

PLC Arts Academy at Scottsdale

AN EXCELLING SCHOOL



Parent–Student Handbook 2011 – 2012

Dear Parents and Students,

Welcome to the 2011 - 2012 school year at PLC Arts Academy at Scottsdale. Our community of staff, parents and students are very proud of our school's tradition of excellence and are looking forward to another great year of learning and growing together.

I hope you find this information to be helpful in familiarizing yourself with many of the basic procedures here at school. If you have any questions about any of this material, please feel free to call on any of our staff members.

Again, welcome to PLC Arts Academy at Scottsdale. We wish you the very best.

Sincerely,

Charles Boebinger
Principal

QUICK REFERENCE INFORMATION

SCHOOL ADDRESS AND PHONES

PLC Arts Academy at Scottsdale
7214 East Jenan Drive
Scottsdale, AZ 85260
Office..... (480) 951-3190
Fax.....(480) 998-4029
Email.....AASAdmin@plcharterschools.org
lrough@plcharterschools.org

SCHOOL OFFICE STAFF

Principal/Director	Charles Boebinger
Administrative Assistant	Lisa Rough

WEBSITE ADDRESS

www.artsacademyatscottsdale.com

E-MAIL ADDRESS

AASAdmin@plcharterschools.org

SCHOOL HOURS

Office	7:30 a.m. - 4:00 p.m.
Kindergarten	8:15 a.m. - 2:00 p.m.
Grade 1	8:10 a.m. - 2:10 p.m.
Grade 2	8:20 a.m. - 2:20 p.m.
Grade 3	8:15 a.m. - 2:35 p.m.
Grade 4	8:10 a.m. - 2:40 p.m.

Extended hours are available from 7:30a.m. - 6:00 p.m.

EARLY RELEASE HOURS

KG – 11:00 a.m.
1st – 11:00 a.m.
2nd – 11:10 a.m.
3rd – 11:20 a.m.
3rd/4th – 11:30 a.m.

COMPULSORY SCHOOL ATTENDANCE

Every person who has custody of a child between the ages of six and sixteen years shall send the child to a school for the full time that school is in session. Each child shall regularly attend school sessions totaling one hundred eighty days, or the equivalent as approved by the AZ Department of Education Superintendent of Public Instruction during the school year.

The administration will enforce the laws regarding attendance with consideration for the variables that affect young people and their families. In a continuing effort to support student attendance the school will be working in conjunction with the Phoenix Municipal Courts Diversion Program and the Maricopa County Juvenile Court System. These programs, in part, consist of the student receiving a truancy citation, referral to the Phoenix Police Department's Diversion Program, counseling, monitoring of school attendance and community work. The Maricopa County Attorney's Juvenile Bureau has developed a referral process, where the information for prosecution regarding habitual truancy, is available.

BASED UPON THE JUVENILE'S ATTENDANCE, A POTENTIAL PROBLEM OF TRUANCY MUST BE IDENTIFIED BY THE SCHOOL AND REFERRED TO THE JUVENILE AUTHORITIES.

Consistent attendance in school is essential to academic success. A student should be in attendance as regularly as possible. The responsibility to ensure regular attendance rests upon the student and parents. Failure to meet requirements may lead to the withholding of grade promotion. Because we place a high value on attendance, students who miss 18 or more days in a school year will be retained in their grade level unless/until a conference can be held between the student's teacher, the Site Director, and the parents/guardian. At the conference, parents/guardians must produce documentation to support the reasons for excessive absences.

There are two types of absences: excused and unexcused. These absences will carry the same weight in implementing the policy. An excused absence only means that a student has the right to receive credit for make-up work. Cases involving extenuating circumstances may be appealed. Individual teachers are responsible for recording daily absences and tardiness.

ABSENCE REPORTING

If a child is absent, please notify the school office before 9:00a.m.

MAKE-UP WORK

When students are absent or out of the classroom, it is the student's responsibility to talk with his/her teacher to obtain missed assignments. Teachers will cooperate with the students in providing the assignments.

Parents requesting assignments for absent children should make the request **BEFORE NOON** and plan to pick up the material in the office after school.

CHRONIC ILLNESS

If your son or daughter has a chronic health condition that results in intermittent absence from school, please contact the office for procedural information.

COMMUNICABLE DISEASES

The following guidelines will help to control communicable diseases in our school environment:

- No child with a fever should be sent to school. A child should not return to school until free of fever without medication for 24 hours.
- Students with nausea, vomiting or diarrhea must stay home.
- Restlessness at night, red watery eyes, flushed face, headache and swelling on the face are often signs of oncoming illness and the child should not be sent to school.
- A child with a "mild" cold and no fever may go to school. A child with a "heavy" cold with uncontrollable runny nose and/or a deep, hacking cough should stay at home.
- A persistent sore throat or earache should always be checked by a doctor to rule out infection.
- Do not send a child with a rash to school until your doctor has said that it is safe to do so. A note from your doctor is required.
- If your child contracts a case of lice, the office must be notified.
- PLC Arts Academy at Scottsdale maintains a "NO NIT" policy. Children must remain at home until the child has been treated AND no nits are present.

HEALTH CENTER

First aid is limited to the immediate temporary care of an accident or sudden illness. The criteria for sending a child home include:

- a. A temperature of 100 or above
- b. A possible communicable disease
- c. Vomiting or diarrhea
- d. An injury requiring further medical attention

When it is determined that a student should be home for reasons of illness or injury, the following procedure will be followed:

- a. Office personnel will contact the parent or adult name on the student's emergency list. For legal purposes, personnel will not transport students.
- b. No elementary student may walk home unless escorted by an authorized adult.
- c. The contacted adult must come to the office to sign for the student's release.

LATE ARRIVAL

A child is considered tardy if he/she arrives after the designated start of class. 15 or more late arrivals within a school year are considered excessive and a conference will be required with the parents and the school staff. The problem will be handled in accordance with the state truancy laws.

COMMUNICATIONS

Good communication is the key to avoiding misunderstanding. The need for getting the correct information at the right time is essential to good home-school relationships. On a daily basis, check your email for information regarding classroom or school and community matters. To best serve your child, when in doubt concerning a school matter, please contact the school.

**PLC Arts Academy at Scottsdale staff reserves the right to use audio recording devices during a meeting at their discretion.*

CONFERENCES

We encourage open communication between our staff and parents. A conference with a teacher, the principal, or any other staff member may be requested at any time. Please arrange these appointments directly with the teachers or phone the office for assistance. Individual parent-teacher conference dates are listed on the school calendar.

3RD GRADE RETENTIONS

The Arizona State Board of Education recommends that 3rd grade students who Fall Far Below in the reading portion of AIMS be retained in the 3rd grade. With this retention, the student will receive intervention and remedial strategies in reading. At the PLC Arts Academy at Scottsdale, a 3rd grade student who is retained will receive the following services:

- The student will be assigned to a different teacher for reading instruction in the next academic year
- The student's parents/guardian will be asked to enroll the student in a summer reading program
- The student will receive intensive reading instruction in the next academic year occurring before, during, after, (or any combination of the three) the regular school day.

DRESS CODE

In order to eliminate potential distractions or competition, uniforms are required at PLC Arts Academy at Scottsdale. Students are expected to arrive and remain in uniform while on campus and at specified school events.

Tops: Either the AASC embroidered shirts or the navy blue PLC logo shirt may be worn. The AASC PTA Spirit Shirt may be worn on Fridays in lieu of the standard AASC uniform shirt. The uniform bottoms are still required with Spirit Shirts.

Solid, long sleeve white, light blue and navy shirts may be worn under the uniform short sleeve shirt. No patterns are allowed on the long sleeve shirt.

Bottoms: Solid color beige/khaki or navy blue. Denim and sport bottoms are not allowed. Boys: well-fitted shorts or pants. Girls: shorts, pants, capris or skirts. Please do not purchase bottoms with embroidery or bling, side stripes, fatigue patterns or graphics. Visible brand name labels are acceptable. The bottoms must be plain and without adornment in one of the approved colors and without holes. Girls' shorts and skirts must not be above fingertip level.

Solid, opaque leggings and tights may be worn under skirts and should be either navy or white. No patterns.

Footwear: Athletic shoes are always recommended for daily activities, and are **required** for P.E. On non-P.E. days, a shoe held captive to the foot in both the front and ankle areas is a must for safety purposes (no flip-flop styles). All shoes must be properly fastened to the foot. Crocs are not recommended as they do not promote student safety.

EARLY ARRIVAL

Students in grades 1 and 4 are not to arrive on the school grounds before 8:00a.m. as there is no supervision provided. Students in grade 2 shall not arrive before 8:10, and students in grades Kindergarten and 3 are not to arrive before 8:05. Unless it is a rainy day, students are not permitted in the building prior to the commencement of their class without staff permission.

SURROGATE PARENT

In order to enroll a child in school, the surrogate parent must show one of the following:

- * Proof of Guardianship (guardianship papers, documentation of guardianship).
- * Power of Attorney Papers
- * Custodial Papers

CUSTODY

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. The court can only rescind restraining orders.

EMERGENCY CONTACT INFORMATION

Parents are asked to notify the school of any changes in emergency contact information during the year.

FIELD TRIPS

Students without written permission to participate in a field trip will be placed in another classroom during the trip. It is the parent's responsibility to return the permission slips in a timely manner. Students may be transported by bus or parent drivers. Parents who are chaperoning may either ride on the bus if there is room, or drive themselves. If you are chaperoning, please abide by the following rules:

- Drivers are required to submit the following information:
Verification stating that the limits on their auto insurance is no less than 100,000/300,000
- Remember time schedules; be on time for performances so that your group does not keep others waiting.
- Turn cell phones and beepers off during presentations and/or performances. Do not use your cell phone while operating a vehicle.
- Children may not ride in the front seat. One seat belt per child.
- Never stop at stores, home, restaurants or parks.
- Only G movies may be shown on VCR's/ DVD's in cars.
- PLC Arts Academy at Scottsdale has a No Smoking Policy at all PLC Arts Academy at Scottsdale functions, on or off campus.

PARKING

Drop-off begins 10 minutes before class time and pick-up is promptly at dismissal time. Parking is only on paved designated parking spaces. There is **NO Parking** in the drive-through at ANY TIME. There is also no parking on the gravel area in front of the school. The Scottsdale Police can cite you if you park in a non-parking area.

**REMEMBER: NEVER LEAVE AN UNATTENDED CHILD IN YOUR CAR.*

All children must be dropped off in front of the school using the drop-off lane. No child may ever cross Jenan Drive for any reason at any time. Everyone must exit by turning right (north) onto Scottsdale Rd.

- * If a parent would like to walk the child into class or be on campus, the parent must:
Park in one of the parking spaces located on PLC Arts Academy at Scottsdale school grounds **Or** Drop the child off, then exit the school to park in the church parking lot.
- * When dropping off, please have your children ready to leave the car.
- * Please try to make carpooling arrangements
- * Sign and return the Parking, Drop-Off and Pick-Up Agreement in the registration packet.

Remember to Never:

- * Never park your car in the drop off lane, even for a minute.
- * Never leave children unattended in the car.
- * Never turn left onto Jenan; turn right onto Scottsdale Road only.
- * Never have your child walk across Jenan Drive.

Please remember that on June 6, 2000, the City of Scottsdale mandated our school to abide by the above stipulations. Every person involved in transporting students must comply with these conditions.

DISENROLLMENT

PLC Arts Academy at Scottsdale may at its discretion disenroll any student, if in the opinion of the Board, the student or student's family members engage in activities which could result in complaints against the school, and endanger the future of the school from any public body, i.e. City of Scottsdale (traffic stipulations and contract), Police Department, State of Arizona.

LOST & FOUND

Students should write their names in ink on the labels of their coats, sweaters, lunch boxes, etc. Lost articles are placed in the lost and found. Please encourage your child to check this frequently.

Smaller items, such as glasses, watches, jewelry, change purses, keys, etc., are taken to the school office and kept there for at least two weeks. Unclaimed articles left in the classroom for at least two weeks will be placed in the lost and found. Items not claimed will be donated to charity the week following each grading period.

LUNCH PROGRAMS

A hot lunch program is available Monday - Friday for \$3.75 each day. Children who do not sign up for the hot lunch should bring their own lunch. These lunches are not refrigerated. It is also not possible for staff or teachers to microwave lunch items. Students are not permitted to have either soda or gum on campus.

MEDICATION

All medication, whether prescription or over-the-counter, must be held in the office. Medications are to be administered by the office or designee assigned by the principal. Over-the-counter preparations must be in their labeled container. Such medications must be accompanied by written instructions from the parent. All drugs must be in the original container and may only be administered in the amount stated. All medication must be brought to the office by the parent or legal guardian who must complete the required medical paperwork.

TOYS

Students are discouraged from bringing toys, stuffed animals, and electronics to school unless required for a class activity. The school will not be responsible for them. The school reserves the right to restrict these items from the campus at any time.

DISCIPLINE

Students who are interrupting the learning of others will be removed from the classroom. After repeated offenses, the parents will be called to conference with the teacher or principal. Verbal harassment, bullying, or hitting by a student will not be tolerated. Parents will be contacted by telephone, letter or personal conference. Repeated offenses may result in the suspension of the student. The duration of the suspension and type of suspension (in school versus out of school) will be at the Principal's discretion, but may range from 1 to 3 school days. Parents must conference with the Principal before the child may return to class.

In School suspension - means the student is removed (suspended) from class but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period.

Out of School suspension - means the student is suspended from school and placed under the supervision/responsibility of the parent.

3 suspensions (in or out of school) will result in the expulsion of the student. Expulsion is the permanent removal from PLC Arts Academy at Scottsdale.

Employment of discipline alternatives is at the discretion of the school authority.

COMPUTER USE

Over the years our school has made strides to increase the computer usage in each classroom. Each classroom is equipped with Internet access. PLC Arts Academy at Scottsdale reserves the right to restrict a student from using the computer if the student has been deemed to be using the computer improperly.

PLAYGROUND RULES

- Monkey bars are to be used for swinging from bar to bar only. Never stand on top of the structure.
- Down the slide only. Never climb on the outside of the slide.
- Wait by the edge of the basketball court for a swing. No underdogging.
- The center grassy area may not be used for playing ball.
- Students who are on lunch recess may not be in the lunch patio area while students are eating.
- Students may not play around storage sheds.
- Do not use the lunch area as a playground area.
- Do not play with water bottles (get each other wet) or hoses.
- Shoes need to remain on feet.
- Do not retrieve balls from over the back fence. Students may never leave the campus unless accompanied by an adult.
- No tag
- No dodgeball
- Balls to be thrown at ball wall only - Not people
- No playing with balls while on playground equipment
- No going behind the 300 building without teacher supervision

TEACHER RESUMES

Resumes of PLC Arts Academy at Scottsdale teachers are kept on file in the office. These resumes are available for inspection on request from the parents and/or guardians of pupils enrolled in the school. *Arizona Statute - 15-183-F*

STANDARDIZED SCHOOL REPORT CARD

This state issued document is available in the school office.