
2. Proof of residence, such as a utility bill or lease agreement
3. Proof of age/identity, such as a birth certificate or other acceptable proof of age
4. Compliant Immunization Record or other appropriate documentation

The School will continue randomly drawing the names of students eligible for the lottery and documenting the order in which those names are selected. Students selected through the lottery after that grade level's capacity has been reached will be placed on the grade-specific waitlist in the order their name was selected. The School will then notify families of their student's waitlist position.

7.8 Waitlist/Priority Status

Students who submit a complete Enrollment Packet after the Open Enrollment Period will be offered enrollment if there is space available in the grade level of interest. If space is not available, the student will be added to the waitlist for the applicable grade level, based on the date he/she submitted the completed Enrollment Packet to the school; however, students with applicable and verifiable enrollment priorities will receive waitlist numbers according to their priority type (see Priority Status discussion below).

Each time an opening becomes available in a grade for which a waitlist exists, the school will contact the parent/guardian of the student next on the waitlist for the grade and offer them the open spot for their

child. If the parent declines the spot, it will be offered to the parent of the next student in line on the waitlist for that grade, and so on in accordance with the requirements of A.R.S. §15-184.

Parents with children on the waitlist are encouraged to advise the school of any change in their contact information so that they may be reached if an opening develops for which their child is eligible. Parents are also asked to notify the school if they no longer wish to have their child included on the waitlist, so that the waitlist can be updated accordingly.

Our waitlists do not roll over from year to year; parents with students on a waitlist for the current school year must complete a new application for the next school year in order to be eligible for enrollment for that school year.

It is not possible for us to determine your child's chances of being offered a spot. Once our classes are full, any spots that open up are the result of student withdrawals. Although we do typically see a number of spots open up before the start of school, we have no way of knowing in which grades spots will open up or how many spots will become available. You may move up or down on the list. Don't be too worried if you move down a few spots; this occasionally happens. For example, a 1st grade student is called from the waitlist because someone declined a spot. The 1st grader has a sibling who is #50 on the waitlist for 3rd grade. This sibling must (by law) be given "sibling preference," so she is either enrolled (if there is room in that grade) or moves up to the top of the 3rd grade waitlist (or near the top; there may be other siblings ahead of her). Therefore, if your 3rd grade child had started at #49, s/he will now be bumped down to #50.

Applications Eligible for Priority Status: The following types of applications are eligible for "Priority Status", and in the following order:

1. Current students attending Vista College Prep re-enrolling for the next school year
2. Current Vista College Prep 4th graders applying for 5th grade at a Middle School
3. Current students attending a Vista College Prep school that wish to transfer to another Vista College Prep school
4. Siblings of currently enrolled Vista College Prep students*
5. Siblings of students selected through the lottery*
6. Children, grandchildren, or wards of employees of Vista College Prep, employees of the charter holder, members of the governing body of Vista College Prep or directors, officers, or board members of the charter holder.

**Sibling Priority Policy:* Sibling priority for this school only applies when the incoming applicant has a sibling that is officially enrolled at, or currently attending, Vista College Prep.

1. A "sibling" is defined as an immediate family member of the applicant, or a blended family member of the applicant that resides under the same roof as the applicant.
2. The currently-enrolled sibling must be at the same school to which the applicant sibling is applying.
3. If the currently-enrolled sibling withdraws from the school before the applicant's sibling is officially enrolled at Vista College Prep, the applicant sibling may not receive Priority Status.
4. Priority status does not guarantee enrollment.

Please Note: Any false statement on an application, including but not limited to falsely indicating priority

eligibility, may result in revocation of enrollment or offer of enrollment.

7.9 Process for Re-Enrolling Students

Currently enrolled students will automatically be given Priority Status for the next school year unless the parent/guardian indicates to Vista College Prep that their student will not be returning. During the winter of each year, Vista College Prep may ask parents to indicate whether they plan to keep their student in the school, as well as if they have incoming siblings planning to attend Vista College Prep, in order to get an estimate of projected enrollment numbers for the following year. Parents/guardians will be given an opportunity at the beginning of each school year to update their returning child's information; however, it is ultimately the parent/guardians' responsibility to notify Vista College Prep of such changes. Failure to turn in re-enrollment paperwork prior to the expiration of the re-enrollment period (i.e., on or before the last working day of December will result in the student losing priority status. If a currently enrolled student fails to attend Vista College Prep within the first ten (10) days of classroom instruction, the student will be automatically withdrawn and lose his or her Priority Status designation as well as any entitlements associated with that designation.

7.10 Transfer Policy

Transfer priority is for students who are currently attending a Vista College Prep school and would like to transfer to another Vista College Prep school. A completed Transfer Request form must be signed by the school principals at both campuses or Network Administrator to be eligible for the transfer priority. Transfer requests are reviewed by the desired campus, and the application will be marked for "transfer priority" once the request is approved. Transfer priority does NOT guarantee enrollment, but rather places the transfer application in a prioritized position on the waitlist for the desired Vista College Prep school/grade level. Students requesting a transfer must not be in the process of being expelled from their current Vista College Prep school.

7.11 Accepting/Declining Offered Admission

Every family will receive an email and/or a phone call from the school to which they applied if and when an offer is extended to their child. Please contact Vista College Prep's main office if you have any questions concerning the initial offer of enrollment. Vista College Prep families have five business days to reply before we will offer that child's spot to the next person on the waitlist.

If a family rejects or does not respond to an offer of admission within five business days, they are removed from the waitlist and must reapply if they wish to be considered again for enrollment in the current or future school years.

Timeline

October 1, 2023 – March 15, 2024: Open Enrollment Period

April 4, 2024 at 7:00 PM: Lottery (if needed)

*Upon notification of and offer of admission following the lottery date, families have five days to accept or reject the offer.

Enrollment applications can be accessed online. Our front office team can support with online registration in person or over the phone. Please reach out to info@vistacollegeprep.org with questions. Pursuant to A.R.S. § 15–184(J), Vista College Prep reserves the right to refuse admission to any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

7.12 Admission and Eligibility

Vista College Prep does not limit admission based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, athletic ability, immigration status, or prior discipline record (except for students who have been, or are in the process of being, expelled). Admission at Vista College Prep is not contingent on prior academic performance* (grades/test scores), religious preference, submission of essays or auditions, or completion of interviews or school tours. There is no tuition or mandatory fees/donations charged for attending Vista College Prep.

Grade K – Eligibility: Children are eligible for kindergarten if they are five (5) years of age by September 1 of the current year. Children may also be considered for kindergarten through an early eligibility process, described below, if they will be five (5) years of age between September 1st and December 31st.

Grade 1- Eligibility: To enter first grade, a child must be 6 years old prior to September 1 of the current school year. Exceptions may be made if the child is six (6) years of age by January 1st and the school determines admission into first grade is in the child’s best interest. The school will take into account the child attending a full year of kindergarten during the best-interest determination.

Early Eligibility Process: For a child who has not reached six (6) years of age (five [5] for kindergarten) before September 1, the determination of whether to admit shall be based upon an early eligibility process that includes one (1) or more consultations with the parent(s) or guardian(s), the child, the teacher, and the principal to determine if the placement will be in the best interest of the student. In order to avoid setting students up for failure, Vista College Prep reserves the right to offer students enrollment at an appropriate grade level even if this is lower than the grade level their age suggests.

*Academic performance may impact grade-level placement decisions.

7.13 Capacity Policy

The following factors will be considered by Vista College Prep when determining capacity:

1. Physical capacity of the school building and classrooms
2. Availability of staff members (i.e. administrators, teachers, related service providers employed Vista College Prep and related services providers contracted by Vista College Prep)
3. Number of students already enrolled in relevant classes, programs, and classrooms according to Vista College Prep’s established staff to student ratios.

Capacity limits for all opportunities at Vista College Prep are based on the physical space and teacher ratios. Therefore, if there is additional physical space on site, Vista College Prep will hire staff to accommodate additional students as needed. Once the physical capacity of the premises is at its

maximum, and the staff-to-student ratios are also at their maximum, no additional students will be enrolled in the relevant class, program, or classroom.

7.14 Registration and Records

Registration: Following admission, enrollment forms need to be filled out for each child to be registered at Vista College Prep. The Registration Packet, consists of the following forms and required documentation:

1. Student Registration Form
2. Student Record Transmittal Request
3. Emergency Contact and Medical Information Form
4. Media Release Form
5. Primary Language other than English (PHLOTE) Form
6. Arizona Residency Documentation Form or Affidavit of Shared Residency (Proof of Residency)
7. Copy of the student's Birth Certificate or other acceptable proof of age/identity
8. Copy of Immunization Records or other appropriate documentation
9. IEP, 504 Plan, psychological reports, and/or other documentation of special education or disability-related needs (if applicable);
10. Custody information (e.g. court decision regarding sole custody), Medical Alert (e.g. physician's instructions for severe health conditions), and Legal Alert (e.g. restraining order information), if applicable.

If a child is transferring from another school, and in order to complete the registration process, Vista College Prep will need the records from the child's previous school. This documentation should include a withdrawal form, the child's immunization history or other appropriate documentation and a copy of his/her birth certificate (or other acceptable proof of age), as well as his/her complete academic and disciplinary records, including any special needs or information. A request form may be obtained at the school office. Official transcripts should be sent to Vista College Prep directly by the previously attended school or, if hand delivered, the transcripts should arrive sealed with a signature across the back of the envelope. If your child was home-schooled, a signed description of the curriculum and course content mastered must also be provided.

Pursuant to the McKinney-Vento Homeless Assistance Act, Vista College Prep will ensure homeless youth are able to enroll in school regardless of their ability to provide the proper documentation for enrollment. If this is a concern, we encourage families to contact the school's McKinney-Vento Homeless Liaison, Kela Powers, kpowers@vistacollegeprep.org directly.

Parents have the right of access to the records of their children. The school will comply with a request for access to records within a reasonable period of time, but not more than 45 days. The school may charge a reasonable fee for the cost of copying records. Non-custodial parents also have the right of access to records, unless the school has received a court document to the contrary.

*Disability-related documentation is requested solely for purposes of ensuring continuity of services; such documentation is not considered in making admission/enrollment decisions.

7.15 Homeless Education Policy

Vista College Prep will comply with the provisions of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (the “McKinney-Vento Act”) as well as any applicable regulations, as well as Arizona state laws and regulations concerning the education of homeless students.

The CEO will designate a staff person as liaison for homeless students who will carry out duties as assigned. The McKinney-Vento Homeless Liaison for Vista College Prep is: Kela Powers, kpowers@vistacollegeprep.org. Among the duties of McKinney-Vento Homeless Liaison will be the responsibility to assure homeless students are not stigmatized or segregated on the basis of their status as homeless and to otherwise coordinate activities and programs in the best interest of homeless students as set forth in the McKinney-Vento Act.

McKinney-Vento Homeless Education Procedure for the Identification of Homeless Children & Youth

The McKinney-Vento Homeless Liaison will identify students experiencing homelessness during enrollment by ensuring the following:

- Family to complete McKinney-Vento Enrollment Questionnaire.
- Liaison will follow-up with family to obtain additional information, if needed.
- Liaison will post the Educational Rights of Homeless Students Posters on campus.
- Liaison will include the Educational Rights of Homeless Students in the enrollment packet.
- Liaison will provide the Educational Rights of Homeless Students at least two more times throughout the year to enrolled students and their parent or guardian.

The McKinney-Vento Homeless Liaison will identify students experiencing homelessness during the academic year by ensuring the following:

- Liaison will train all staff who interact with students including the following:
 - Teachers
 - Enrollment Counselors
 - Front Office Staff
- Liaison will provide the Educational Rights of Homeless Students two additional times during the academic year in one or more of the following forums:
 - Newsletters
 - Pamphlets
 - Student Handbook
 - Website
 - Posted on the front bulletin.

Vista College Prep Dispute Resolution Process: If a dispute arises over school selection or enrollment for a student eligible under the McKinney- Vento Act, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. Vista College Prep will provide its share of the transportation to the school selected for the duration of the dispute resolution process. The child, youth, parent, or guardian shall be referred to Vista College Prep’s Liaison who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Liaison shall ensure that the youth is immediately enrolled

in school pending the resolution of the dispute. The Liaison shall work through the expedited dispute resolution process. For Vista College Prep that process involves:

- A. The Liaison gathering all information and making a final decision;
- B. The Liaison will review the Dispute Resolution Form as submitted by parent, guardian or unaccompanied youth. The Liaison will meet with parent, guardian or unaccompanied youth to discuss the reason for complaint.
- C. A final decision will be made within 5 school days of receiving the complaint.
- D. Vista College Prep shall provide the parent, guardian, or homeless youth with:
 1. a written explanation of the school's decision regarding school selection or enrollment; and
 2. written forms so that, if dissatisfied with the school's decision, the parent, guardian or youth may appeal the decision to the state level with the Arizona Department of Education, Office of Homeless Education.

7.16 Foster Care Transportation

If transportation to school of origin is required in order to maintain school stability for students in foster care, Vista College Prep, in collaboration with the local child welfare agency (CWA), will ensure that said transportation will be provided for the duration of the child(ren)'s time in foster care. The way transportation will be provided, arranged and funded will be updated each year and provided to the Department of Education.

7.17 Health Information

Emergency Procedure: If a minor injury occurs at school, the scholar will be evaluated and treated in the health office. The injury will be recorded and appropriate documentation will occur. In case of a serious injury, the parent or legal guardian will be notified as soon as possible. If parents/guardians are unable to be reached, the emergency contact will be notified. The school health team may need to initiate medical treatment if unable to reach parents/guardians, or emergency contact. If the condition is life threatening, beyond the scope of the health office staff, the school will contact Emergency Medical Services (EMS) to assess and treat the scholar. If medical transport is required, as determined by EMS, the parents are responsible for any costs incurred.

ARS §15-157 & ARS §15-158 and HB2208 & HB2085 allow Vista College Prep to participate in the Stock Albuterol Inhaler & Epinephrine Auto-Injector for Schools Program. This allows doctors to prescribe the medication to a school, rather than to an individual student, giving trained staff the ability to administer life saving medications to any scholar who exhibits signs of an unknown severe allergic reaction and or respiratory distress while on campus. Parents and EMS will be notified if a scholar is treated while at school. Please notify the Network RN if you do not want your scholar to participate in this life saving program.

Emergency contact: All parents/guardians must identify an emergency contact who is available at all times to pick up a child who is ill/injured. School officials may contact Arizona Department of Child Safety (DCS) if a child is not picked up within two hours of the parent/guardian being contacted. It is crucial to notify the school office of any changes to your address, home or cell phone number, business phone or

emergency phone number during the school year.

Parents are expected to notify school officials regarding students' health problems including allergies to foods, medicine, insect stings, etc. and provide any life-saving medications for their child.

Hearing and Vision Screening: Annual Hearing and Vision Screenings are administered per Arizona State Health Regulations in order to identify students with vision or hearing deficits that may now, or in the future, affect their education. If your scholar is identified as needing vision or hearing support and you need financial assistance, please reach out to the school health assistant.

Health Services: The Vista College Prep Health Office staff work to keep all scholars healthy and in school. Vista health offices are staffed with a Health Assistant. Health assistants manage student illness and injuries that occur at school, administer medication, monitor vaccination compliance and perform vision and hearing screenings.

Health Protocol/ Sick Scholar: In order to prevent the possible spread of disease, please keep your scholar home if they exhibit any of the following symptoms:

- Fever of 100.4 or higher. A child must be fever-free for 24 hours (without the use of fever-reducing medications) before returning to school.
- Persistent cough
- Chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting. A child must be free of vomiting for 24 hours before returning to school.
- Diarrhea is defined as two or more loose/watery stools within 24 hours. A child must be free of symptoms for 24 hours before returning to school.
- Rash with fever and or other signs of illness
- Red, itchy, and purulent drainage eyes. If conjunctivitis or "pink eye" is diagnosed, the child must be on medication for 24 hours before returning to school.
- Swelling or pain at a level that may interfere with learning.
- Active (live) Head Lice. A child must remain at home until treatment with a pediculicide has been completed. A child may return to school if there are no live lice present. Please notify the Health Office as the scholar must be cleared to attend class.

If your child has been injured and has a sling, cast or needs to use crutches or be in a wheelchair, please notify the school health office prior to your child returning to school.

Immunizations: Arizona law A.R.S. 15-872 requires that a complete, up-to-date immunization record be

furnished by the parent/guardian before their child may attend school. Parent/guardian must furnish the month and year of the child's immunizations. The immunization requirements for a child entering Vista College Prep are:

- MMR #1 and MMR #2
- Polio
- Diphtheria/Tetanus/Pertussis (DTaP, Tdap)
- Hepatitis B Series
- Varicella (Chicken Pox)
- Meningococcal (11 year old)
- Tdap (11 year old)

Arizona law provides certain exemptions from immunization requirements, based on a documented health certification or a signed personal belief statement. A.R.S. § 15-873. If a scholar is identified as noncompliant with vaccinations during the school year, and no exemption is on file, the parent/guardian will be contacted via phone, email and or flier by the health assistant. The parent must comply with the vaccination requirement within 2 weeks of notification. Failure to promptly remedy the non-compliance, will result in the scholar being unable to attend school until compliance is met.

Please inform health office staff at your child's school of any immunizations received during the year so that the school records can be kept up-to-date.

Guidelines for Medication Administration: Health Office staff administer over-the-counter and prescription medication in the school setting. The following is required:

- Parent/guardian must complete a Medication Consent form for the scholar to be given medication while at school. In addition, the appropriate health care plan form may be required. All medications will need to be approved by network RN prior to medication being given at school.
- All medications must be brought to the Health Office and picked up from the Health Office by an adult. Up to a 30-day supply will be accepted.
- Prescription medication must be in its original prescription container and labeled by the pharmacist stating the name of the medication, the dosage and the time it is to be administered at school. Many pharmacies provide home and school medication containers when requested.
- No daily medications should be administered at school without a specific time written on the prescription label. This includes OTC medications.
- A physician authorization must be submitted to the Health Assistant for administration of non-prescription medications beyond a three consecutive-day period to ensure medications are not masking the symptoms of a serious health condition.
- Medications will be given at school if prescription label states the **time** to be given is during school hours
- Medication will be given in a dosage that is weight and/or age-appropriate, in the original container with all warnings and directions intact. No medications in envelopes, foil or baggies will be accepted.
- Only medications that are needed to treat an existing ailment will be stored in the Health Office.

- Expired medications will not be administered.
- If a medication needs to be cut in half, it will be done by the parent/guardian, NOT the health assistant or network RN. Medications will NOT be crushed without a licensed health care provider's order. Parent/guardian are required to provide a pill crusher for their scholar.
- Scholars will only be allowed to self carry life saving medications approved by the parent/guardian, licensed healthcare provider, principal and network nurse.
- Vista Leadership reserves the right to disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to any scholar.
- School Health Offices DO NOT stock OTC Medications.
- Medications will not be routinely dispensed to a scholar during the first and last hour of the school day in order to minimize the possibility of double dosing.

Medical Release to Return to School: Any scholar returning to school following a serious or prolonged illness, injury, surgery, or recent hospitalization should have a written medical release form (discharge paperwork if seen in ER/Urgent care) signed by a licensed medical provider to return to school. This medical release should include any recommendations regarding physical activity/restrictions and/or limitations to provide the safest environment during the school day. Written permission should be provided for safe return to school for all students requiring durable medical equipment including but not limited to a wheelchair, walker, crutches etc. All equipment will be provided by the parent/guardian. Return completed paperwork to the school health office to make arrangements for any necessary health support at school.

Restricted Physical Education Activities: If for any reason you feel your child should have restricted physical education activities for longer than three days, please provide school officials with a doctor's statement giving the reason and the length of the restriction. This information will be forwarded to the classroom teacher.

Communicable Illness: State and county health guidelines require that scholars be excluded from school if they are suspected of having a communicable disease. For the protection of all Vista scholars, these guidelines will be followed. The administrator or county health director shall make the decision for exclusion and readmission.

Chronic Health Conditions: A chronic health condition refers to scholars who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications or accident as certified by a health professional.

7.18 Child Find

The intent of Child Find is that schools identify, locate, and evaluate all children from birth through age 21 with delays or disabilities in order for the children to receive the support and services they need. Public schools and the Arizona Early Intervention Program (AZEIP) are responsible for "finding" eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs. Child Find procedures include identification (screening), referral, and evaluation

procedures. The Child Find process includes the Forty-Five Day Screener, the Student Success Team (SST), and review of enrollment data and educational performance for transferring students. For children suspected of having a disability, the SST will recommend that a multidisciplinary evaluation team conduct a full and individual evaluation to determine eligibility and need for special education.

You may call the school office at (602) 892-5022 if you require further information or assistance. Additionally, you can receive additional information on Child Find and AZEIP through AZ Find at (928) 637-1871 or (800) 352-4558, or via email at azfind@azed.gov.

7.19 FERPA Annual Notification to Parents and Eligible Students Regarding Records

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to student educational records. It is directed to parents (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible students (students aged 18 or older) or attending an institution of postsecondary education).

Parent Rights

- **The Right to Inspect and Review the Student’s Educational Records.** If you wish to inspect/review the student’s educational records, please contact the Principal to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. 34 Code of Federal Regulations § 99.10. School personnel will respond to reasonable requests for explanations and interpretations of the records. Vista College Prep will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.
- **The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student’s Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent.** Vista College Prep will limit the disclosure of information contained in a student’s education records except: (1) By your prior, written consent; (2) As directory information; or (3) Under certain limited circumstances permitted by FERPA, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), and the No Child Left Behind Act of 2001. Some instances in which disclosure is permitted without your consent are set forth below.

Directory Information. Your consent is not required for Vista College Prep to release the following student information designated as “directory information:” If you wish to refuse to permit Vista College Prep to release directory information, you must submit your written refusal to the Principal’s Office within two weeks of the date of this notice.

Name	Date and Place of Birth	Class Designation
Address	Grade level or major field of study	Previous School or District Attended

Telephone	Participation in officially recognized activities and sports	Wt. and Ht. for athletic teams
Parent Name	Student Photograph	Dates of Attendance
Email	Degrees and awards received	

Disclosure To School Officials. Vista College Prep may disclose personally identifiable information from a student’s education record without your consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Administrators, supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel
- Members of Governing Board, when acting in their official capacity
- Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A “legitimate educational interest” is the person’s need to know in order to fulfill the school official’s professional responsibility and/or to provide a service or benefit to the student or the student’s family.

- **The Right to Seek Amendment of the Student’s Education Records that the Parent or Eligible Student Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Student’s Privacy Rights.** If you believe the student’s records contain information that is inaccurate, misleading, or in violation of the student’s privacy or other rights, you may ask Vista College Prep to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if Vista College Prep decides not to alter it according to your request. A form for this purpose and additional information is available in the Principal’s office.
- **The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by Vista College Prep to Comply with the Requirements of FERPA.** You are entitled to file a Complaint with the U.S. Department of Education if you believe Vista College Prep has violated FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

Vista College Prep complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.; 34 C.F.R. Part 300); and A.R.S. §§ 15-141, 15-142.

Parents and eligible students have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the student records laws and regulations with the Arizona Department of Education. Complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education.

7.20 Individuals with Disabilities Education Act (IDEA)

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may: Call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901 or the Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24, Phoenix, AZ 85007. This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

7.21 Custody

We are focused on the education of your child(ren) and providing a warm and safe environment where we all come together in the best interest of the child(ren). We understand that separation and/or divorce can be stressful for all parties involved; our purpose is to set guidelines in order to continue a productive relationship with your child(ren) being the priority. As a school our legal responsibility is to follow all court orders. Please note the following:

1. It is both parents'/ guardians' responsibility to communicate with each other about the child's education, events and other important information. We will not call the other parent for you.
2. Either parent/legal guardian is allowed to enroll the child, and/or obtain a copy of educational records, unless there is a court order in our records that restricts a parent's rights. Please do not ask us to restrict the other parent's involvement unless there is an applicable court order requiring that restriction.
3. Unless restricted by an applicable court order, both parents/legal guardians are allowed to sign an "Emergency Contact" form. This means other persons (such as nannies, grandparents, etc.) can be authorized to pick up your children; however, unless otherwise restricted by applicable court order, both parents/legal guardians are allowed to see the names of authorized persons on each other's forms. Unless instructed by the Court, please do not ask us to eliminate any names on the other's form.
4. Parent Teacher Conferences can be scheduled jointly or separately at the request of the parents and subject to teacher schedules. Vista will attempt to reasonably accommodate requests for separate Parent Teacher Conferences; however, we cannot guarantee that the

school can accommodate separate conferences or that conferences will be held back to back.

5. Information relating to your child's education and school activities can be found on the school website, please check frequently. You can always call the front office and/or email the teacher. The expectation is for the parents to take the initiative.
6. Should issues between parents disrupt the educational process we will ask parents to leave the premises. Parents can reinstate contact by requesting a meeting with school administration.
7. For parents who have joint educational decision-making authority for their child, Vista will rely and act upon the decision of either parent unless Vista is aware that the parents disagree about that decision. If parents with joint educational decision-making authority disagree about an educational decision for their child, including a decision about enrollment, Vista will maintain the status-quo and require the mutual agreement of the parents before acting.

*It is the parents' responsibility to provide the most current applicable custody orders and to provide updates to current orders already on file with Vista. If Vista does not have a court order on file, Vista will presume the parents have joint educational decision-making authority and provide both parents with equal access to their child(ren).

7.22 Reporting Child Abuse

Child abuse is something that will not be ignored at Vista College Prep. All school employees are required by Arizona state law and school policy to report any suspected child abuse. Vista College Prep is required by law to report to Child Protective Services or the police department with jurisdiction any suspected non-accidental injury, sexual molestation, abuse, or neglect.

7.23 Non-Discrimination

Vista College Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA), or on the basis of pregnancy status in accordance with the Pregnancy Discrimination Act of 1978. In addition, no person shall be discriminated against in admission to the school on the basis of race, sex, color, creed, ethnicity, sexual orientation, mental or physical disability, age, or ancestry. Finally, no person shall be discriminated against in obtaining the advantages, privileges, or access to the courses of study offered by the school on the basis of race, sex, color, religion, national origin, or sexual orientation.

The following person has been designated to handle inquiries regarding non-discrimination policies, including inquiries from parents who suspect disability discrimination in admissions and enrollment.

Name/Title: Julia Meyerson, CEO
Address: 812 S. 6th Ave. Phoenix, AZ 85003
Email: jmeyerson@vistacollegeprep.org
Phone: 602-625-7893

7.24 Harassment

Vista College Prep is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors, or other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Vista College Prep requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition Of Harassment

In General. Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment Prohibited. While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.

The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.

Such conduct interferes with an individual's job duties, education or participation in extracurricular activities. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited: Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Vista College Prep.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Governing Board, subject to applicable procedural requirements.

7.25 Bullying and Cyberbullying

Bullying is illegal and will not be tolerated at Vista College Prep. Students have a right to be free from any form of bullying. Students, parents, and school employees have a right and a responsibility to report incidents of bullying. Any student who engages in such behavior will face behavioral consequences through the school, and could face charges in the legal system.

Cyberbullying (bullying via the internet on any electronic device) that is conducted at school will be treated the same as in-person bullying and all consequences will apply.

7.26 Grievance Procedure

Introduction: It is Vista College Prep's policy to ensure that students or parents with a grievance relating to Vista College Prep, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.

1. **Initial Conversation:** If you or your child has a grievance you should discuss it informally with the teacher, administrator, coach, or staff member directly involved in the matter. We hope that the majority of concerns will be resolved at this stage.

2. **Where To File A Complaint.** Any student who believes that Vista College Prep has discriminated against or harassed her/him because of her/his race, color, creed, ethnicity, national origin, sex, sexual orientation, mental or physical disability, age, or ancestry in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint in writing with the Principal. If the Principal is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with one of the following "Grievance Administrators":

- Principal
- CEO

Complaints of harassment by peers: In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student may, in the alternative, file the complaint with the Director of Operations.

Complaints of discrimination based upon disability: A student who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of that student, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act should first contact the Executive Director. If the complaint remains unresolved after contacting the CEO, the student/parents may, as applicable: (1) file a request for a due process complaint with the Arizona Department of Education's Office of Dispute Resolution, as set forth in Arizona Administrative Code § R7-2-405 and under the IDEA; (2) file a state complaint with the Arizona Department of Education's Office of Dispute Resolution; (3) file a complaint with U.S. Department of Education's Office for Civil Rights.

- Arizona Department of Education, Office of Dispute Resolution
(<http://www.azed.gov/disputeresolution/>) 1535 W. Jefferson St., Bin #62 Phoenix, AZ 85007, Tel: (602) 542-3084

- United States Department of Education, Office of Civil Rights (<https://www2.ed.gov/about/offices/list/ocr/index.html>), Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695, Facsimile: (303) 844-4303, Email: OCR.Denver@ed.gov

Contents of Complaints and Timelines for Filing. Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. Any person of the student's choosing, may assist the complainant with filing the complaint. The written complaint must include the following information:

1. The student's name and the parent's name who is filing the complaint on behalf of the student.
2. The name, address, telephone number, and e-mail address of the student's legal representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the student or parent wants the complaint to be resolved.

Investigation and Resolution of the Complaint: Respondents will be informed of the charges as soon as the Principal or Executive Director deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated. The Principal, Executive Director, or one of their designees will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, a member of the Leadership Team will meet with the student, parent and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the student, parent, and/or representative, the member of the Leadership Team will provide written disposition of the complaint to the student, parent and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by Vista College Prep involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment).

All the timelines above will be implemented as specified, unless the nature of the investigation or circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a

collective bargaining agreement which sets forth a specific timeline for notice and/or investigation of a complaint, such time lines will be followed.

Confidentiality of students/respondents and witnesses will be maintained, to the extent possible.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Appeals. If the student/parent is not satisfied with the disposition of a complaint, the student/parent may appeal the disposition to the Governing Board. The Governing Board will issue a written response to the appeal within 30 school days of receiving the appeal. The Board expects that all prior steps have been followed before action is taken at a Board level. All applicable public open meeting laws will be followed for the Board's meeting, including prior notice and the right of the employee to request that any potential employment action be held in an open meeting. The Board's decision is final.

Title IX. Title IX of the Education Amendments of 1972 and the Title IX regulations prohibit discrimination on the basis of sex, including gender-based and sexual harassment discrimination, in the School's educational programs and activities, including employment. The School is committed to maintaining an educational and working environment free from sex discrimination and harassment and encourages any student or employee who believes they have been subjected to discrimination on the basis of sex, whether by students or by School employees, to utilize the School's Title IX procedure.

For any inquiries related to Title IX, contact Vista's Title IX Coordinator, Bridget White, at bwhite@vistacollegeprep.org, 812 S 6th Ave. Phoenix, AZ 85003 or 602.374.7159. Materials used to train Vista staff involved in Title IX proceedings can be found on the homepage of Vista's website.

7.27 Transportation

Vista College Prep does provide bus transportation to/from school. Transportation is limited and not guaranteed. We will accommodate requests, on a first come first serve basis, it is recommended to plan for the event of not having transportation available. We understand transportation is critical for so many families. If your child has been a bus rider in the past and you are able to drive him/her to school, we are asking for your help and that you provide your own transportation if at all possible, so we can accommodate those with the highest transportation needs. Please note that bus routes/stops are subject to changes from year to year.

A signed bus permission slip must be turned in prior to riding the school bus. Students will not be released to leave the bus with any adult except the parent, or by written permission of the child's parent. If another parent will be picking up your child to drive home after school, please indicate such on the necessary documentation in the office. It is school policy that Vista College Prep faculty/staff do not transport students in their personal vehicles. Once a student is on campus, he/she may not leave except under parental supervision or under the supervision of an authorized teacher or coach.

Vista College Prep families may request a bus stop by speaking with the 4mativ Transportation Hotline, Vista's transportation management company. However, Vista College Prep cannot guarantee any additional stops outside of the already set route. Please note that parents are not allowed to get on the

school bus or van to confront the driver, monitor, or any student. Any questions or concerns regarding the bus should be brought to the Principal or the Transportation Hotline. The Transportation Hotline number is 623-283-1922.

7.28 Tax Credit Donations

Arizona taxpayers have the unique opportunity to help public schools through the use of tax credit donations. You may donate \$400 (\$200 if you file your taxes individually) to our school and will receive this back in the form of a tax credit at tax time. If you also choose to donate \$400 to the school, you will get a \$400 refund. Please consider this as you plan for the school year!

7.29 Move on When Reading

Our focus is on providing the best high-quality reading instruction to all students each day. Through a process called Multi-Tiered System of Supports (MTSS), all kindergarten through third grade students are screened for reading difficulties and characteristics consistent with dyslexia in the fall, winter, and spring using the STEP Assessment. This universal screening process includes our English Language Learners and those who have a 504 and/or IEP. A universal literacy and dyslexia screener informs teachers of students on-track to meet grade-level benchmarks and students who need more instruction in order to be on-track.

Per the universal screener, students who are not on benchmark are administered a deeper diagnostic assessment. This diagnostic information provides teachers and specialists with the specific skills needed to target in intervention. Those interventions are started immediately, working to close the gaps. This diagnostic assessment does not diagnose reading disabilities, nor dyslexia. A change in intervention curriculum, group size, level of intensity, frequency, and/or duration may be needed. More intensive time, duration, and frequency in intervention may be needed and can take place with the classroom teacher or a specialist, such as a reading interventionist. This is considered intensive Tier 3 intervention. The progress of all students receiving intervention is closely and frequently checked. Parents are essential to this entire process. Following the Universal Literacy and Dyslexia Screener, and diagnostic assessments, you will be notified if your child is not at grade level.

Arizona's Move On When Reading (MOWR) legislation places great importance on this process beginning in kindergarten. This ensures all students remain on track to be reading at grade level by the end of 3rd grade. Arizona Revised Statute §15-701 states that if a student scores below the cut score on the reading portion of the 3rd grade statewide exam, he/she will not be promoted to 4th grade until the student makes sufficient progress in reading proficiency. It is understood that each child is unique, therefore exemptions have been established for students to be promoted to 4th grade. Those exemptions are available at www.azed.gov/mowr.

A variety of factors, in and outside of school, can influence a child's educational path and progress. It is important for parents to share in the educational journey, through constant communication and involvement. We encourage you to continue to highlight and celebrate your child's strengths and share

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difficulties if they occur. Please reach out to us if you have any questions. We look forward to a successful school year.

If you have questions or need additional information please contact Julia Meyerson at 602-374-7159.