



Legacy Learning Community Family Handbook

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MISSION & VISION

Our mission at Legacy Learning Community is providing the highest quality of differentiated learning to students, delivered with empathy, thoughtfulness and trust. Our vision is to create a nurturing and empowering learning environment that celebrates and supports the unique strengths and needs of neurodivergent students. We envision a school where every student thrives, grows, and reaches their full potential in an inclusive and accepting community.

INTRODUCTION

Legacy Learning Community recognizes the importance of teaching our students personal responsibility. We encourage students to be actively involved in creating and maintaining a school environment which is conducive to learning and promotes individual responsibility. We expect our students, with the support of their parents/guardians and school staff members, to take responsibility in fostering a positive, orderly, and respectful school setting. The primary focus of the school is to provide opportunities for each student to learn and to facilitate the acquisition of skills and knowledge necessary to function successfully in our community and complex world. In order to maintain an academic focus, students are expected to show respect and consideration, including but not limited to, the right to take advantage of available educational opportunities without interference from others. Parents/guardians are the primary educators and are a vital component in the teaching and reinforcement of their child's learning of personal responsibility. Together, the school and the home can guide and support our children and young adolescents as they mature into successful and productive adults.

EXPECTATIONS

It is the expectation of the Governing Board that all staff members shall treat students with dignity and shall recognize, honor, and support each student's unique individuality and contribution. The learning environment shall reflect this fundamental belief of respect and value so as to create a climate conducive to successful learning. To establish the conditions that promote progress and achievement, the Superintendent shall establish the following goals:

- To enhance the self-image of students by helping them to achieve their personal academic potential, helping them feel respected and worthy, and providing a learning environment that presents appropriate daily challenges and positive encouragement to each individual student
- To provide an environment in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens
- To provide for the safety, health, and welfare of students
- To protect and observe the legal rights of students
- To deal with students in matters of discipline in a just and constructive manner
- To promote regular attendance and good work

PARENT INVOLVEMENT

Legacy Learning Community recognizes the essential role that meaningful parent involvement plays in establishing effective learning environments. Meaningful family involvement is defined as:

- Parent participation that supports the instructional program
- Parent participation in the school-related decision-making
- Parent participation that supports school-related activities.

To ensure effective involvement of parents and to support a partnership among the schools, parents and community for improving student achievement, Legacy Learning Community shall provide:

- Collaborative decision-making with parents as valued stakeholders
- Parental involvement activities including volunteering

- Communication such as a school newsletter or through the classroom instructor
- Parent/teacher conferences on a needs-basis or as requested by parent/guardian

Legacy Learning Community values communication with parents/guardians. You are encouraged to work with your child's teachers in finding the best way to meet your child's individual learning needs. Parents/guardians and teachers are partners in the education of the whole child. Parents/guardians may request conferences with individual teachers or with the entire team at any time throughout the school year. It will help the teacher if parents/guardians come to the conference prepared with a list of questions, comments, or concerns regarding their child's progress. By doing this, the teacher can specifically address your areas of interest.

CONTACT INFORMATION

Parents/guardians must provide Legacy Learning Community with up to date contact information and keep it current, so that we may contact parents/guardians quickly when necessary. Please notify the school staff and your student's teacher promptly if there is any change in address or home, work or cell phone numbers. You can also email us at info@legacylearningcommunity.org or call us at 928-251-1601.

REGISTRATION

Families are invited to start the registration process online at <https://legacylearningcommunity.org/online-registration/>. Families then finalize registration by completing the requirements with the school for which the application has been approved to move forward. To enroll students new to Legacy Learning Community, a parent/guardian must provide:

- Child's original or certified birth certificate (live birth certificates from the hospital are not acceptable)
- Photo I.D. of parent/guardian
- Immunization records
- Records from the previous school that are helpful for determining class placement (e.g. report cards, test scores, gifted education placement scores, special education records – IEP and MET, etc.)

IMMUNIZATIONS

Please note: We cannot enroll a child without current immunization records or an exemption pursuant to A.R.S. § 15-873. Even if the student is attending fully online, we must receive immunization records or an exemption form. Step-parents and other extended family members may not enroll students unless they are the legal guardians identified in current, legal court documents or possess a valid, notarized Power of Attorney from the parent or legal guardian authorizing the individual to make educational decisions for the student. The school maintains health records on each student. An immunization record for school attendance must be completed and current before a student can attend school. Arizona law A.R.S. §15-872 requires that a complete, up-to-date immunization record be furnished by the parent prior to enrolling a child in school. The record should include the month, day, and year of your child's immunizations. Children will be excluded from school without proof of immunizations. The immunization requirements for a child entering a Legacy Learning Community school (including online) contingent on age are:

- Diphtheria/Pertussis/Tetanus (DPT, DTaP, Tdap)
- Polio
- MMR #1 and MMR #2
- Haemophilus Influenzae B (HIB)
- Hepatitis A series
- Hepatitis B series
- Chicken Pox (Varicella)

- Meningococcal (11 year old)
- Tdap (11 year old)

Please inform staff at your child's school of any immunizations received during the year so that the school records can be kept up to date. Arizona law A.R.S. § 15-873 provides certain exemptions from immunization requirements. Although the law allows exemptions, if an outbreak of any of the diseases covered by required immunizations occurs, the Navajo County Health Department may require that children who are not immunized be excluded from school for the duration of the outbreak.

TUITION

Student tuition may be determined on a case by case basis. Tuition is usually remitted by using Empowerment Scholarship Account funding, otherwise known as ESA. Families are invited to research more about the ESA program through the Arizona Department of Education online at <https://www.azed.gov/esa>. Families also have the choice to pay for tuition by using a private pay option. Tuition is billed on a quarterly basis and payment must be remitted by the due date on the invoice. Suggested tuition rates are as follows:

Category	Annual Amount
Universal, TBI, SLD, SLI & 504	\$8,000
DD,ED, MILD, OHI	\$9,000
HI	\$25,000
MOID	\$30,000
Level 1 A & OI	\$35,000
Level 2 A & MD	\$38,000
Level 3 A, VI & MDSSI	\$40,000

HEALTH GUIDELINES

Teachers and staff will manage students' illnesses and accidents that occur at school as best they can. Teachers and staff administer medication, if a medication administration form and waiver has been completed. Please speak to a staff member or teacher if your student requires medication administration during school hours.

In order to protect students from the possible spread of disease, please keep your child home if the following symptoms are present:

- Fever (Temperature of 100.4° F or higher)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or Vomiting
- Diarrhea

Please do not send your child to school when they are ill. If your child is exhibiting any of the above symptoms they will be required to stay home **AND** be fever free for 24 hours (without fever reducing medication) **AND** symptoms are improving before they may return to school. Legacy Learning Community staff reserve the right to send your child home regardless of temperature if they develop symptoms of illness at school that prevent them from participating comfortably in school activities. Please make arrangements to have either a parent/guardian or another authorized adult available at all times to pick up a child who is ill or injured. If both parents/guardians are unavailable, the school will begin calling the adults listed by the parents on the Emergency Card.

COMMUNICABLE/INFECTIOUS DISEASES

A Communicable / Infectious disease can be transmitted from one individual to another. For the protection of all concerned, Legacy Learning Community requires that students be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission. Examples are:

COVID-19

COVID-19 is an illness caused by a virus, (SARS-CoV-2), that is thought to spread mainly from person to person.

- Between people who are in close contact with each other (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks
- COVID-19 may also be spread by people who are not showing symptoms
- Children with COVID-19 may have a wide range of symptoms ranging from mild symptoms to severe illness.

According to the CDC the following is a list of the reported symptoms which may appear 2-14 days after exposure to the virus.

- Fever (Temperature of 100.4° F) or higher
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. *Please keep your child home if they are exhibiting any of these symptoms. Parents will be called to pick up their child if they begin exhibiting these symptoms at school. With the extension of the public health emergency, please follow Navajo County Public Health guidance for date of return to school.

Influenza (Flu)

Influenza (flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness. A child should be excluded from school until symptoms subside and is fever free for at least 24 hours without the use of fever reducing medications.

Chicken Pox (Varicella)

The Chicken Pox (Varicella) rash can appear all over the body and develop into itchy, fluid-filled blisters. A fever or not feeling well can precede the rash by 1-2 days. A student should be kept out of school until all blisters are scabbed over and dry and until they are fever-free for 24 hours.

Conjunctivitis (Pinkeye)

Pinkeye (conjunctivitis) may be caused by bacteria, virus or allergy. Symptoms include: watering; irritation and redness of the white part of the eye due to bacterial and allergic causes. It can be very contagious. Symptoms include swelling of the eyelids; crusting of lashes, sensitivity to light; and a puss-like discharge may occur.

Pediculosis (lice)

Students with head lice will be excluded from school until treatment specific for head lice has been initiated and the student is symptom free. Students suspected of having head lice will be immediately removed from the classroom and the parents/guardians will be notified immediately.

Notification to Parents Regarding Communicable Diseases

Legacy Learning Community and staff reserve the right to determine when and to whom communicable disease notification letters will be sent.

- Generally, if there is a physician-confirmed case of communicable illness in a classroom, a letter may be sent to all parents/guardians of children in that classroom.
- Generally, if 10% of the school population has a physician-confirmed communicable disease, a notification letter is sent home to parents of the entire student body.

MEDICAL RELEASE

Any student 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 to make arrangements for any necessary support at school.

SPECIAL PROVISIONS FOR STUDENTS

Legacy Learning Community reserves the right to determine if special provisions for students need to be accommodated in accordance with a 504 plan. Depending on the severity of the provision, staff and parents/guardians will make the determination together as to what accommodations need to take place.

Chronic Health Conditions

A chronic health condition refers to students 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.

Asthma

Parents of children with asthma and/or severe allergy should contact their child's school upon enrolling their child. The parent will be asked to complete an asthma and/or allergy health care plan that will be reviewed by the school health team. Parents should provide the school with all prescribed emergency medication.

Special Dietary Needs

Parents of students with special dietary needs, documented by a licensed physician, should contact the school administrator and school staff.

INSTRUCTION**Uninterrupted Instructional Time**

Each school and/or grade level has time designated for uninterrupted instruction. The school protects instructional time by ensuring classes are not interrupted with announcements or messages from home. When you have messages, materials, lunches, etc., please take them to the office or email your child's teacher.

EXCEPTIONAL STUDENT SERVICES**Special Education**

Special Education is available to students with a disability as indicated under the Individuals with Disabilities Education Act (IDEA) and also require specially designed instruction. The Individualized Education Program (IEP) is a written program that outlines the special education services the student will receive. A continuum of services is available based upon the needs of the student. Legacy Learning Community believes in the importance of parent participation and collaboration in the special education process. Special education records, including intervention, evaluation and IEP's, will be destroyed four years after final enrollment of students in Legacy Learning Community.

Section 504

Section 504 is an anti-discrimination, civil rights statute enacted to protect the rights of individuals with disabilities in programs and activities that receive federal funding. For students to be eligible for 504 protection, the student must have a physical or mental impairment which substantially limits one or more major life activities, such as, learning, concentrating, and thinking. The limitation would make it more difficult for the student with the impairment to access or participate in the same educational opportunities afforded nondisabled students. A student with such an impairment may have a 504 Accommodation Plan completed with the school team. Please contact your child's school if you feel your child may be eligible and require a Section 504 plan.

GENERAL INFORMATION AND PROCEDURES

Legacy Learning Community has many different schools, including the White Mountain Day Program, the Concho/Vernon Day Program, Oro Valley Day Program and the online learning program. Each school has their own set of procedures and guidelines, based on the needs of the students and the learning environment. Please see the list of guidelines for our school communities.

Guidelines

- The primary mode of communication with parents/guardians and students is via email.
 - Please make sure to check your email for important communication and feedback from the online learning program staff.
 - Please make sure to add all staff email addresses to your contact list to prevent the emails from being marked as “spam”.
- It is the student and parent/guardian’s responsibility to contact the teacher/staff for any questions or concerns regarding their classes, grades, issues or technical help as needed.
 - It is not the responsibility of the staff to keep track of the student’s progress in class.
 - Please ensure your family has a plan for how to monitor your student’s progress.
- Failure to comply with above expectations may result in the student being put on academic probation and will result in the student’s account being disabled until the issue is resolved with staff.
- Students have the opportunity to complete choice assignments or alternative assignments as deemed necessary by staff. Students need to speak with staff prior to completing an alternate assignment and receive prior approval.

Schedule

Students are able to work at their own pace; however, students should maintain consistent progress towards class completion and earning credits. Students who do not maintain adequate progress run the risk of not earning credit for their class and forfeiting their tuition for the quarter. Students should anticipate earning 6 credits=12 classes per school year with the opportunity to earn more. We highly recommend students log in to their coursework at least four times per week. Students should also anticipate each full credit taking approximately 100 hours to complete. Appropriate planning will help set up students for success. If you need assistance setting up a plan, please contact your instructor for guidance.

Credits

Arizona state guidelines require students to complete 22 credits in order to graduate high school with a diploma. This includes 4 credits in English, 4 credits in Mathematics, 3 credits in Science, 3 credits in Social Studies, 1 credit in Physical Education/Health, 1 credit in Fine Art/CTE/Work Study and 6 elective credits. A graduation plan will be provided to all high school students in order to determine which classes and credits are needed for graduation. Students must complete 25% of their coursework as outlined by the accreditation board. The policy reads as follows: *Credit for prior experiential or non-collegiate sponsored learning is awarded only with appropriate oversight by faculty and academic administration and is limited to 25% for credentials of 30 credits or fewer. When credit is awarded on the basis of prior experiential or non-collegiate sponsored learning alone, student learning and achievement are demonstrated to be at least comparable in breadth, depth, and quality to the results of institutionally provided learning experiences.* Students may also participate in work-study programs or extracurricular activities in order to earn elective credits. In order to earn these credits, proper documentation of completed hours must be provided to the Legacy Learning Community staff. Proper documentation includes a form provided by the program teacher to be signed by a manager, supervisor, coach or an authoritative figure and a printed pay stub with documented worked hours or a work log signed by a manager, supervisor, coach or an authoritative figure. Parent/guardian signatures are not accepted on the work logs as proof of hours. Schedules provided prior to the hours worked are not acceptable forms of documentation. A student must complete 60 hours of work or extracurricular activities in order to receive credit. Each 60 hours is worth .5 credits and is equivalent to one elective class. All work-study and extracurricular activities must be approved by a staff member **prior** to receiving credit. If the proper

documentation is not provided, elective credit will not be received. Staff will be in contact with supervisors, managers, coaches or authoritative figures to ensure the continuation of participation. Legacy Learning Community and staff have the right to revoke credit and/or hours at any time if deemed appropriate.

State Certification Requirements

Legacy Learning Community is based out of the state of Arizona and all guidelines have been created under the Arizona State Board of Education policies and procedures. If you are attending Legacy Learning Community outside of the state of Arizona, your state may not recognize digital or online diplomas. Please check with your local State Board of Education to determine their requirements for graduation and diplomas to ensure your graduation is valid.

VISITORS TO SCHOOL

Every visitor to the school campus is required to enter through the front office. If the visitor's business is appropriate, the visitor will complete the sign in process (name, nature of business, and time).

Every visitor will be required to exchange the visitor's picture ID for a numbered visitor's badge. No one will be in the school or on campus unless they are wearing a numbered visitor's badge.

Unless authorized by the site administrator, student visitors are not allowed on campus during the school day nor before or after school when students are present. We ask that visitors and volunteers refrain from bringing students' siblings or other non-students with them to the school. Additionally, siblings and other non-students will not be permitted to attend school sponsored field trips.

Parent requests to observe in the classroom are to be scheduled through the office in advance and have the prior approval of the site administrator. Observations should not disrupt students' instructional time. An observer who wishes to speak to the teacher will need to schedule an appointment before or after school.

This policy ensures safety, minimizes classroom interruption, and promotes full concentration of both students and volunteers/visitors on the learning activity.

SIGNING STUDENTS IN/OUT - ID REQUIRED

When signing students in after the start of school or prior to the end of the school day, please follow the procedures below. This system is most efficient and minimizes classroom interruptions.

As parents:

- You must come to the office to sign your child in if they are arriving after school begins.
- When you unexpectedly need to take your child out of school, office staff will call the classroom after you arrive in the office.
- If your child has to leave before the end of the school day, have your child bring a note to the attendance office at the beginning of the school day. The note should specify the reason for the absence and the time your child will be leaving. The office staff will issue your child a pass to leave class at the appropriate time.
- In all cases, you must come into the office to sign out your child and present your ID. Students are never permitted to leave campus on their own during school hours.

Please note: Students may only be released to the parent or legal guardian or to persons 18 years or older who are specifically authorized on the Emergency Card or in writing by the parent or legal guardian.

Please update your student's emergency information form as soon as any changes occur. You may request that a new form be sent home or you may come into the office and make the changes to the form on file. Changes to the emergency information cannot be made over the telephone.

PETS & OTHER ANIMALS

For the safety of all students, please do not bring pets on campus. An adult may bring a pet to the classroom for a class period for educational purposes, but only if the teacher has obtained written permission from all students' parents. Animals cannot be transported on school buses. If a pet follows a student to school, the office will contact the student's home to arrange for pet pick-up.

SERVICE ANIMALS

Legacy Learning Community does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Under the Americans with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. Service animals do not include other species of animals, whether wild or domestic or trained or untrained. The task(s) performed by the dog must be directly related to the person's disability.

STUDENT USE OF PHONES & MESSAGES

Purpose

The purpose of this policy is to provide guidelines for the responsible use of electronic devices by students during school hours. This policy aims to balance the need for students to have access to technology with maintaining an environment focused on learning, ensuring that devices are used in a manner that supports educational goals and student safety.

Definitions

- **Electronic Devices:** Includes, but is not limited to, cell phones, tablets, personal laptops, and any other device capable of accessing the internet, capturing images, or making audio/video recordings.

General Guidelines

Cell phones are not to be used in class during instruction time. Teachers may choose to allow students to use cell phones during breaks, lunch time and on the school vehicles. Legacy Learning Community has the right to confiscate cell phones without any liability if a student is using the cell phone during class time without prior permission from the teacher or the site administrator.

Consequences

- The first offense will be a warning to the student and parent contacted.
- The second offense/repeated offense device will be confiscated and will require a parent/guardian to come to the school to pick up the cell phone and the cell phone will not be released to the student under any circumstances. Cell phones must be picked up by the parent/guardian during school hours. Arrangements will not be made to meet after hours to return cell phones.
- Third offense, the cell phone will be confiscated and will not be returned to the parent/guardian until a meeting is scheduled with the parent/guardian. Legacy Learning Community reserves the right to give consequences to the student as deemed necessary by the site administrator.

PERSONAL PROPERTY

Legacy Learning Community shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. Students bring personal property to school at their own risk and responsibility.

RECITATION OF THE PLEDGE OF ALLEGIANCE

Legacy Learning Community requires all students to stand for the Pledge of Allegiance and students have the option to recite the Pledge of Allegiance. If you do not want your child to participate in this, please notify Legacy Learning Community in writing.

SCHOOL GUIDELINES: TECHNOLOGY

USE OF TECHNOLOGY RESOURCES IN THE CLASSROOM

Legacy Learning Community provides students with a variety of technology resources, which consist of all electronic devices, software, and means of electronic communication. Technology is an essential component of the learning experience. Students access technology resources in order to access, gather, create, organize, analyze and communicate information and ideas in order to advance their learning in accordance with the goals and objectives of our school. Legacy Learning Community believes the resources available through the internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner. While Legacy Learning Community aims to provide protection from harmful material through discussion with students, the parent/guardian and the student have the ultimate responsibility for using the internet according to Legacy Learning Community's guidelines and policy.

TECHNOLOGY EXPECTATIONS, GUIDELINES & POLICY

The following guidelines will be discussed with your student in class. Please make sure to review these expectations, guidelines and policies with your student frequently. It is the responsibility of the parent/guardian and student to ensure proper use of technology and the internet is being followed.

- Only visit approved/school related websites
- Never give out your personal information
 - Name
 - Location
 - School
 - Family information
 - Phone number
 - Address
- Tell an adult immediately if you see something uncomfortable or inappropriate.
- Never download anything without an adult's permission.

PLAGIARISM

Legacy Learning Community takes plagiarism seriously. Plagiarism is defined as taking someone else's work or ideas and passing them off as one's own. Using AI Software to create essays or writing is plagiarism. Edgenuity has an embedded AI Detection Software system that will indicate if you have used AI software for your writing. Students should cite any sources and resources within their submitted work.

Students may utilize APA or MLA citation format. If a student is caught plagiarizing, including by using AI software, the following action will be taken:

1st Offense: Warning

Student will be warned that their submitted work was plagiarized or AI was detected. Staff will provide student with formatting resources and guide student through how to properly cite their sources.

2nd Offense: Intervention

Student will receive a zero on the assignment they submitted with plagiarized content or AI detection. A meeting with support team (teacher, student, parent/guardian) will be held to determine where the student is struggling and how Legacy Learning Community can help.

NOTIFICATION OF RIGHTS

NON-DISCRIMINATION/EQUAL OPPORTUNITY

Exercise of Free Expression/Freedom of Speech

Students possess inalienable rights to develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others. Legacy Learning Community shall not discriminate against students or parents on the basis of a religious viewpoint or religious expression. If a student includes in an assignment a viewpoint expression, an evaluation of the student's work shall be based on ordinary standards of substance and relevance to the course curriculum or requirements of the coursework or assignment, and shall not penalize or reward the student on the basis of religious content or viewpoint. Students are to be permitted to pray or engage in religious activities or expression in the same manner and to the same extent as students are permitted to engage in nonreligious activities or expression, before, during, and after the school day. To the extent and in the manner that other types of clothing, accessories, and jewelry displaying messages or symbols are permitted, students are permitted to wear clothing, accessories, and jewelry that display religious messages or symbols. Acknowledging and permitting the above freedoms is not to be interpreted to mean Legacy Learning Community is requiring any person to participate in prayer or other religious activities nor attempting to violate the constitutional rights of any person.

Legacy Learning Community does retain its rights to:

- Maintain order and discipline on school property in a content and viewpoint neutral manner.
- Protect the safety of students, employees, and visitors on school property.
- Adopt and enforce policies and regulations concerning student speech while on school property in a manner that does not violate a student's state and federal constitutional rights.
- Adopt and enforce policies and regulations that ban student clothing, accessories, and jewelry worn to convey affiliation with a criminal street gang.

A student or student's parent/guardian is barred by statute from initiating legal action to enforce the student rights set out in this policy unless the student or the parent has:

- Submitted to the site administrator a written complaint containing specific facts of the alleged violation.
- The administrator shall investigate the complaint and provide a written response within fifteen (15) days of receiving the complaint describing any action taken by the administrator to resolve the complaint.

If the administrator's actions do not resolve the complaint, the student or the student's parent/guardian shall:

- Submit a written complaint containing specific facts of the alleged violation to the Legacy Learning Community CEO.
- The CEO or other designated administrator shall investigate the complaint and provide a written response within twenty-five (25) days of receiving the complaint describing any action taken by the CEO or other designated administrator to resolve the complaint.

If the action taken by the CEO or other designated administrator does not resolve the complaint, the student or the student's parent may pursue legal action to enforce the policy.

Students are entitled to express their personal opinions as long as that expression does not interfere with the rights of others to express themselves, does not disrupt school or classroom activities and does not discriminate against those of protected classes (age, race, color, national origin or ancestry, ethnicity, religion, linguistic or language differences, disability, genetic information, sex, gender identity and expression, pregnancy or socioeconomic status). The school provides all students the opportunity to obtain an education. No student can be prevented from participating in any program solely in relation to age, race, color, national origin or ancestry, ethnicity, religion, linguistic or language differences, disability, genetic information, sex, gender identity and expression, pregnancy or socioeconomic status. Students have the right to equal educational opportunity without interference from other students and people who do not belong on the campus.

COMPLAINT PROCEDURE

Legacy Learning Community has adopted this internal complaint procedure per our non-discrimination policy to provide prompt and equitable resolution of complaints alleging discrimination in relation to age, race, color, national origin or ancestry, ethnicity, religion, linguistic or language differences, disability, genetic information, sex, gender identity and expression, pregnancy or socioeconomic status.

A. *Informal Conference*

- Individuals are encouraged to discuss their complaints with an appropriate site administrator within ten (10) working days of the alleged violation to determine if the matter can be resolved through informal discussion. However, individuals are not required to request an informal conference as a prerequisite to filing an initial complaint.

B. *Initial Written Complaint*

1. An individual can submit a complaint to Legacy Learning Community's CEO.
 - a) The complainant's name, address, telephone number and relationship to Legacy Learning Community (i.e. parent/guardian, student, employee).
 - b) The complainant's school (if applicable).
 - c) The complainant's immediate supervisor (if applicable)
 - d) Date of incident/occurrence giving rise to complaint.
 - e) Detailed description of complaint.
 - f) Action/resolution requested.
2. The complaint should be submitted within ten (10) working days of the alleged violation or within five (5) working days after the complainant met with the site administrator.
3. The CEO may schedule a conference with the complainant to review the complaint. The CEO shall conduct an informal but reasonable investigation, affording interested persons an opportunity to submit information relevant to the complaint.

4. The CEO shall issue a written determination regarding the complaint and a proposed resolution, if any, within ten (10) working days after the submission of the complaint. Notwithstanding the above, if the CEO is unable to render a decision within ten (10) working days, the complainant should be provided with a written explanation of the reason for the delay.

STUDENT ATTENDANCE

IMPORTANCE OF ATTENDANCE

Regular school attendance is a key to student success. Students who are absent miss valuable classroom instruction including hands-on experiences, discussions, and opportunities to strengthen relationships that form a classroom community.

School's Responsibility

Attendance is taken periodically throughout the day. The school checks for students who are absent and who have not had a parent/guardian call to excuse them. In the case of chronic absenteeism or tardiness, the school will make every attempt to communicate with parents/guardians to help problem-solve how best to ensure the student's attendance.

Parents/Guardians Responsibility

Parents/guardians are asked to email the site administrator and teacher within two hours of the start of each day that their child is absent. Please include the student's name, grade, date(s) of the absence and reason for absence. If an email is not received or an acceptable reason for the absence is not provided, the student is given an unexcused absence and disciplinary action may be taken. Students who are absent from school the day of an activity may not attend the activity, such as, but not limited to: a classroom party; a middle school dance or sporting event; an after-school enrichment club.

Student Responsibility

Students are expected to complete assignments and tests missed during an absence. The student is responsible for requesting missing assignments and for returning them to the teacher in the required amount of time.

ABSENCES FROM SCHOOL

Excused Absences

In cases involving prolonged illnesses, a written excuse from a physician may be requested to verify the absence. A student has an excused absence when the following conditions are met:

- The parent/guardian emailed the site administrator and the teacher to report the student's absence within 24 hours and provided an acceptable excuse* for the absence.

Please note: In cases involving prolonged illnesses and/or excessive absences, a written excuse from a physician may be requested to verify the absence.

Unexcused Absences

A student has an unexcused absence under and of the following conditions:

- When a student is not in attendance for any portion of or for an entire day and does not have an acceptable excuse.

- The parent/guardian has not emailed the site administrator and teacher to report the student's absence and provide an acceptable excuse within 24 hours.

Tardy

A tardy is defined as arriving at school or class after the scheduled start time. It is important that every student arrive at school on time, before the bell rings every day. Students should arrive on campus at least five minutes before the scheduled start time but no more than thirty minutes before the scheduled start time. Students should be in their seats and ready to learn when the bell rings at the scheduled start time. Students are considered tardy if they are not in their seats at the scheduled start time. Students who arrive late (tardy) miss important information including school-wide morning announcements and instructional goals for the day.

Excused Tardy

Tardies will only be excused when the Parent or Guardian is present with their student to sign in late for school at the front office and provide an acceptable reason for the student arriving late to school.

Unexcused Tardy

Tardies will be unexcused when the Parent or Guardian is not present with their student to sign in late for school at the front office and/or does not provide an acceptable reason for the student arriving late to school. The teacher in any class can take disciplinary action for tardiness. This may include such consequences as a warning, lunch detention, after-school detention, or in-school intervention.

Please note: Three unexcused tardies are equivalent to one unexcused absence.

Homework Requests during Absence

Requests for homework may be made through the teacher by the parent/guardian. A twenty-four hour notice is required before assignments can be obtained from the teacher.

Truancy

School attendance is not only a good habit; state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason. If the student, while enrolled in school, has a record of excessive absences, which cannot be adequately explained by accident or illness are truantries. Pursuant to A.R.S. 15-803 (A) "It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session," unless an exception applies. We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is "habitually truant" if they have five or more unexcused absences from school. A student that is absent more than ten percent (16 days) of the required number of school days per year is considered to have "excessive absences" whether the absence is excused or unexcused. Students who have a history of excessive absences and/or tardies may be referred to the local police department for citation of truancy. Legacy Learning Community can make no guarantees as to the actions taken by the police department. Consequences may include but are not limited to: fines, education classes for the parent and student, probation, work hours assigned to students, and/or counseling. It is the parents/guardian's responsibility to ensure their child's attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

STUDENT DISCIPLINE

Students who feel safe at school perform better academically than students who do not feel safe. Legacy Learning Community aims to assist in creating and maintaining safe environments, improving school climate, and ultimately increasing student achievement.

GENERAL PHILOSOPHY

Good discipline in schools is of primary importance to the educators and parents/guardians of Legacy Learning Community. It is an expectation that students maintain appropriate behavior in every school situation so that maximum learning may occur. The improvement of individual and group behavior shall be an instructional goal, with major emphasis placed upon the teaching and reinforcing positive behavioral expectations.

ROLES AND RESPONSIBILITIES

The responsibility of maintaining positive behavior within the school is a cooperative effort, shared by students, parents/guardians, teachers, administrators, and support staff. The active involvement of and support by teachers, parents/guardians, administrators and other school staff is critical in helping the student to understand the value of exhibiting positive behavioral expectations and its relationship to individual learning and success. Teaching and assisting students to develop positive self-image, agency, cooperation, and responsibility will enable them to be active learners and valued contributors to the school community. Legacy Learning Community reserves the right to remove any student for any reason at any time, as deemed appropriate by our agency.

Student Expectations

Each student is responsible for contributing to a positive school environment which is safe and conducive to learning. A student shall:

- Comply with school-wide behavioral expectations.
- Be responsible for their own actions and the consequences of those actions.
- Show consideration and respect for fellow students, for the school staff members, and for school property.
- Display physical and verbal self-control and utilize taught strategies when faced with a challenge.
- Participate in the development of the school's student behavior expectations.
- Work towards understanding and displaying self-discipline.
- Recognize that students are in school to learn and that order and structure help to create an environment where safe, productive and uninterrupted learning can occur.

Threat/Interference to an Educational Institution

Safe schools are a priority Legacy Learning Community. Safety and security are the essential elements of an effective learning environment and central to student achievement and academic success. Clear and consistent expectations for appropriate behavior contribute to a peaceful, caring student culture and help establish a safe learning environment. Students need to be held accountable for misconduct, especially behaviors that threaten the safety and security of students and staff members. Legacy Learning Community may suspend or expel any student who is determined to have threatened an educational institution. An expulsion requirement may be modified on a case-by-case basis. A student who is determined by the administration to have threatened an educational institution shall be recommended for expulsion of at least one year. However, administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, at the sole discretion of the administration, if the

student agrees to participate in mediation, community service, restitution, or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student's parents/guardians participate in the mediation, community service, restitution, or other program(s) in which the parents/guardians take responsibility with the student for the threat. Legacy Learning Community will adhere to all federal and state requirements and procedures for students afforded protection under Section 504 of the Rehabilitation Act and/or the Individuals with Disabilities Education Act (IDEA).

Conduct Referral

A teacher or other staff member may submit a conduct referral to the office if a student commits an offense. The referral includes the nature of the problem, any interventions, and the name of the referring person. The administrator, teacher, or designee shall then meet with the student to collaboratively discuss the infraction, decide if the student has violated the school expectations, and determine next steps and needed student support. The student may be placed on an intervention plan, depending on the nature of the offense, the history of the offender, etc. The student shall have the opportunity during the conference to present their version of the situation as well as other relevant information. A copy of the referral containing the offense and the disciplinary action taken is then sent to the parent/guardian and a copy is maintained in the student conduct file. In cases of a serious violation, the parent/guardian is also notified.

Personal Conference

A teacher, administrator, or designee will talk with the student, describing the misbehavior, and inform the student what behavior is acceptable. Parents/legal guardians may be contacted but Legacy Learning Community has the right to speak with students regarding incidents without a parent/guardian present. A report of the conference will be recorded in the student's contact file.

Behavior Conference

A conference will be held with the student to reach an agreement on a plan to support the student with making positive changes to their behavior. Parents/legal guardians may be contacted but Legacy Learning Community has the right to speak with students regarding behavior contracts without a parent/guardian present. The plan and a report of the conference will be recorded in the student's contact file.

Parent Involvement

Legacy Learning Community recognizes the essential role that meaningful parent involvement plays in establishing effective learning environments. Meaningful family involvement is defined as: Parent participation that supports the instructional program, Parent participation in the school-related decision-making, and Parent participation that supports school -related activities.

Restitution

Under Arizona law, parents/guardians are liable for damage done by their children. In any situation in which damages to school property occur, the student or parents/guardians are required to pay for damages. If restitution is not made in the designated time frame, additional consequences may result, including filing criminal charges with the local police department.

Detention

Students may be assigned to detention before or after school or at lunchtime for a period of time under the supervision of school personnel. Detention will not exceed one (1) hour per day. Parents/guardians will be notified in advance when before or after school detention is assigned. Legacy Learning Community

reserves the right to assign detention during the school day, without the prior contact of the parent/guardian.

Restriction of Privileges

The school administrator may notify parents/guardians of privilege restrictions. Such privileges include cafeteria, library, classroom or laboratory participation, bus use, school passes, study trips, dances, and bicycle use. A report of the restriction will be recorded in the student's contact file.

Community Service

Administrators may assign students to Community Service on the school campus before or after school or during the school day. Parents/guardians will be contacted.

In-School Suspension

In-school suspension is an alternative consequence to an out of school suspension, providing students an alternate setting to attend school and complete their work. Legacy Learning Community utilizes a number of different strategies which are used to teach appropriate behaviors and skills, as well as assign consequences for a specific misbehavior. This includes a personal conference where a student is encouraged to reflect and analyze the current behavior and make a plan to improve behavior. Consequences can range from an assignment to reinforce a new behavior, time out, and/or short-term removal from class.

Removal of a Student from a Classroom

A teacher may request that a student be permanently removed from his or her class if the teacher has determined that the student's behavior is unruly, disruptive, or abusive, and that it seriously interferes with the teacher's ability to communicate effectively with other students in the classroom, or the ability of other students to learn. Legacy Learning Community will then meet to determine the student's classroom placement or in serious cases, determine if a student will be removed from our program.

Notice of Student Behavior Expectations

Students shall have the right to receive annually, a publication listing the rules and regulations to which they are expected to comply. It is the parent/guardian's and student's responsibility to read the handbook and request a copy. Although an attempt has been made to include all rules, this should be viewed as a guide since it would be impossible to list all situations. Student behavior expectations shall be clearly defined, reasonable and relevant to the educational process.

Discipline of Students with Disabilities

If a student is identified as a student with a disability according to federal law, that student is afforded rights according to Section 504 of the Rehabilitation Act and/or the Individuals with Disabilities Education Act. Legacy Learning Community adheres to federal and state requirements as they pertain to the discipline of students with disabilities.

Student Discipline Procedure

When a report of misconduct by a student is given to the school, the student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student shall be provided with the opportunity to explain their version of the facts. The school official(s) involved shall make reasonable efforts to verify facts and statements prior to making a recommendation regarding discipline.

Short-Term Suspension

Short-term suspension means the temporary withdrawal of the privilege of attending school for a period of ten or fewer consecutive days. The school administrator or designee has the authority to impose short-term suspensions. The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student will have an opportunity to explain their version of the facts. The school official may then suspend the student for ten days or fewer, choose another disciplinary alternative, or exonerate the student. A written record of the decision will be kept in the student's cumulative contact file. There is not a right to appeal a short term suspension. In addition to imposing a short-term suspension, the school administrator may recommend to the CEO that a long-term suspension or expulsion be imposed.

Long-Term Suspension

Long-term suspension means the withdrawal of the privilege of attending school for a set period of time of eleven or more consecutive school days. After following Informal Due Process, the administrator may choose to recommend long-term suspension, choose another disciplinary action, or exonerate the student. If a long-term suspension is recommended, a written Notice of Intent to Impose a Long-Term Suspension shall be mailed or hand-delivered to the parent/guardian. This letter will explain the offense, the recommendations, and the rights of the parent to request a formal hearing.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending school with Legacy Learning Community, unless the CEO reinstates that privilege. The student and parents/guardians will be informed when a student is subject to expulsion from school. All documentation will be recorded in the student's contact file. Any student who is off-campus suspended or expelled is not permitted to be on any Legacy Learning Community property or participate in extracurricular activities or sporting events.

GUIDELINES FOR SEARCHES OR CONFISCATION OF ITEMS

Legacy Learning Community has the right to search students' personal belongings, desks or backpacks at any time. An individual's rights are balanced by the school's responsibility to protect the health, safety, and welfare of all students. School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety and welfare of the student(s) exists. Students have no reasonable expectation of privacy; lockers, desks, storage, areas, etc., may be inspected at any time with or without reason and with or without notice by school personnel.

Student Searches

Before initiating a search of a student, a school official shall have reasonable grounds, based on either personal knowledge, observation, or specific reports for suspecting that the search will turn up evidence that the student has violated or is violating a law or school rule. If the search is initiated at the request of a law enforcement official, probable cause for the search will be established. The search conducted shall be reasonable, related to the objectives of the search, and shall not be excessively intrusive in light of the age and gender of the student and the nature of the infraction. Legacy Learning Community is not required to contact parents/guardians before performing the search.

Use of Physical Force

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order and to protect the safety of all stakeholders.

Confiscation of Items

Items which may disrupt or interfere with the educational process may be removed from a student. Items may be returned to the student's parent/guardian. Items which are illegal will be turned over to the police.

Interrogations

School officials may question students regarding matters relating to school without limitation and without a parent/guardian present. A student may decline to be interviewed by school officials; however, if the student declines, Legacy Learning Community will immediately contact the local police department and/or the parents/guardians. Parents will be contacted if a student interview leads to discipline for a serious offense.

Mandatory Reporting

Legacy Learning Community staff members are directed to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument, or any conduct that poses a threat of death or serious physical injury to employees, students, or others on school property. Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists. Pursuant to A.R.S. § 13-3620(A)(4), school personnel are required to report suspected abuse, physical injury, or neglect of students to law enforcement or the Arizona Department of Child Safety. School personnel may report other suspicious or dangerous behaviors or suspected crimes, even if not required to do so by law. Law enforcement officials are responsible for the prevention, detection, and investigation of crime, and the apprehension and detention of individuals suspected of violating the law. If employees contact law enforcement regarding suspected criminal behavior, they should be prepared to support and aid in the prosecution of the offender/s. If a minor in the care of Legacy Learning Community becomes the victim of a suspected crime, school officials will contact the minor's parent/s or guardian/s to make them aware of the incident.

SCHOOL GUIDELINES

GUIDELINES FOR INAPPROPRIATE ITEMS

The following items are not allowed at school or while traveling to/from school: Aerosol cans, alcohol, balloons, chains, tobacco in any form, drugs, raw eggs, glass containers, glue, hair coloring solutions of any kind, laser light pointers, mercury necklaces, paint, permanent markers/pens, personal alarms, pornography, pepper spray/mace, shaving cream, "silly string", "Slam" books, snap caps, smoke/stink bombs, inappropriate stickers, sunflower seeds, toys, vaping pens, water guns, weapons, or any other item deemed inappropriate.

Audio devices may not be used during the school day and must always be secured in a student's backpack. With permission, students may be allowed to use such devices with earphones on a bus.

Inappropriate or disruptive items will be confiscated and may need to be picked up by a parent/guardian. Students will be assigned appropriate consequences for possession of these items. Students should only

bring to school those items necessary for their academic success such as books, notebooks, paper, pens, and pencils.

Inappropriate use of the following items is not allowed: correction fluid, paper clips, rubber bands, scissors, staples, and water-based felt markers/pens, etc.

Students and Electronic Devices

Many parents/guardians choose to have their child carry a cellular telephone or other electronic devices (such as an Apple watch or Fitbit) as a means of before and/or after school communication and for safety purposes. Electronic devices can be disruptive in an educational environment, but may also be used to enhance instruction. If parents/guardians have decided that it's necessary for a child to carry a cell phone or electronic device, parents/guardians and students must be aware of the following: Legacy Learning Community does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone on campus and it is damaged or stolen, we will not be able to utilize administrative time to investigate the incident, nor will Legacy Learning Community take any financial responsibility for the cell phone or cell phone charges. Cellular phones must be turned off and kept in backpacks at all times on campus, except for prior to the ringing of the first bell for the start of the instructional day and after the ringing of the last bell for the end of the instructional day. When appropriate, cell phones and other electronic devices may be used during the school day under the direct supervision of the teacher. If these rules are not followed, the cell phone may be confiscated and kept picked up after school. Please assist us in keeping our learning environment free from distractions. If it is necessary for you to get an important message to your child during the school day, you may email the administrator or the teacher and they will relay the message to your child.

Guidelines for Food and Gum

Any food or drink items, other than water or chewing gum in classrooms are not allowed. Exceptions may be made by individual schools or staff. If snacks are allowed in classrooms, do not share food with other students. If your child has a food allergy, please report it to the site administrator or the teacher immediately. Legacy Learning Community is not responsible for any food related allergy interactions. If your child needs medication administration for a food allergy, please contact the site administrator immediately.

Restroom Behavior

The restroom facilities are not meeting places for students. When using the restroom, please:

- Keep your voice quiet.
- Keep restrooms neat and tidy.
- Use paper towels as needed and then place them in the trash cans.
- Return immediately to the playground or to class.

SCHOOL POLICY ON PUBLIC DISPLAY OF AFFECTION (PDA)

Purpose

Our school is committed to maintaining a respectful, safe, and comfortable learning environment for all students, staff, and visitors. This policy on public displays of affection (PDA) helps ensure that all interactions on campus remain appropriate and conducive to a positive educational atmosphere.

Definition

Public display of affection (PDA) includes, but is not limited to:

- Kissing
- Prolonged hugging

- Holding hands in a way that is intimate (rather than casual)
- Sitting on each other's laps
- Any other physical contact of an affectionate or romantic nature that is disruptive or makes others uncomfortable

Policy

- Students are expected to conduct themselves in a manner appropriate to a school setting at all times.
- While we understand that friendships and relationships are a natural part of school life, overt displays of affection are not appropriate on school grounds or at school-sponsored events.
- Brief, friendly hugs or a quick greeting (such as a high-five or fist bump) are acceptable.

Consequences

- If a student's behavior violates this policy, staff will address it in a respectful and discreet manner.
- Repeated or serious violations may result in: a verbal warning, parent/guardian contact, or other appropriate disciplinary action per site administration.

DRESS CODE

Although we recognize that each student's manner of dress is a manifestation of personal style and individual preference, we believe that the educational mission will be enhanced if students dress appropriately to maintain an environment conducive to learning. Dress and grooming shall not be contrary to curriculum goals and/or educational objectives, and shall not interfere with the educational process or create disorder.

- Students are expected to dress modestly.
- Dress and grooming shall not present a risk to the health, safety, or general welfare of students or others in the school.
- Students should not wear clothing or hairstyles that can be hazardous to them in their school activities.
- Clothing which features illegal items for minors is not allowed.
- Dress and grooming that prevent the student from doing work because of blocked vision or restricted movement are prohibited.
- Clothing or hair color/styles that create or could create disruption in the classroom are not allowed.
- Shoes must be worn at all times.
- Chains, spikes, piercings, sharp objects, or any other accessories, clothing, or footwear that could cause damage or create a safety hazard are not allowed.
- The body shall be adequately covered. Clothing shall not expose the chest, abdomen, back or buttocks area, and shall be sufficient to conceal undergarments at all times. All tops must have straps on the shoulders that are wide enough to conceal undergarments.
- Clothing or accessories that depict violence or are sexual in nature are not allowed.
- Clothing or accessories shall not display lewd, vulgar, obscene, or offensive language or symbols.
- Gang-related dress, grooming, language, and/or behavior is not allowed.

If a student or parent has a question regarding whether an item of clothing, accessory, or hairstyle or color may violate these expectations, the student or parent needs to contact a school administrator for clarification. Dress, grooming, language, and/or behavior are prohibited where they:

- Threaten the health/safety of persons or the security of property.
- Create an atmosphere of threat, intimidation or undue influence.
- Disrupt or may disrupt the educational environment or interfere with curriculum goals or educational objectives.

- Evidence of such gang-related dress, grooming, language, and/or behavior may include but is not limited to:
 - Clothing, hats, bandanas, hairnets, or other paraphernalia that is associated with a gang or gangs. - Gestures, drawings, tattoos, symbols, emblems, or graffiti.
 - Gang-related language, including any claim of gang membership and any threatening words or intimidation.

The responsibility for determining codes and rules concerning dress and grooming rests with the school administrator, teacher or designee. Students who violate this policy are subject to disciplinary action which may include, but is not limited to, any one or a combination of the following: informal talk, conference, parental involvement, detention, in-school intervention, off campus suspension or expulsion.

DRUG FREE SCHOOL ZONE

“The mission of the Drug Free School Zone is to guarantee a safe environment on and around the school campus. This will be accomplished through enhanced enforcement and prosecution of drug, weapon, and other criminal laws, as well as through the use of drug and gang awareness programs. With cooperation between local law enforcement, school districts, prosecutors, parents and the community at large, our children and their teachers will be afforded the fundamental right to a safe educational environment.” Any person who violates this designation by possession, distribution, solicitation, manufacturing, or sale of drugs is subject to school disciplinary action and criminal prosecution in accordance with Arizona Revised Statutes.

A Drug Free School Zone is defined in A.R.S. 3411 as “the area within 300 feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any bus contracted to transport students.” The non-medical use, possession, distribution, manufacturing, or sale of drugs on or near school property, on the way to and from school, at a bus stop, or on a bus is prohibited. For the purposes of this policy, drugs shall include, but not be limited to:

- Marijuana
- Prescription only drugs
- Narcotic drugs
- Inhalants/vapor-releasing substances
- Dangerous drugs – including, but not limited to the following: Hallucinogens, Stimulants, Depressants, Barbiturates, and Anabolic steroids
- Alcoholic beverages
- Drug “look alikes” or substances represented as drugs

Any student in possession of, selling or distributing dangerous drugs or narcotics will be recommended for long-term suspension or expulsion. Any student in possession of, selling or distributing any other substances specified in this policy will be recommended for short-term suspension, long-term suspension, or expulsion.

CONSULTANT, PROVIDER AND VOLUNTEER (“Providers”) GUIDELINES

All must:

- Sign in at the front office upon arrival.
- Wear visitor identification while on campus.
- Have a current professional license and Fingerprint Clearance Card on file with the school.
- Follow all LLC confidentiality, safety, and visitor procedures.
- Remain only in approved areas necessary to provide authorized services.
- Maintain professional conduct and appropriate boundaries at all times.
- Protect the confidentiality of students, staff, and school information.

Student Escort Procedures

To ensure student safety and confidentiality:

- LLC staff will escort students to and from the designated service location.
- Providers may not independently retrieve students from classrooms, playgrounds, cafeterias, or other school areas.
- Transitions should minimize disruption to instruction and utilize predictable routines when needed to support student success.

Classroom Access

To protect privacy and reduce instructional disruptions:

- Providers may not remain in classrooms during the instructional day unless authorized by school administration.
- Providers may only interact with students assigned to them and may not observe or engage with other students without prior administrative approval and, when required, parent consent.
- Access to classroom instruction, discussions, activities, or student records is limited to information necessary for approved services.

These procedures support student privacy, FERPA compliance, and a focused learning environment.

Service Locations

Whenever possible, services shall be provided in approved areas such as:

- Conference rooms
- Therapy rooms
- Designated office spaces
- Intervention rooms

Service locations should support confidentiality, student regulation, and focused engagement.

Confidentiality

Providers must:

- Maintain confidentiality of all student information.
- Avoid discussing students in public areas.
- Safeguard written and electronic records.
- Comply with FERPA and all applicable confidentiality laws.

Access to student records is limited to information specifically authorized by administration and, when applicable, parent consent.

Communication

Providers shall communicate through designated school administrators, case managers, or approved LLC staff members.

Providers may not:

- Direct school staff.
- Modify school programming or services.
- Access confidential records without authorization.

Consultant and Visitor Conduct

All Providers must:

- Follow school safety procedures and supervision expectations.
- Maintain professional boundaries.
- Refrain from photographing or recording students without written authorization.

Failure to comply with school procedures may result in restricted campus access, revocation of visitation privileges, or termination of contracted services.

Safety Procedures

While on campus, Providers must:

- Follow all emergency and evacuation procedures.
- Report safety concerns immediately to school administration.

Providers may not independently supervise groups of students unless specifically authorized by administration.

Administrative Authority

School administration reserves the right to:

- Approve, deny, or restrict campus access.
- Limit access to specific areas.
- Modify consultant schedules.
- Require additional confidentiality documentation.
- Remove any consultant or visitor who fails to comply with school expectations.

These procedures are intended to maintain a safe, confidential, and student-centered educational environment consistent with the mission and operational standards of Legacy Learning Community.