

Camelback Academy Parent/Student Handbook 2010/2011



7634 W Camelback Rd.
Glendale, AZ
85303

Telephone: (623) 247-2204
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www.camelbackacademy.com

School hours

8:00 a.m. - 2:30 p.m. for Grades K-3

8:00 a.m. - 2:45 p.m. for Grades 4-7

School Office hours

7:30 a.m. - 3:30 p.m. Monday - Friday

Camelback Academy

7634 W Camelback Rd.

Glendale, AZ 85340

(623) 247-2204



ADMINISTRATION

Karen M. Kordon
Executive Director

Lori Nusbaum
Principal

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August 2010

Dear Parents and Guardians,

Welcome to a new and exciting year at Camelback Academy! I am looking forward to working together to provide your child with a high quality and rewarding educational experience. The wonderful staff members of Camelback Academy are highly knowledgeable and committed to the success of all of our students.

As a staff, we remain committed to the "Character Counts" program. This program recognizes and fosters the six pillars of character: respect, trustworthiness, responsibility, fairness, caring, and citizenship. The students and staff practice displaying these character traits everyday and, ceremonies are held monthly to celebrate students who have consistently displayed these traits throughout the month.

We encourage all parents and guardians to get involved with their child's education. Family involvement is a critical part of student success. Volunteers are always welcome on campus and in the classroom. Please feel free to stop by the front office, pick up a visitor's badge, and join us in the most important job of all, your child's education. With your help, we will continue to strive to reach high standards and to create a culture of excellence that all of our students will benefit from.

I am here for both you and your child so please feel free to stop by the office or make an appointment if you ever have questions, comments, or concerns. We all look forward to working with you and your child to make the 2010-2011 school year the best it can be!

Sincerely,

Ms. Nusbaum
Principal

Camelback Academy

Mission Statement

Camelback Academy's mission is to ensure our students receive a high quality education in a safe environment that promotes character development and enthusiastic, lifelong learning through a cooperative relationship with parents, students, and the community.

Educational Model

Camelback Academy believes that children learn at various levels and have different brain-based learning styles. Our curriculum and instruction are designed to differentiate to the specific needs of our students.

We utilize Spalding Phonics and Textbook-Based reading, and The Six Traits of Writing in our Language Arts Program.

Our curriculum is an accelerated educational model providing strong skills in reading, writing, mathematics, science, social studies, and technology.

Our teachers will evaluate student progress using various proven strategies and use data to drive their instruction.

Philosophy

Camelback Academy has a philosophy that is centered on students. We are committed to accommodating the special needs of the diverse student population.

We will be on a constant improvement model, which progressively moves the school and the students toward a more technologically rich and academically challenging curriculum and environment.

We have developed a strong support system for exceptional students of all types and encourage parental participation in the planning of these processes.

Camelback Academy has high expectations for behavior, respect for self and others, and pride in school and self based on a strong value system. We implement the *Character Counts! Program* in our day to day activities.

Teacher Qualifications

Camelback Academy is proud to employ a staff of caring, experienced, excellent, and/or Highly Qualified Teachers.

State Law requires Arizona Public Schools to inform parents of their right to view Teacher Resumes. If you desire to view a Teacher resume, please make an appointment with the School Secretary.

PRINCIPLES OF SCHOOL COMMUNICATION

Camelback Academy is dedicated to keeping community and respect at the forefront of our communication. As in any community, it is inevitable that at times, there will be differences and misunderstandings that develop. How we handle our differences and misunderstanding will be the making or breaking of strong relationships among Camelback families, faculty, administration, and the governing board.

The Camelback Academy governing board, administration, and faculty are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinion. This means that each is committed to ensuring that there is no basis for retribution. By implementing these principles and steps as we work together, we can arrive at harmony, built on a basis of honor and respect.

Principle One:

Keep the Matter Confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.

Principle Two:

Keep the Circle Small. Most problems are resolved at the two-person level.

Principle Three:

Be Straightforward. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented.

Principle Four:

Be Forgiving. Letting things go can be the best policy for keeping peace and making progress

RESOLUTION

Step One:

Most School Problems are Resolved at the Two-Person Level. Forgiveness and restoration is the normal, happy conclusion. Let's say you are a parent of a CA student. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom (the same course is to be followed with coaches, administration, & staff). The two of you have met and talked together and you are not satisfied with the outcome of your discussion, what is the next step?

Step Two:

The Parent and Teacher Should Agree to Share the Matter with the School Principle. Both parent and teacher (coaches, administrators, & staff) should share their version of the issue or issues with the school's administration. Each person should come to the meeting with an open, flexible attitude. The administrator will act as mediator to help bring about an agreed upon solution. An honest, forthcoming discussion among people who are open will most often reach an amicable solution.

Character Counts!

Camelback Academy is a proud member of the National Character Counts! Program, founded by the Josephson Institute of Ethics. The Josephson Institute envisions a society in which people act more ethically in their personal and professional lives. Individuals in institutions will live up to their highest moral aspirations and adhere to enduring ethical principles such as honesty, integrity, fairness, caring, respect and accountability.

Below are the six pillars of the Character Counts! Program:

TRUSTWORTHINESS

- Integrity** DO: Stand up for your beliefs; *Follow your conscience; *Be honorable and upright; *Live by your principles no matter what others say; *Have the courage to do what is right and to try new things even when it is hard or costly; *Build and guard your reputation
DON'T: Do anything wrong; *Lose heart if you fail or don't get what you want
- Honesty** DO: Tell the truth and nothing but the truth; *Be sincere; *Be forthright and candid
DON'T: Lie; *Cheat; *Steal; *Be sneaky, tricky or deceptive
- Reliability** DO: Keep your promises; *Honor your word and commitments; *Be dependable; *Do what you are supposed to do; *Return what you borrow; *Pay your debts; *Be on time
- Loyalty** DO: Stand by and protect your family, friends, school and country; *Be a good friend; *Look out for those who care about you; *Keep secrets of those who trust you
DON'T: Betray a trust; *Let your friends hurt themselves; *Do anything just so others will like you; *Ask a friend to do anything wrong or spread gossip that could hurt others

RESPECT

- Golden Rule** DO: Treat others the way you want to be treated; *Respect the dignity, privacy and freedom of all individuals; *Value and honor all people, no matter what they can do for you or to you; *Respect others' property - take good care of property you are allowed to use and don't take or use property without permission; *Respect the autonomy of others - tell them what they should know to make good choices about their own lives
DON'T: Use or manipulate others; *Abuse, demean, or mistreat anyone
- Tolerance
And Acceptance** DO: Judge others on their character, abilities, and conduct without regard to their race, religion, gender, where they live, how they dress, or the amount of money they have;
* Be tolerant, respectful and accepting of those who are different from you; *Listen to others and try to understand their points of view
- Nonviolence** DO: Resolve disagreements. Respond to insults, and deal with anger peacefully and without violence
DON'T: Use threats or physical force to get what you want or to express anger
- Courtesy** DO: Use good manners; *Be courteous, polite and civil to everyone
DON'T: Use put-downs, insults, yelling, or ridicule to embarrass or hurt another

RESPONSIBILITY

- Duty** DO: Know and do your duty; *Acknowledge and meet your legal and moral obligations
- Accountability** DO: Accept responsibility for the consequences of your choices, not only for what you do but what you don't do; *Think about consequences on yourself and others before you act; *Think long-term; *Do what you can to make things better; *Set a good example
DON'T: Look the other way when you can make a difference; *Make excuses or blame others
- Pursue Excellence** DO: Your best; *Persevere; *Don't quit; *Be prepared; *Be diligent; *Work hard
Make all you do worthy of praise
- Self-Control** DO: Take charge of your own life; *Set realistic goals; *Keep a positive outlook be prudent and self-disciplined with your health, emotions, time and money; be rational - act out of reason, not anger, revenge or fear; *Know the difference between what you have a right to do and what is right to do; *Be self-reliant - manage your life so you are not dependant on others; pay your own way whenever you can

FAIRNESS

- Justice** DO: Be fair and just; *Treat people equally; *Make decisions without favoritism or prejudice; *In imposing punishment be sure the consequences for wrongdoing are consistent, certain, and proportional (not too harsh or lenient)
DON'T: Take more than your fair share; *Take advantage of or blame others unfairly
- Openness** DO: Be open-minded and impartial - consider what people have to say before you decide; *Be careful - get the facts, including opposing viewpoints, before making decisions (especially blaming or accusing another)

CARING

- Concern** DO: Be compassionate and empathetic; *Be kind, loving, and considerate; be thankful and express gratitude for what people do for you; *Forgive others for their shortcomings
DON'T: Be mean, cruel or insensitive
- Charity** DO: Be charitable and altruistic - give money, time, support and comfort without strings for the sake of making someone else's life better, not for praise or gratitude; *Help people in need

CITIZENSHIP

- Do Your Share** DO: Be a good citizen and a good neighbor; *Care about and pursue the common good; *Be a volunteer - help your school and community be better, cleaner, and safer; *Protect the environment by conserving resources, reducing pollution, and cleaning up after yourself; *Participate in making things better by voicing your opinion, voting, serving on committees, reporting wrongdoings and paying taxes
- Respect Authority** DO: Play by the rules; *Obey parents, teachers, coaches, and others whom have been given authority; *Observe just laws; *Honor and respect principles of democracy

CAMELBACK ACADEMY 2010/2011 SCHOOL YEAR CALENDAR

July							August							September							
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4	5	6	7	8	9	10	8	9☐	10	11	12	13	14	5	6☉	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			
October							November							December							
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17	18	19	20	21	22	23	21	22	23	24	25☉	26☉	27	19	20☉	21☉	22☉	23☉	24☉	25	
24	25	26	27	28	29	30	28	29	30					26	27☉	28☉	29☉	30☉	31☉		
31																					
January							February							March							
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9	10	11	12	13	14	15	13	14	15	16	17	18☉	19	13	14☉	15☉	16☉	17☉	18☉	19	
16	17☉	18	19	20	21	22	20	21☉	22	23	24	25	26	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28						27	28	29	30	31			
30	31																				
April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22☉	23	22	23	24	25	26	27☐	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			

CLASSES ARE IN SESSION ON BOLD DATES
SIGNIFICANT DATES

- ☀ Aug 5 Open House (5:30 – 7:00 pm)
- ☐ **Aug. 9** **1st Day of School**
- ☉ Sept. 6 Labor Day
- ☉ Oct. 11-15 Fall Break
- ☉ Nov. 11 Veteran's Day
- ☉ Nov. 25-26 Thanksgiving

- ☉ Dec. 20-Dec. 31 Winter Break
- ☉ Jan. 17 Martin Luther King
- ☉ Feb. 21 President's Day
- ☉ Mar. 14 - 18 Spring Break
- ☐ **May 27** **Last Day of School**

QUARTERS

- August 9 – October 8 43 Days
- October 18 – December 17 42 Days
- January 3 – March 11 46 Days
- March 21 – May 27 49 Days

STUDENT INSTRUCTIONAL DAYS: 180

TEACHER SERVICE DAYS: 186

SCHOOL HOURS: 8:00 am – 2:45 pm

SYMBOLS

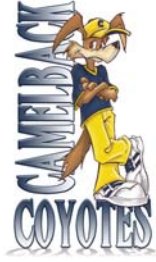
- ♣ **New Teacher Orientation Days**
Aug 2–Aug 3
- * **All Teacher Orientation Days**
Aug 4–Aug 6
- ☉ **School Closed for Holidays & Breaks**
Sept 6, Oct 11-15, Nov 11, Nov 25-26, Dec 20-31
- ☉ Jan 17, Feb 21, March 14-18, April 22
- ☉ **School Closed for Teacher In-Service Days**
September 3, January 3, February 18
- / **Early Dismissal -12:00**
October 7 – 8, March 10 – 11

**CAMELBACK ACADEMY
2010/2011 SCHOOL YEAR CALENDAR
SPECIAL EVENTS / KEY DATES**

1.	New Teacher Orientation Days	August 2-3
2.	All Teacher Orientation Days	August 4-6
3.	Open House	Thursday, August 5 th 5:30pm – 7:00pm
4.	First Day for Students	August 9
5.	Teacher In-Service Day – No school for students	September 3
6.	Labor Day - School Closed	September 6
7.	<i>Progress Reports</i>	September 10
8.	40 th Day	October 5
9.	Parent/Teacher Conferences/ <i>Report Cards</i> – 12:00 Early Dismissal	October 7 & 8
10.	Fall Break – School Closed	October 11 – 15
11.	Veteran's Day – School Closed	November 11
12.	<i>Progress Reports</i>	November 19
13.	Thanksgiving – School Closed	November 25 & 26
14.	<i>Report Cards</i>	December 17
15.	Winter Break – School Closed	December 20 – January 3
16.	Teacher In-Service Day – No school for students	January 3
17.	Martin Luther King Day – School Closed	January 17
18.	100 th Day	January 25
19.	<i>Progress Reports</i>	February 4
20.	Teacher In-Service Day – No school for students	February 18
21.	President's Day – School Closed	February 21
22.	Parent/Teacher Conferences/ <i>Report Cards</i> – 12:00 Early Dismissal	March 10 & 11
23.	Spring Break – School Closed	March 14 - 18
24.	<i>Progress Reports</i>	April 21
25.	Easter Holiday – School Closed	April 22
26.	Last Day of School/ <i>Report Cards</i> – 12:00 Early Dismissal	May 27

- **Character Counts Assemblies are held monthly, typically on the last Friday of the month.**
- **October 7th/8th & March 10th/11th 12:00 Early Dismissal – No lunch served these days**
- **May 27th – Last Day of School 12:00 Early Dismissal – No lunch served**
- **Academic Assemblies are held quarterly, typically on the last Friday of the month.**
- **Childcare services available for REGISTERED CSA students only on Teacher In-Service Days**

ATTENTION



The following are important dates for you to fill in on your calendars...

Friday, September 3rd - Teacher In-Service - NO SCHOOL FOR STUDENTS

Friday, September 10th - Progress Reports

Friday, October 8th - Report Cards

Thursday and Friday October 7th and 8th are Parent Teacher Conferences

Friday, November 19th - Progress Reports

Friday, December 17th - Report Cards

Friday, January 3rd - Teacher In-Service- NO SCHOOL FOR STUDENTS

Thursday, February 4th - Progress Reports

Friday, February 18th- Teacher In-Service- NO SCHOOL FOR STUDENTS

Friday, March 11th - Report Cards

Thursday and Friday March 10th and 11th are Parent Teacher Conferences

Friday, April 21st - Progress Reports

Friday, May 27th - Report Cards (Last Day of School)

Kindergarten Promotions - TBA

Camelback Academy

SCHOOL POLICY AGAINST SEXUAL HARASSMENT, AND HARASSMENT BASED UPON RACE, NATIONAL ORIGIN, AND DISABILITY

Everyone at Camelback Academy has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent bullying, sexual harassment, and harassment because of race, national origin, and disability.

- "Bullying is another name for harassment." It can be physical, but more often it is verbal and includes persistent threatening, teasing, ridicule, or talking or writing about another person (spreading rumors.)
- In this day and age, it may also be through a digital environment such as blogs or emails.
- To assist in providing a safe environment, bullying will be dealt with swiftly and consequences will be severe.
- A harasser (bully) may be a student or an adult. Harassment may include the following when related to sex, race, national origin, or disability.
 - a) name calling
 - b) pulling on clothing
 - c) graffiti
 - d) notes or cartoons
 - e) unwelcome touching of a person or clothing
 - f) offensive or graphic posters or book covers, or
 - g) violent acts

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, or the principal.

You may also make a written report. It should be given to a teacher, or the principal. Your right to privacy will be respected as much as possible.

We take seriously all reports of sexual harassment, and harassment based on race, national origin, and disability, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.

Camelback Academy will also take action if anyone tried to intimidate you or harm you because you made such a report.

This is a summary of the school's policy against sexual harassment, and harassment based on race, national origin, or disability.

SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, NATIONAL ORIGIN, AND DISABILITY ARE AGAINST THE LAW.

Campus Safety

Campus Rules

1. All students are to be driven on to campus. Students are not permitted to walk or ride bicycles, skateboards, scooters, roller blades, etc. on or off campus, whether alone or escorted by an adult.
2. Walk in buildings, absolutely no running inside or on the sidewalks
3. No gum allowed on campus
4. Be respectful of other classrooms - quiet in hallways at all times
5. Use appropriate language at all times
6. Keep hands, feet and all other objects to self at all times
7. Leave personal items such as toys, radios, headsets, electronic games, etc. at home
8. Use passes outside of classroom
9. Bicycles, skateboards, razor scooters, "heely" shoes, shoes with wheels, and roller blades are not allowed on campus at any time.
10. Use bathrooms appropriately, no horseplay
11. Place trash in trash cans
12. Do not climb over fences or walls
13. Do not throw rocks

Playground Rules

1. Wall Ball is not allowed
2. All landscaped and rock areas are off limits
3. Sidewalk areas in front of classrooms are off limits during recess periods
4. Piggy back rides are not allowed
5. Do not throw anything at or over the top of any roof
6. Do not climb the basketball poles or hoops, or poles that anchor the armadas
7. Do not intentionally slide on the sidewalks
8. Do not throw inappropriate objects such as grass, woodchips, sticks, or rocks (throwing rocks or other dangerous object will result in principal referral)
9. Do not leave the playground area without a pass (leaving campus without permission will result in a principal referral)
10. Do not play any form of "tag"

Bars/Jungle Gym

1. Do not stand on bars
2. Do not grab other students
3. Climb on and off appropriately - no flying dismounts
4. Do not play any form of tag
5. May use only when time is designated
6. Keep your head above your feet at all times - no hanging upside down

Slide

1. Go down feet first
2. Go down in sitting position
3. Go down one at a time
4. Do not walk up or down slide

Trees

1. Do not climb on trees
2. Do not pull on branches or pull off leaves or flowers

Jump Ropes, Balls, or other Playground Equipment

1. Jump ropes are not allowed on playground, except under supervision of coaches
2. No helicopters with jump ropes
3. Use all playground equipment properly at all times
4. Do not throw objects over walls, fences, on roofs, or at others

Talking to Strangers

1. DO NOT get into an automobile with a stranger
2. DO NOT accept gifts, food or anything else from someone you do not know
3. DO NOT follow a stranger anywhere, no matter what he or she says or what they have promised
4. DO NOT stop to talk with strangers, even if they are asking questions
5. DO NOT approach a stranger, even if they have a cute puppy or kitten
6. DO report immediately, any problems with being approached by strangers. Tell an adult whom you know, or call the police if an adult cannot be reached.

Gang Activity or Association

- Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. (Groups of individuals all dressed in the same colors of clothing.)
- Any student who wears, carries, or displays gang clothing, drawings, pictures, or symbols, or paraphernalia, who exhibits behavior or gestures which symbolize gang membership, who causes and/or participates in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action.
- Displaying the numbers 13, 69, and 187 are considered gang symbols.
- Any activity involving initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.
- This also includes defacing personal or school property with graffiti or recruiting, intimidation, gang-related fights, gang related attire, throwing gang signs, moving about in large groups to intimidate, posturing.

Closed Campus

- The school campus does not open until 30 minutes prior to the start of school, (7:30 am.)
- Once students arrive on campus, they cannot leave the campus unless they are signed out by a parent, guardian or person designated on the emergency contact section of the student registration form.
- In accordance with school procedure, only a person listed on the student registration form may take a student from the campus during school hours.
- When taking a child off campus, you will be asked to provide the office staff with a picture I.D.
- All adult visitors must be authorized through the main office.
- Student visitors are not allowed on campus.
- A student leaving campus without permission will be considered truant and disciplinary action will be taken.
- It is the responsibility of the parents to inform the school office **in writing** of any changes to the information on the student registration form.

Emergency Drill

- We are committed to a safe campus for all of our students and staff.
- Periodically, we will hold drills that reinforce the skills necessary to ensure the safety of all in an emergency.
- A loud, continuous sound coming through the school's system signals a fire drill.
- Whenever a class leaves a room for any emergency, students stay with their teachers until their teacher takes them back to class.

It is important to follow the teacher's instructions quickly and quietly in an emergency drill.

DURING AN EMERGENCY DRILL

- Follow the directions of your teacher
- Leave all work and line up immediately for exit from your room
- Know the emergency exit route from each room in which you have a class (your teacher has the route posted)
- Walk quietly in line until your group has reached its designated area
- Remain quiet, in line as you line up in the designated area
- Return to your room in a quiet and orderly fashion

Playground Rules

General Rules

1. Always show respect to all staff members and students
2. Follow staff members directions
3. Follow all safety rules on the playground
4. Stay within the boundaries of the playground
5. Always ask for help from staff members
6. Always share and take turns

Specific Rules

1. Do not play tag (using hand or other objects)
2. Do not push, pull, shove, hit, play-fight, tackle, or wrestle
3. Do not pull on other's clothing
4. Do not throw any objects (rocks) or water at others
5. No eating allowed on the playground
6. No toys or electronic devices allowed on playground or campus

Playground Equipment Rules

1. Slides
 - a. Sliding *down* slides only
 - b. One person on the slide at a time
 - c. Slide down on your backside only
2. Ladders
 - a. One person on the ladder at a time
 - b. Do not swing on the ladder
 - c. Take turns climbing the ladder
3. Handrails
 - a. Do not sit, stand, climb, hang-off, balance, or jump on/off of handrails
4. Basketball Hoops
 - a. Do not climb on basketball poles or bases
 - b. Do not hang on basketball rims
 - c. Do not pull on basketball nets
5. General Rules
 - a. Do not play tag on equipment
 - b. Do not jump off of the equipment
 - c. Do not climb on areas of the equipment not make for climbing
 - d. Playground balls are not allowed on equipment
 - e. Do not throw the play-safe (wood chips, sand, etc.)

School Pride

- Custodians are vital members of the school staff and have the responsibility of keeping the buildings and grounds in order.
- Students are required to pick up litter and books from the floor of their classroom before leaving the classroom and from their eating area during lunch time.
- Students are required to place their chairs on top of their desks at the end of the school day in order to facilitate our custodial cleaning process.
- As we work to instill a positive attitude toward all staff, students are reminded that all visitors, substitute teachers, and aides are to be treated with respect and courtesy.
- Disrespect of any guest on campus, including substitute teachers will automatically result in a minimum discipline of two afterschool detentions.

Positive Incentives

The Camelback Academy staff values and encourages the positive behaviors displayed by our students each day. In an effort to recognize and reinforce these displays of good character, Camelback Academy will utilize a number of positive incentive programs.

Academic Assemblies - Camelback Academy will hold quarterly Academic Assemblies. This assembly will provide our staff the opportunity to recognize students who have achieved academic excellence.

Character Counts Assemblies & Luncheon- Character Counts Awards will be given to students who demonstrate any of the six traits of good character. The Camelback Academy students are expected to display these behaviors that reflect character. These elements are Trustworthiness, Responsibility, Respect, Fairness, Caring, and Citizenship. The intent of this program is to reward those students who are often overlooked day after day, in addition to top performing students, of their consistent outstanding behavior. By promoting and celebrating good character, we hope our students will realize its importance and will carry it over into their adult lives.

Students who earn Character Counts Awards are invited to a monthly Character Counts luncheon with their teachers and families to celebrate their excellence in character. Invitations are included with the awards.

"Got Character?" Tickets - In addition to our monthly Character Counts Awards, we have a monthly drawing to celebrate excellence in character. When a staff member witnesses a student displaying good character, they immediately recognize the student and present him/her with a "Got Character?" ticket. The student brings the ticket to their teacher where it is displayed until the end of the month. All of the tickets for each grade level are collected at the end of the month and put in an envelope for a drawing at the Character Counts Assembly. The winning student receives a special prize for their entire class.

Classroom Incentives - Positive classroom incentives will be offered by individual teachers as part of their classroom discipline/incentive plans. Possible classroom incentives may include: extra recess, class parties, games, movies, written/verbal praise, etc.

Student Responsibilities

- State law maintains the school's authority for the conduct and well being of students from time they arrive on campus in the morning until they are picked up in the afternoon.
- The administration reserves the right to take action involving the student's conduct, regardless of where or when said action takes place if the student brings discredit upon the school, staff or other students.
- Misbehavior will necessitate disciplinary action from a teacher, an administrator and/or designee as established in the school's code of conduct.

Students At Camelback Academy Are Expected To:

1. **Show respect toward other students and all staff members**
 - a) Use of violence, force, and obscene language will not be tolerated
 - b) Obey the directions of all school staff members
2. **Remain concerned about the health and safety of everybody**
 - a) Running on the sidewalks is not permitted
 - b) No rough play during recess
 - c) Hitting or hurting someone will not be tolerated
 - d) No chewing gum or sunflower seeds
 - e) No spitting on sidewalks or playground
 - f) Bathrooms are kept clean, toilets and urinals are flushed and all toilet paper and paper towels are disposed of properly
3. **Dress Appropriately**
 - a) School uniforms must be worn at all times with the acceptable colors
 - b) The approved uniform for Camelback Academy must be worn at all time
 - c) School uniforms and dress down day clothes may not be over or under sized
 - d) Students are required to wear sneakers on all PE days
4. **Arrive on time and prepared to learn**
 - a) All students shall be at assigned area by 8:00 a.m. each school day
 - b) Students are expected to bring to school their homework, books, and other supplies everyday
5. **Care for all school property**
 - a) Defacement of any school property will require repair of the damage and/or monetary restitution to Camelback Academy by the parent or guardian of the student in accordance with Arizona State Law
 - b) Return all classroom library books when due and in the same condition received
 - c) Keep desks, chairs, books, and other school items clean and in good condition
 - d) All trash is thrown in trashcans in the classrooms and on the playground
6. **Care for Textbooks**
 - a) When students are issued a textbook, they are responsible for it until it is turned in to the teacher.
 - b) Any damage or loss is the student's responsibility.
 - c) Report cards and school records will be withheld until the damage and replacement fees have been paid.
 - d) Textbook prices range from \$5.00 to \$100.00 each.
7. **Comply with classroom rules**
 - a) As established by each grade level and/or teacher

Daily Schedule/Attendance

- 6:00 a.m. Morning Enrichment program starts. Any children arriving on campus before 7:30 a.m. will be sent to the Enrichment program and parents will be charged accordingly.
- 7:30 a.m. Children begin arriving for school.
- 7:55 a.m. First Bell
- 8:00 a.m. Second Bell

Grade	Recess Time	Lunch Time
K	9:55-10:20	10:20-10:40
1	10:20-10:45	10:45-11:05
2	10:45-11:10	11:10-11:30
3	11:10-11:35	11:35-11:55
4	11:35-12:00	12:00-12:20
5	12:00-12:25	12:25-12:45
6/7	12:25-12:50	12:50-1:10

- 2:30 p.m. Kindergarten - 3rd Grade Dismissal
Afternoon Enrichment begins
- 2:45 p.m. 4th - 7th Grade Dismissal
- 2:55 p.m. All children left on campus will be taken to the office & parent/guardian called.
- 3:00 p.m. Any children remaining on campus after 3:00 p.m. will be sent to the Enrichment program and parents will be charged accordingly.
- 6:00 p.m. Afternoon Enrichment ends

Attendance:

- Regular attendance and being on time are two things that help students have a good attitude towards school and achieve academic excellence.
- Absences and tardiness disrupt student's schedules, require readjustment to the class routine and slow down learning.
- By law, the parent/guardian is responsible for his/her child's attendance at school. Camelback Academy is required to report daily attendance and the reasons for absence.
- Whenever your child does not attend school or is tardy you will need to call the school office at (623)247-2204 and leave a message before hours, or give the reason of absence to the Attendance Clerk for recording.
- Any absence due to illness, accident, medical, bereavement, religious observance, or other circumstances with prior approval of school administration, will be excused provided a call is received by the school Attendance Office on the day of the absence.
- Academic grades may suffer as a result of excessive absences.
- Any absences not verified within 24 hours will be classified as unexcused.
- An absence without prior knowledge and consent of the parent/guardian, or which is in violation of state law and school procedure, will be classified as truancy.
- Unexcused/truant absences will result in loss of credit for class work for the hour(s) and /or day(s) of the absence.
- School discipline procedures for an unexcused absence/truancy will range from school detention programs, to suspension and/or referral to the appropriate authorities.
- Students who are absent or tardy without parental notification to the Attendance Clerk are considered unexcused. ***Please make your calls by 8:30 a.m., or as soon as possible.*** Make arrangements with the classroom teacher or notify the front office to pick up any schoolwork required for those days absent.

Late Arrival and Early Departure

The Arizona Department of Education has adopted new reporting procedures for absences. Please note the following time frames for $\frac{1}{2}$ day and full day absences.

Time procedures for Kindergarten students ONLY are as follows:

- 10:00 a.m. - 12:30 p.m. Kindergarten students arriving to school between 10:00 a.m.-12:30 p.m. will be counted $\frac{1}{2}$ day absent.
- 12:31 p.m. - 2:30 p.m. Kindergarten students arriving to school at 12:31 p.m. or later will be counted a full day absent.
- 8:00 a.m. - 12:30 p.m. Kindergarten students leaving before 12:30 p.m will be counted a full day absent.
- 12:31 p.m. - 2:30 p.m. Kindergarten students leaving after 12:30 p.m. and not returning for the rest of the school day will be counted $\frac{1}{2}$ day absent.

Time procedures for Grades 1-7 are as follows:

- 10:45 a.m. - 12:45 p.m. Students arriving to school between 10:45 a.m. - 12:45 p.m. will be counted $\frac{1}{2}$ day absent.
- 12:46 p.m. - 2:45 p.m. Students arriving to school after 12:45 p.m. will be counted a full day absent.
- 8:00 a.m. - 10:45 a.m. Students leaving school before 10:45 a.m., and not returning for the rest of the school day, will be counted a full day absent.
- 10:46 a.m. - 12:00 p.m. Students leaving school between 10:46 a.m. and 12:00 p.m., and not returning for the rest of the school day, will be counted $\frac{1}{2}$ day absent.

Daily Schedule/Attendance, con't.

Tardies:

- Students will be considered tardy if they are not in their seat by 8:00 a.m.
- Students arriving after the final morning bell must report to the office for a pass.
- Parents are responsible to assure promptness in arriving to school and to class on time.
- Tardiness to school will be excused only when accompanied with written/verbal notification from the parent/guardian or doctor.
- All other tardies will be classified as unexcused.
- Students arriving **after 10:45 a.m.** will be counted as $\frac{1}{2}$ day absent.
- The policy for absences and tardies are as follows:
 - (1) After the 3rd tardy, the Teacher will contact the parent.
 - (2) After the 5th tardy, the Principal will contact the parent.
 - (3) After the 10th tardy, a Parent/Teacher/Principal conference will take place for the purpose of determining if Camelback Academy is the best educational setting for the child.

Absences/Tardies:

- Camelback Academy's Governing Board and Administration recognize that the responsibility for school attendance rests with parents and students, with the school assisting them to fulfill that responsibility.
- Prompt, regular attendance, is not only required by law, it is the key to student success and progress in school programs.
- Students must maintain regular class attendance, as much of the classroom experience cannot be duplicated (i.e., benefits of lecture, discussion and participation.)
- The required attendance standard for promotion is 90% of the days of the school year.
- Excessive absences and tardies can severely affect your child's learning and progress in school.
 - (4) Excessive unexcused absences and/or tardies are an unacceptable occurrence at Camelback Academy.

Excused Absence

- Any absence due to illness, accident, medical, bereavement, religious observance, or other circumstance with prior approval of school administration, will be excused provided a call is received by the school office **on the day of the absence.**
- Written notification will be accepted by the homeroom teacher the morning following the absence.
- Academic grades may suffer as a result of excessive absences.

Make-Up Work

- When students are absent, it is their responsibility to talk with their teachers or obtain missed assignments. Students should get missed assignments completed and turned into the teacher immediately.
- Students are allowed time equal to their period of absence to submit makeup assignments, i.e.: one day absent equals one day for makeup.
- Parents of students absent for 2 or more days may call the school before 9:00 a.m. on the third day absent, and request to pick up assignments at school. The requested homework will be available after 2:30 P.M. in the main office.
- Homework for absences less than 3 days in duration will be handled by the teacher and student upon the student's return.

Unexcused Absences

- Any absence not verified within 24 hours will be classified as unexcused.
- An absence without prior knowledge and consent of the parent/guardian, or which is in violation of state law and school procedure, will be classified as truancy.
- Unexcused/truant absences will result in loss of credit for class work for the hour(s) and/or day(s) of the absence.
- School discipline procedures for an unexcused absence/truancy will range from school detention programs, to suspension and/or referral to the appropriate authorities.

Withdrawal From School

- Parents should notify the school office in writing or by phone, at least two days prior to the student's last attendance day.
- All textbooks, classroom library books, and materials loaned to the student must be returned.
- Items that are lost or damaged should be paid for before the student leaves school.
- All CSA and/or Food Services fees are to be paid before the student leaves school.
- Records will be held until fees or fines are satisfied.

Visitors

- We encourage parents and guardians to visit and take an active part in the education of their children.
- However, we request that you contact the classroom teacher at least one day before your planned visit.
- Please pre-arrange for conferences to be held before or after school. Our teachers have precious little time before and after school to prepare for their day and therefore, do not typically have time for unscheduled conferences.
- **State law requires ALL visitors to check in at the office each time they are on campus.**
- All visitors will be asked to show ID. A visitor's badge will be issued at that time and must be visibly worn at all times.

Volunteers:

- We welcome parent/guardian volunteers. They are an intricate fiber in weaving parent/guardian involvement with active education.
- All visitors and volunteers must check in at the front office each time they are on campus. In addition, volunteers must complete the volunteer form at the back of the Handbook prior to volunteering.
- You may arrange your volunteer schedule/assistance with the teacher ahead of time.

Telephone Usage:

- Students are permitted to use the telephone **ONLY IN CASES OF EMERGENCY**. At that time, they must secure a pass from their teacher to come to the office and make the call.
- If parents would like to talk with their child's teacher, they should call either before classes begin or after the children are dismissed.
- Parents may call during class hours and leave a message with the school office.
- The teacher will attempt to return the call the same day.

Arrival and Dismissal from School

Arrival - Please refer to the Traffic Pattern & Policies for entering & exiting campus & traffic policies

- **7:30am** - Playground supervision begins. Students may not arrive on campus prior to 7:30am.
 - Students arriving on campus prior to 7:30am are escorted to Before Care and the parents are charged a \$5.00 drop-in fee.
- Students may be dropped off in the designated drop-off/pick-up area which is located on the north parking lot ONLY.
- Students may not be dropped off on the south driveway, or any other area.
- Parents may park their vehicles and escort their students to the fenced areas. Students are not permitted to cross the parking lot or driveways alone and CA staff will not escort students.
- **8:00am** - School begins for all students K - 7.

Dismissal - Please refer to the Traffic Pattern & Policies for entering & exiting campus & traffic policies

- **2:30pm - Grades K - 3 are dismissed**
 - **Kindergarten students** - Parents will pick-up Kindergarten students in classroom w/ the exception of:
 - **Kindergarten students w/ siblings in grades 4 - 7**
 - Are escorted to Cafeteria by CA staff to wait until 2:45 dismissal w/ their 4-7 siblings
 - **Kindergarten students w/ siblings in grades 1 - 3**
 - Siblings in grades 1 - 3 are released to kindergarten classroom area for parent pick-up
 - **1st - 3rd Grade students**
 - Are escorted by their teachers to pick-up area located on north parking lot.
 - **1st - 3rd Grade students w/ siblings in grades 4 - 7**
 - Are released to cafeteria to wait until 2:45 dismissal w/ their 4-7 siblings
- **2:45pm - Grades 4 - 7 are dismissed**
 - **Grades 4 - 7** are escorted by their teachers to pick-up area located on north parking lot. Kindergarten - 3rd grade siblings join their older siblings at the pick-up area

*Students who are not picked up @ dismissal will either go to:

- CSA Enrichment, (fee based program - enrollment required)
- After-School Detention, (M, T, Th, ends @ 3:30)
- After-School Club (ends @ 3:30)

Arrival and Dismissal from School, cont.

All students are to be off campus no later than 2:55 p.m. unless special arrangements have been made with the office in advance. Students who remain on campus past 2:55 p.m. are required to come to the office and call home to arrange for a ride.

Repeated occurrences where a student(s) is not picked up in a timely manner can result in board action to remove the student(s) from school enrollment.

DROP OFF AND PICK UP - Please refer to the Traffic Pattern & Policies for entering & exiting campus & traffic policies

- Please remember to set a good example for our students when on campus to pick up or drop off your children.
- Please remember to be patient when picking up and dropping off your children.
- Please remember our staff is here to ensure the children's safety in the parking lot.
- Please adhere to Camelback Academy staff member's directions.
- Please be nice to our staff. Profanity and abusive language or gestures violate state law and will not be tolerated.

Arizona Revised Statute 15-507

A person who knowingly abuses a teacher or other school employee on school grounds, or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

Arrival and Dismissal from School, cont.

Walking on or off Campus:

All parents/guardians are required to drive their students to and from the school campus, regardless of their proximity to the school. Camelback Academy has a strict policy prohibiting students from walking to and from school to ensure the safety of all students.

If a parent faces a temporary transportation issue, CA Administration will issue a temporary walking variance. In all cases parents/guardians are required to walk their students to and from the school building. If a student is found to be walking alone, the variance will be immediately withdrawn.

We will have 12:00 early release days on October 7 & 8, March 10 & 11, and May 27. Lunch will not be served on these days. You will be notified via flyer and the monthly calendar, so please read information sent home on a regular basis.

If you need to pick up your child early from school, stop by the main office to sign your child out of class. Please do not go to your child's class to pick them up, our office staff will call their teacher and send them to the lobby. You may not pick your child up early without signing them out at the main office.

Teacher In-Service Days:

We will have 3 Teacher In-Service days on September 4, January 3, and February 18. School will not be in session these days.

Camelback Soccer Academy will provide child care from 7:00 a.m. -6:00 p.m. on Teacher In-Service days to students who are registered in the Extended Day program only. We will not accept students who are not registered and active participants in the Extended Day program. The fee for Teacher In-Service days are as follow:

- 4 hours or less - \$30.00/day
- More than 4 hours - \$80.00/day

We will NOT provide breakfast or lunch on Teacher In-Service days. We will provide a morning and afternoon snack.

AM/PM Enrichment Program

Camelback Soccer Academy offers a Before and After School Extended Day Program for grades K-7. CSA hours are:

- Before School: 6:00 a.m. - 7:30 a.m.
- After School: 2:30 p.m. - 6:00 p.m.

All students **must be** pre-registered in the Extended Day program to participate. Registration is continuous and can take place at any time during the school year. **We do want to stress that registration must occur before the services of the Extended Day program are utilized.** This applies to all areas of the Extended Day Program. For a comprehensive fee schedule for this program, please contact the school office at (623) 247-2204.

If your child is not registered for the program, they may not be brought to school prior to 7:30 a.m. If your child is not picked up by 2:55 p.m., then s/he will be sent to the office after school to wait until picked up by parent/guardian. If the situation arises where the child is dropped off early or not picked up at dismissal time, the school office will notify the parent/guardian. **If this occurs more than once, then the Principal will contact the parent/guardian to discuss the matter.**

Traffic Pattern and Policies

Camelback Academy has a defined, specific traffic pattern for all persons entering and exiting our campus. In order to ensure the safety of all stakeholders, we have developed a Traffic Pattern Policy designating how traffic should proceed through the campus roadways. Please read the Traffic Pattern Policy outlined below.

Entering Campus:

- All traffic entering the campus must use the east driveway only.
- Please exercise patience and caution when entering the campus. Do not drive your vehicle into the center turn lane before passing the west driveway, as this poses a traffic hazard for people exiting the campus.
- Please follow all directional signs and Traffic Directors on campus.
- Do not cut through parking lot in order to enter drop-off/pick-up area, follow the perimeter of the parking lot to enter the drop-off/pick-up area.
- The only permissible drop-off area is in the north parking area. Dropping students off on the south drive is strictly prohibited, as this is a moving lane. There are 2 lanes in the north parking area drop-off zone:
 - The right lane is for drop-off only. Please pull all the way forward when dropping off. In order to keep traffic flowing, follow the directions of the Traffic Director as soon as your children have reached the sidewalk.
 - The left lane is a drive-through only. Do not attempt to drop-off your children in this lane as they will have to cross moving traffic to reach the sidewalk.
- All Kindergarten students are to be walked and dropped off in the morning by an adult either at the Kindergarten playground, or classroom.
- If you park in the north or south lot, you must walk your child to the sidewalk. Children are not permitted to walk through the parking lot unattended by an adult. **Please watch your children closely** and only cross traffic in the designated areas monitored by Traffic Directors. They will stop traffic to allow for you to safely cross. We cannot ensure your safety if you cross in areas not monitored by staff.
- NEVER leave children unattended in your vehicle.

(Continued on next page for Exiting Campus)

Traffic Pattern and Policies, cont.

Exiting Campus:

Camelback Academy has a staggered dismissal and pick-up schedule. **Please read the schedule and procedures carefully.**

- **2:30pm – Grades K – 3 are dismissed**
 - **Kindergarten students** - Parents will pick-up Kindergarten students in classroom w/ the exception of:
 - **Kindergarten students w/ siblings in grades 4 – 7**
 - Are escorted to Cafeteria by CA staff to wait until 2:45 dismissal w/ their 4-7 siblings
 - **Kindergarten students w/ siblings in grades 1 – 3**
 - Siblings in grades 1 - 3 are released to kindergarten classroom area for parent pick-up
 - **1st – 3rd Grade students**
 - Are escorted by their teachers to pick-up area located on north parking lot.
 - **1st – 3rd Grade students w/ siblings in grades 4 – 7**
 - Are released to cafeteria to wait until 2:45 dismissal w/ their 4-7 siblings
- **2:45pm – Grades 4 – 7 are dismissed** - *Please do not pull into the pick-up lane before 2:45. You will be asked to move your vehicle if you are waiting for a 4-7 grade student or younger sibling.*
 - **Grades 4 – 7** are escorted by their teachers to pick-up area located on north parking lot.
 - **Kindergarten – 3rd grade** siblings join their older siblings at the pick-up area
- Please follow all directional signs and Traffic Directors on campus.
- All traffic exiting the campus must use the west driveway only.
- There are both eastbound and westbound exit lanes to assist exiting on to Camelback Rd. Please exercise patience and caution when exiting the campus.
- There are 2 lanes in the north parking area pick-up zone:
 - The right lane is for pick-up only. Please pull all the way forward when picking up. follow the directions of the Traffic Director as soon as your children are safely buckled in their seats.
 - The left lane is a drive-through only. Do not attempt to pick up your children in this lane as they will have to cross moving traffic to reach your vehicle..
- If you park in the north or south lot, you must walk to the sidewalk to retrieve your child. CA staff will not escort them to you. Children are not permitted to walk through the parking lot unattended by an adult. **Please watch your children closely** and only cross traffic in the designated areas monitored by Traffic Directors. They will stop traffic to allow for you to safely cross. We cannot ensure your safety if you cross in areas not monitored by staff.
- NEVER leave children unattended in your vehicle.

Arizona Revised Statute 15-507

A person who knowingly abuses a teacher or other school employee on school grounds, or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

Truancy Law/Statement

Arizona State Revised Statutes (A.R.S. 1-803) states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a good reason for not attending school. **If a parent fails to ensure that the child attends school, the law states that they are guilty of a class 3 misdemeanor.** When the parent does not provide a valid excuse for the child's absence on the day of the absence, the school attendance office may cite the student, parent, or custodian directly into court for violation of the state truancy law

1. As set fourth in the city truancy ordinance, after five unexcused absences, the minor child is "habitually truant", and the minor child's parent or legal guardian is in violation of the ordinance and *subject to prosecution for a class three misdemeanor*. (Absences are only considered excused if the parent notifies the school **that day** that the child is absent.)
2. Prior to the state filing charges against the parent for truancy violation, the city prosecutor is provided with the minor's attendance records. Thereafter, the parent is sent an advisory letter setting forth the allegation and the consequences. Therein is a requirement that the child be in school on or before a date specified.
3. The city prosecutor simultaneously forwards a copy the parent advisory letter to the school principal and the attendance office requesting notification if the parent falls short of the mandate and fails to send the minor child to school.
4. The school attendance office notifies the city prosecutor telephonically if the child is not in school on the date set forth in the advisory letter. The school attendance office and administration continue monitoring the attendance of the minor child. If a subsequent truancy occurs after the advisory letter, the city prosecutor files a long form complaint against the parent and minor child for violation of ordinance.
5. After five (5) excused or unexcused absences, a parent/principal conference will take place. The purpose of the conference would be to determine if there are extenuating (i.e. health, etc) circumstances for the absences. After ten (10) absences, a parent/principal conference will take place for the purposes of determining if Camelback Academy is the best place for the child.
6. After eighteen (18) excused or unexcused absences, the student will be referred to Administration and reviewed for possible retention.

Tardiness:

Being on time is an admirable quality.

If a student is late for arrival to class (after 8:00 a.m.) s/he must report to the office before going to the classroom. The student is considered unexcused unless the parent has notified the attendance office of the tardy in person or via telephone or note accompanying the child. Excused tardies require telephone call or note from parent.

City ordinances regarding attendance also apply to tardiness.

Personal Belongings

Personal Belongings:

All items such as water bottles, coats, lunch boxes, books, folders, bags, crayon boxes, jackets, etc., should be labeled with the student's name.

The following items ARE NOT permitted on campus or at any school activity:

- Cell phones, iPods, mp3 players, radios, CD players and CD's, hand-held game systems (PSP, Game Boy, etc), cameras, or other personal electronic equipment.
- Jewelry (K-5), toys, trading cards.
- Permanent markers
- Sunglasses worn indoors.
- Gambling games or devices
- Knives, chains, or firearms of any kind or size; or any instruments that could be used as a weapon or a simulated weapon.
- Cigarettes, matches, lighters, tobacco and any explosive device.
- Alcohol

Camelback Academy does not accept responsibility for theft, loss or damage to student's property. If a student is found with personal property, the item(s) will be confiscated and the parent notified. The 2nd offense will result in step 1 of the code of conduct.

Lost and Found:

Remember to label all items belonging to children with their first and last names. Lost items will be in a box labeled "lost and found". Lost and found items will be kept no longer than thirty (30) days. Items that are not claimed will be donated to a local charity.

Search and Seizure

1. Order, safety, and security are essential to a productive learning environment.
2. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search for and obtain the contraband from students or non-students if there is a reasonable suspicion that the student possesses such contraband.
3. Student desks, school textbooks, and library books are the property of Camelback Academy and remain, at all times, under the control of the school. However, the students are expected to assume full responsibility for the security and safekeeping of their desks, books, and other property and equipment.
4. Inspections of desks may be conducted by school authorities at any time without a search warrant or student consent.

Grades/Codes

Kindergarten – Second Grade report cards identify four levels of student performance:

ES	Exceeds Standards
MS	Meets Standards
AS	Approaches Standards
NM	Does Not Meet Standards

Third thru Seventh grade report cards use the following percentage scale to determine grades:

97% - 100%	A+	77% - 79%	C+
94% - 96%	A	74% - 76%	C
90% - 93%	A-	70% - 73%	C-
87% - 89%	B+	60% - 69%	D
84% - 86%	B	Below 60%	F
80% - 83%	B-		

Principal's List

- Grades 3-7: All "A's" only. No "NM's" – even in behavior
- Grades K-2: All "ES" only. No "NM's" – even in behavior
- Can not have a "needs improvement" marking
- No more than three (3) unexcused tardies and no unexcused absences.

Honor Roll:

- Grades 3-7: All "A's" or "B's" only. Must be 80% or above in each area (not an average.) No "NM's" – even in behavior
- Grades K-2: All "ES's" or "MS's" only. No "NM's" – even in behavior

PROMOTION/RETENTION STANDARDS

- In order to comply with the state law, Camelback Academy has established the following criteria for determining the promotion/retention of students.
- In grades K-7, the student shall be promoted if the student receives a teacher's recommendation for promotion.
- Recommendation is based on a data supporting student's achievement of the following criteria:
 1. Classes:
 - a. Students must pass all academic classes (passing is based upon a yearly average of 60% or better) in which they are enrolled to be promoted or to participate in the promotion ceremony.
 - b. Students who fail one academic class may be assigned to the next level
 - c. Failure in two or more academic classes/subjects may result in retention if determined by the ASSIST Team.
 2. Attendance:
 - a. The **MINIMUM** attendance standard for Camelback Academy is 162 of 180 days per year, or 90% of the days of the school year.

Extenuating circumstances will be considered on an individual basis.

- According to state law, each teacher shall make the decision for promotion or retention of students.
- All recommendations for promotion will be documented by the teacher.
- All recommendations for retention will be documented by the ASSIST Team.
- Recommendations that do not comply with the stated criteria must be substantiated by the ASSIST Team.
- If a parent or legal guardian chooses not to accept a promotion/retention decision of the teacher or ASSIST Team as provided by state law, the parent or legal guardian may request in writing that the Administration review the teacher's decision within five days.
- Participation in end of year activities including promotion and class rewards will be contingent on year-long maintenance of academic and behavioral standards.

Health Services

TOILET TRAINING

All students must be completely toilet trained prior to beginning school. This means they must be able to take care of all toilet needs. Disposable pull-up pants may not be worn.

In the event of an accidental wetting, children will be changed into dry clothes provided by the school. Please wash and return these clothes as soon as possible.

In the event of a bowel accident, parents will be called to change their child. In the event that a child is not toilet trained, the child will be placed on a waiting list until child is toilet trained. Child will only be enrolled if there is space available in the class.

As a safety precaution, staff members will wear latex gloves when dealing with any bodily fluids.

MEDICATIONS

Any over-the-counter product, including vitamins and throat lozenges must be dispensed through the Health Office and must have a prescription label, which can be obtained by a pharmacist. Parents must provide all over-the-counter and prescription products with the student's name written permanently on them. All medications are stored in a locked area. Medications will not be given without a signed permission form. Permission forms can be obtained from the Health Office. All medications will be administered at lunch with the exception of asthma, allergy and behavioral medication. If your student has known allergies, please provide the Health Office with either Benadryl or Epipen with a prescription label. For students requiring medication on a daily basis, Camelback Academy's policy requires that the Parent/Guardian, Health Assistant and Teacher collectively meet to discuss student's health, so we can meet the student's needs with understanding. Meetings can be held before or after school with prior arrangements. Please call the Health Office at (623) 247-2204 to schedule appointment.

1. Students are NOT PERMITTED to have any type of medication (including cough drops) in their possession while at school or attending school-sponsored activities.
2. The Student's EMERGENCY FORM must be kept current during the school year.
3. Verbal permission and hand written notes are not acceptable forms of permission. A signed consent form must be submitted to the Health Office before medication will be given.
4. The Health Aide must be immediately notified in WRITING of all changes in medication. A new consent form must be submitted within 24 hours.
5. Medication will NOT BE GIVEN if all requirements are not met.
6. When medications/supply refills are needed, the empty medication bottle or note will be sent home with the student.
7. For the safety of all students, parents are to transport medication to and from school.

HEALTH POLICY

In order to keep the spread of contagious diseases under control, it is requested that parents do not send their child to school if they show any signs of a cold or other communicable disease or head lice.

Parents must notify the school immediately if a child contracts a communicable disease. In the event of other illnesses, it is requested that parents notify the front office of the child's absence (623-247-2204).

HEALTH POLICY, CONT.

Students are not permitted to remain in the classroom if they show symptoms of influenza, inflammation, fever, rash, diarrhea, vomiting, pinworms, head lice, or if suspected of having a contagious or infectious disease or infestation. If your student becomes ill or shows symptoms of the above conditions, s/he will remain in the health office and the parent/guardian will be notified.

The control of communicable disease during the school year is a difficult challenge. **Please keep your child at home if s/he shows any of the following signs of illness:**

Restlessness during night	Fever	Runny nose/discolored nasal discharge
Sneezing and coughing	Rash	Sore throat
Nausea/vomiting/diarrhea	Headache	Red, watery eyes
Swelling of face/glands	Flushed face	

Please keep your child home for 24 hours following a fever over 100°, diarrhea, or vomiting. Additionally, if your student is exposed to a communicable disease, please notify the Health Office at 623-24/-2204.

Following is a list of common communicable diseases:

Chicken Pox	Impetigo	Head Lice	Scabies
Poison Oak	Ring Worm	Common Cold	Measles
Strep Infection	German Measles	Scarlet Fever	Athletes Foot
Meningitis	Poliomyelitis	Mumps	Pink Eye
Tuberculosis	Whooping Cough	Diphtheria	Infectious Hepatitis

EARLY DISMISSAL OF STUDENTS DUE TO ILLNESS OR INJURY:

When illness or injury occurs at school and remaining at school is not in the student's best interest, parents, legal guardians, or the designee will be contacted. *If you want the school to contact you in the event of ALL ILLNESSES AND/OR INJURIES, please notify the school administration in WRITING at the beginning of the school year.* Parents will be called in the event of any serious accident or illness. Students will only be released to parent/legal guardians or designee; every attempt will be made to notify parents first.

When illness or injury occurs, and it is determined that it is not serious and the student remains in school, notification of the parent/legal guardian will be at the school administration's discretion.

HEAD LICE:

Head Lice is a common occurrence in schools. The Health Office will conduct periodic checks, especially if a case has been identified. If your student contracts head lice, you will be given instructions on how to treat it. Your student will not be permitted to reenter school until there is evidence that the outbreak has been treated. The following are ways to avoid head lice: teach your family not to share headwear, caution when trying on or purchasing headwear.

SICK STUDENTS:

One sick student can potentially affect the entire student population and staff. It is important that all stakeholders do their part in keeping our school free from disease. All illnesses must be called into the health office. There are certain cases when the school is required by law to report certain diseases to the Department of Health Services.

HANDWASHING WITH SOAP:

Hand washing with soap is very important in killing germs. All students should wash hands before eating lunch. If a student has a common cold, cough, etc. they should wash their hands more frequently.

Videos

- Camelback Academy administration authorizes the utilization of movies and videos in the classroom with advanced notice. Videos shown will have an educational value by extending and reinforcing concepts taught in the classroom.
- Movies and videos that are rated PG or PG-13 are not shown in classrooms or at any school-sponsored event without approval from administration and signed permission slips by parents.
- Movies and videos that are rated R and MC-17 are not shown.
- Teachers will notify parents via permission slip, in advance of the title of the movie/video with a PG or PG-13 rating and date of viewing. Students will not be permitted to view PG or PG-13 movies or videos w/out a signed permission slip.
- Parents have the right to request that their child not view any movie or video.
- All movies and videos that deviate from the adopted curriculum must be approved in advance by the school administration.

Interviews

- **Child Protective Service (CPS) Workers**
 - Interview by Child Protective Services workers who are investigating abuse/neglect may be conducted at public schools.
 - The parent of a student who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interview.
 - School officials may be present at the interview only if it is necessary to the investigation.
- **Law Enforcement Officers**
 - In cases where students are interviewed for criminal investigations by law enforcement officers, the building administrators shall make reasonable efforts to notify the student's parent/guardian of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation.

Arizona Revised Statutes References (A.R.S.)

- **Abuse, Verbal Abuse** - A.R.S. § 15-507 Verbal Abuse (includes profanity) and Physical Abuse (assault) of a staff member is not permitted
- **Computer Tampering** — A.R.S. § 13-2316
- **Disorderly Conduct** — A.R.S. § 13-2904
- **Expel** — A.R.S. § 15-841
- **Hazing** — A.R.S. § 15-2301
- **Loitering** — A.R.S. § 13-2905
- **Suspension** — A.R.S. § 15-843
- **Tobacco** — A.R.S. § 36-798
- **Trespass** — A.R.S. § 15-841
- **Truancy** — A.R.S. § 802; § 803
- **Vandalism** — A.R.S. § 15-842
- **Weapons** — A.R.S. § 13-3102(11)

CAMELBACK ACADEMY

2010 - 2011 Student Uniform Policy

The parents, staff and Governing Board Camelback Academy support the establishment and enforcement of a uniform policy. It is their belief that a uniform policy assists in creating an environment conducive to a quality learning opportunity for the children that attend Camelback Academy. Parents enrolling their students in Camelback Academy agree to comply with the Uniform Code at all times.

UNIFORMS

Shirts for boys and girls

- All boys must wear either short sleeved or long sleeved polo shirts.
- Girls may wear either short sleeved or long sleeved polo shirts, or a short sleeve or long sleeve white plain, round collared (also called a "Peter Pan" collar) uniform blouse, in white, with white buttons down the front. (The blouse may not have lace, or trim of any kind.) The only color choice for this blouse is white.
- Both boys and girls, the only APPROVED polo shirt colors are burgundy (not red), navy blue, powder blue, soft yellow, white and hunter green.
- Shirts may **not** have logos, pockets or colored trim of any kind on the collar.
- Shirts are to be plain and pocket less.

Shorts and Pants for boys and girls

- The ONLY APPROVED COLORS are navy blue and khaki.
- The ONLY APPROVED STYLE of pants is chino-style. Pants with cargo pockets, zipper, labels, jean material, and "skinny" pants are not permitted.
- SHORTS AND PANTS for 3rd -7th grade students will have belt loops and **must** be worn with a black, brown, navy or khaki belt.
- Belts for K - 2nd grade students are optional.
- Plain, capri-length pants are acceptable for girls. **Cargo pockets, zippers, and labels are not permitted**

Skirts, Skorts and Jumpers

- The only APPROVED colors are navy blue and khaki.
- Uniform jumpers and skirts in approved colors **must** be worn with shorts underneath.

Outerwear

- Crew neck cardigan (button down the front), in navy blue or white, with no contrasting designs or trims is approved.
- V-neck cardigan (button down the front), in navy blue or white, with no contrasting designs or trims is approved.
- Crew neck pullovers in navy or white, with no contrasting design or trim are acceptable.
- V-neck pullovers in navy or white, with no contrasting design or trim are acceptable.
- The uniform jacket is a hooded jacket in a cotton sweatshirt material with a zippered front. Non-zippered hooded sweatshirts are not acceptable. Logos, contrasting designs, or trim are not acceptable. Approved colors for this hooded, zippered front jacket are navy blue, burgundy, hunter green, grey & white.
- Any appropriate jacket may be worn to school but only the approved sweaters or jacket may be worn in the classroom.

DRESS CODE

All clothes will:

- Be clean and neat
- Be the appropriate size (not skin tight or too large)
- Be free of logos, letters, numbers, icons or symbols
- Be free of pictures
- Not interfere with the educational process or present a safety hazard as determined by the CA Administration
- Have first and last names in clothing
- Any student who wears, carries, or displays gang clothing, drawings, pictures, or symbols, or paraphernalia, who exhibits behavior or gestures which symbolize gang membership, who causes and/or participates in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action.
- Displaying the numbers 13, 69, and 187 are considered gang symbols.

Uniform tops will:

- (May) have only a plain long sleeve shirt underneath in colder months
- Be tucked in at the waist at all times

Pants will:

- Be pulled up and snug above the hips
- Be no longer than just above the sole of the shoe
- Not be tights, stretch pants, "skinny" pants, blue jeans, cargo style or zippered pockets, athletic wear or loungewear
- Not display any logos

Shorts, skirts and skorts will:

- Be pulled up and snug above the hips
- **(must)** be worn with shorts underneath
- Be no shorter than the fingers when the hand is extended at the side while standing straight
- Be no longer than the top of the knees
- Not have cargo style or zippered pockets
- Not display any logos

Jumpers will:

- Be of the appropriate type
- **(must)** be worn with shorts underneath
- Be no shorter than the fingertips when the hand is extended at the side while standing straight
- Be no longer than the top of the knees

Jackets/ Coats/ Non-Uniform Sweaters/ Non-Uniform Sweatshirts will:

- Be removed when entering the Classroom
- Be restricted to school appropriate designs that are not vulgar, violent, obscene, or gang related
- Not interfere with the educational process or present a safety hazard as determined by the CA Administration

Jackets/ Coats/ Sweaters/ Sweatshirts worn inside will:

- Be school approved styles and colors only
- Be free of letters, numbers, icons, and symbols and will not display any logos

Jewelry/Piercings will:

- Be kept to a minimum
- Not include any piercing of body parts other than the earlobe
- Not include gauging of the earlobe. Spikes and gauge-type earrings are not permitted.
- Not include large hoop or dangle style earrings
- Include only appropriate neckwear, bracelets, belts and sweatbands
- Not include sunglasses indoors
- Not interfere with the educational process or present a safety hazard as determined by the CA Administration

Make up:

- Will not be allowed for grades K-5
- Will be kept to a minimum for grades 6-7

Footwear will:

- Be required at all times
- Not include shoes or sandals with open backs or toes due to safety concerns. Sneakers are the only acceptable shoe type for PE days. Students will lose participation points for not wearing proper shoes on PE days.

Hair will:

- Not be an extreme style (including tails, mohawks, "faux-hawks", engraving, "extreme grooming")
- Only natural hair colors
- Not interfere with the educational process or present a safety hazard as determined by CA Administration

Headwear will:

- Only be worn outside the building(s)
- Be restricted to school appropriate designs that are not vulgar, violent, obscene, or gang related
- Not to include "do-rags", bandanas or sweatbands
- Not interfere with the educational process or present a safety hazard as determined by CA Administration

Tattoos and Body art will:

- Not be allowed (including permanent, temporary, henna, or any other types of tattoos or body art)
- Temporary tattoos or body art will be washed off immediately
- Permanent and henna tattoos or body art will be covered at all times.

Backpacks / Binders will:

- Be free of patches and any student writing
- Be free of logos, symbols or pictures that represent something illegal, violent, illicit or suggestive.
- Displaying the numbers 13, 69, and 187 are considered gang symbols.
- Subject to search by any CA employee at any time, with or without warning
- Not interfere with the educational process or present a safety hazard as determined by CA Administration

UNIFORM POLICY VIOLATIONS

- All uniform policy violations will result in consequences associated with Camelback Academy's student code of conduct, including not being allowed to return to the classroom until in compliance with the dress code.

Acceptable Use of Computers

The following behaviors are not permitted and will result in disciplinary consequences:

1. Sending, accessing, downloading, or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, or attacking others.
4. Damaging computers, systems, or networks.
5. Violating copyright laws and regulations.
6. Using passwords other than your own.
7. Sharing passwords with others.
8. Trespassing in other's folders, work or files
9. Employing the network for commercial purposes.
10. Providing personal information about myself or others (i.e. names, addresses, phone numbers, card numbers, etc.)
11. Plagiarism. (Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.)
12. I will not attempt to destroy data by spreading viruses or by any other means.
13. I will not use the Internet/computer or engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.)
14. I will not attach any other device (i.e. External disk, printer, or video system) to the school's equipment without prior approval.
15. If I mistakenly access inappropriate information, I will immediately tell a teacher so that they will know that I did not intentionally access the information, otherwise I could face possible consequences.

Consequences

1. Violations of the above may result in a loss of Internet access.
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal.
3. When applicable, law enforcement agencies will be involved.

Volunteer Form

At Camelback Academy we love volunteers! If you are interested in volunteering in your child's classroom or for a school-related event, please complete and sign the form below and return to your child's teacher. Thank you for your support!

Name: _____
Home Phone: _____
Work Phone: _____

Children Enrolled

Name: _____ Teacher: _____
Name: _____ Teacher: _____
Name: _____ Teacher: _____

Hours of Availability

Monday: _____
Tuesday: _____
Wednesday: _____
Thursday: _____
Friday: _____

Volunteer Policies and Procedures

- Only parents and guardians are permitted to volunteer at Camelback Academy. No siblings, family, friends, extended family or "significant others" are permitted to volunteer.
- Volunteers are to pre-arrange times with teachers in order to allow teachers time to prepare work for volunteers.
- Volunteers are to sign-in at the attendance office and receive a visitor's badge when arriving on campus. Likewise, they are to sign-out and return badge prior to leaving campus
- Camelback Academy expects all parent volunteers to model excellent character at all times. This extends to dress. All volunteers are to dress appropriately when volunteering on campus or at school related events. Halter tops, tank tops, short skirts and shorts, exercise apparel are not considered acceptable dress.
- Regular volunteers are required to submit a fingerprint and background check clearance card fro processing to the Administration prior to volunteering.
- Smoking, drug use and alcohol consumption are strictly prohibited on campus or school-related events.
- Camelback Academy expects all volunteers to fully comply with all policies and procedures set fourth by the Administration and Governing Board. Camelback Academy reserves the right to remove volunteers due to non-compliance.

I have read the Camelback Academy Handbook and Volunteer Policies and Procedures. By signing below, I agree to fully comply with all policies and procedures set fourth by Camelback Academy.

Name

Date

Internet Agreement

This Agreement must be signed before the student may access the internet. When signed, it becomes a legally binding contract.

Student Section:

Student Name: _____ Grade: _____

School: Camelback Academy Birthdate: _____

Student ID: _____

I have read the "acceptable use of computers" and agree to abide by them. I understand that if I violate the terms and conditions, my privileges can be revoked and I may face other disciplinary and/or legal consequences.

Student Signature: _____ Date: _____

Parent or Guardian Section:

I have read the "acceptable use of computers" and have discussed them with my child. I give Camelback Academy permission to allow my child to use the Internet.

I release Camelback Academy and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

I have instructed my child regarding any restrictions I wish to impose against accessing materials that are in addition to the restrictions set forth in Camelback Academy's rules and regulations. I have emphasized to my child the importance of following the rules for personal safety. I accept full responsibility for supervision if and when my child's use of the Internet is not in a school setting.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ Date _____

Home Address _____ Phone _____

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER

Playground Agreement

I have read the Playground Rules and agree to comply with all the rules written. I agree to be a child of character by following all rules on the playground.

Student Signature _____

Parent Signature _____

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER

Handbook Agreement



Camelback Academy
7634 W Camelback Rd.
Glendale, AZ 85303
(623) 247-2204

August 2010,

I have read the guidelines for students' responsibilities found in the Camelback Academy parent/student handbook and have discussed them with my child.

Parent's Signature: _____

Student's Signature: _____

Date: _____

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER

Teacher Qualifications

Camelback Academy is proud to employ a staff of experienced, excellent, and/or Highly Qualified Teachers.

State law requires Arizona Public Schools to inform parents of their right to view Teacher Resumes. If you desire to view a Teacher Resume, please make an appointment with the school secretary.