

# **EARLY CAREER ACADEMY**

2016 – 2017

Parent / Student Handbook

5005 S. Wendler Dr.

Tempe, AZ 85282

[www.ECA-AZ.org](http://www.ECA-AZ.org)

Si necesita una traducción de este document en espanol, favor de llamar la oficina de la escuela.

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# School Overview

## **Mission:**

The Early Career Academy (ECA) is committed to offering high school students the opportunity to pursue a quality tuition-free, technology-focused education leading to a high school diploma and the potential to earn an associate degree. The curriculum is designed to help our students prepare for active participation in today's world through rigorous, relevant and engaging project-based learning.

## **Vision:**

ECA's vision is to serve as a positive contributing force in driving the future of education by accelerating the number of college-bound or career-ready individuals who will contribute to our communities and our economy. ECA students will develop practical skills and knowledge to actively participate in the global competitive workforce.

## **About Us:**

The Early Career Academy

- provides a small classroom environment which promotes diversity, inclusion and the pursuit of each student's academic success;
- teaches problem-solving skills, higher-order thinking and creativity in tandem with technical knowledge; and
- offers a structured daily schedule that includes additional study and resource time, and collaboration with the staff and peers, in classroom and laboratory settings.

## **Notice of Non-discrimination**

- ECA does not discriminate on the basis of race, color, gender, sex, gender identity, disability, religion, ancestry, national or ethnic origin, age, or any characteristic that is legally protected under applicable local, state or federal laws in the administration of its educational policies, behavior policies, admissions policies, scholarship and loan programs, food service and athletic, or other school-administered programs.
- ECA abides by the U.S. Department of Education Office for Civil Rights, Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), the Age Discrimination Act of 1975, and the Americans with Disabilities Act (42 USCS § 12101,et.seq.) and all other Federal Civil Rights Acts. (See Appendix 1 for 504 Documents)

The following person has been designated to handle inquiries regarding Early Career Academy's non-discrimination and Federal compliance policies:

Executive Director, Early Career Academy  
5005 S. Wendler Dr., Tempe, AZ 85282  
[DBender@earlycareeracademy.com](mailto:DBender@earlycareeracademy.com)  
602-734-7364

### **Anti-Harassment – Title IX**

It is the policy of the Early Career Academy that discrimination on the basis of sex, including sexual harassment of student or applicants to the school, in any form is unacceptable conduct which will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, request for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature, including sexual violence. No student, applicant, teacher, or other employee of Early Career Academy shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's admission, grades, studies or educational experience at ECA. Similarly, no teacher or other employee of ECA shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of discrimination and harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (i) unreasonably interfere with a student's education at the school or a student's admission to a program offered by the school; or (ii) create an intimidation, hostile or offensive learning environment for students.

Any student who believes he or she has been subjected to discrimination, including sexual or other harassment, (by an employee, another student, or a third party) is encouraged to report the incident(s) to school officials. Early Career Academy is committed to conducting a prompt investigation. Students and/or parents may file a complaint by contacting any member of school leadership, including the Executive Director, a counselor, a teacher, or the school's Title IX Coordinator. Complaints may be made verbally, in person or by phone, or in writing by email or mail, or by submitting the complaint in writing and hand the document to one of the people listed above.

Certain members of the school's leadership team and the Title IX Coordinator are responsible for investigating these complaints. Investigations will be launched immediately upon the filing of a complaint, and will be completed promptly. Both parties will be notified in writing of the outcome of the investigation. Investigations and determinations will be based on a preponderance of evidence in accordance with federal requirements. Appropriate disciplinary sanctions of individuals who engage in harassment will be implemented, and may include suspension or expulsion of a student and suspension and/or termination of an employee.

Students or employees who retaliate against individuals who report discrimination and harassment will be promptly disciplined. The school's Title IX Coordinator will be responsible for ensuring that the school complies with and carries out its responsibilities under Title IX, including investigation of complaints alleging noncompliance with Title IX. Please refer questions about this policy to:

Executive Director/Title IX Coordinator  
5005 S. Wendler Dr., Tempe, AZ 85282

[DBender@earlycareeracademy.com](mailto:DBender@earlycareeracademy.com)  
602-734-7364

Inquiries may also be made to the regional office of the Office for Civil Rights:

U.S. Department of Education, Office for Civil Rights, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204, Telephone: (303) 844-5695, Facsimile: (303) 844-4303.

**Board of Directors**

ECA is governed by a Board of Directors. A biography of each board member can be found on the ECA website: [www.earlycareeracademy.com](http://www.earlycareeracademy.com). The Board of Directors meets regularly, and these meetings are open to the public, unless the Board of Directors is meeting in a lawfully convened executive session. Dates, times and locations for Board of Directors meetings are posted on the ECA website.

**School Leadership**

The Executive Director is responsible for ECA's day-to-day operations. A biography for the Executive Director can be found on the ECA website.

**Parent Access to Instructor Resumes**

Pursuant to A.R.S. 15-183.F, ECA keeps on file the resumes of current and former instructors. Resumes are available for parent review upon written request (preferably email) to ECA's Executive Director.

**School Closing Information**

In the event of severe weather or any other emergency, the school will issue announcements when school is canceled or delayed to one or more local television stations. For specific information please refer to the school website [www.earlycareeracademy.com](http://www.earlycareeracademy.com).

School Calendar

## Early Career Academy School Calendar 2016-2017

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	<del>12</del>	<del>13</del>	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

  

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	<del>5</del>	6	7	8	6	7	8	9	10	<del>11</del>	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	<del>15</del>	<del>16</del>	17
16	17	18	19	20	21	22	20	21	22	23	<del>24</del>	<del>25</del>	26	18	19	20	21	<del>22</del>	<del>23</del>	24
23	24	25	26	27	28	29	27	28	29	30				25	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	31
30	31																			

  

January							February							March								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
1	<del>2</del>	<del>3</del>	<del>4</del>	5	6	7					1	2	3	4					1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
15	<del>16</del>	<del>17</del>	18	19	20	21	12	13	14	15	16	17	18	12	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	18		
22	23	24	25	26	27	28	19	<del>20</del>	21	22	23	24	25	19	20	21	22	23	24	25		
29	30	31					26	27	28					26	27	28	29	30	31			

  

April							May							June							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1			1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	<del>17</del>	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	<del>29</del>	30	31				25	26	27	28	29	30		
30																					

  

Key		Blue Day (academics)	Parent/Teacher Conferences	Last day for Teachers
<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Trimester Start	<span style="color: red;">Federal Holiday</span>	<span style="background-color: #FFDAB9; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Progress Reports	<span style="background-color: #A9A9A9; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Early Release	<span style="border: 2px solid purple; display: inline-block; width: 15px; height: 10px;"></span> Student Orientation
<span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Trimester End	<del>No School</del>	<span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Teacher Prof. Dev	<span style="background-color: #800080; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Graduation	

  

Important Dates					
Jul 20	Teachers Report	Nov 7	Beg of Trimester 2	Feb 20	President's Day
Aug 8	First Day of School	Nov 11	Veterans Day	Feb 21	Beg of Trimester 3
Sep 2	Early Release/TPD	Nov 23-25	Thanksgiving Holiday	Mar 10-17	Spring Break
Sep 5	Labor Day	Dec 14-16	P/T Conferences	Apr 3-5	P/T Conferences
Sep 12-14	P/T Conferences	Dec 21	Early Release	Apr 14	Early Release
Oct 7-11	Fall Break	Dec 22-Jan 4	Winter Break	Apr 17	Easter Monday Holiday
Oct 11	Teacher PD	Jan 16	MLK Day	May 26	Last Day of School
Nov 4	End of Trimester 1	Feb 3	Early Release/TPD	Jun 1	Graduation
		Feb 17	End of Trimester 2	Jun 9	Last Day for Teachers

School Events

Additional events may be scheduled throughout the school year. These events will be communicated by the Executive Director.

## **McKinney-Vento Education of Homeless Children and Youth Assistance Act**

The McKinney-Vento Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. ECA's liaison for students in homeless situations is Debra Bender, 602-734-7364, dbender@earlycareeracademy.com. The liaison will help to identify homeless students, ensure that they have the right to immediate enrollment, school selection, remain enrolled in their school of origin, and participate in programs for which they are eligible, transportation assistance and dispute resolution.

If you have questions or concerns, please contact the Executive Director at Early Career Academy.

## **Child Abuse Reporting**

As a school, we are required by State Law, ARS 13-3620 to submit a report of any suspected child abuse or neglect to Department of Child Safety (DCS) or Law Enforcement Authorities who handle all investigations. These reports are confidential, between ECA and DCS or Law Enforcement. All questions or requests for information should be directed to DCS or Law Enforcement.

## **Attendance Policy**

Regular and consistent attendance is a critical component of academic achievement. ECA students are expected to have regular and punctual attendance. Each student is required to be on campus during the entire school day. If a student will be absent, the student's parent or legal guardian should call (602) 437-7525 by 8:15 a.m. to inform the school of the absence and reason.

### **Excused Absences**

Excused absences are defined as legitimate reasons for being out of school. Pursuant to A.R.S. 15-802.D, legitimate reasons include:

- The student is in such physical or mental condition that instruction is impracticable.
- The student has presented reasons for non-attendance that is satisfactory to the school's Executive Director.
- The student is over 14 years of age and is employed, with the consent of the person who has custody of the student, at some lawful wage earning occupation.
- The student is enrolled in a work training, career education, career and technical education, vocational education, or manual education that meets the educational standards established and approved by the Arizona Department of Education.
- The student is suspended or expelled from school.

### **Unexcused Absences**

- An unexcused absence is any absence that is not excused.

### **Habitual Truancy and Excessive Absences – A.R.S. 15-803**

- Students are considered habitually truant if they are truant for at least 5 school days within a school year.
- Students are considered excessively absent when the number of absent days exceeds 10% of required attendance days.
- Students who are 16 years of age or younger who are habitually truant or excessively absent may be adjudicated an incorrigible child as defined in A.R.S. 8-201.

### **Off-Campus Excused Absences**

- Students with internships will be marked Off-Campus Excused, an attendance code that counts the students as present for purposes of school attendance.
- Field trips are considered part of the school experience and will be coded for attendance purposes as off-campus excused.

### **Chronic Absenteeism**

- Students who miss 10 days of school or 10 periods of any class for any reason, excused or unexcused, will have their absences reviewed by the Executive Director in cooperation with the Guidance Office and the Board of Directors. Families will receive written and verbal notification of student absences prior to this review. Possible outcomes include parent-student Intervention, forfeiture of credit for the semester, referral to the Department of Child Services for educational neglect, suspension, expulsion, and/or any other actions deemed appropriate and necessary by ECA.

### **Tardiness**

It is essential that all students be in their classroom and prepared to receive instruction at the scheduled start time. Tardiness may be recorded in the student's attendance record. Students who are repeatedly tardy to school and/or class may be subject to disciplinary action.

### **Excused Tardy**

An excused tardy is issued for students who are late to class because they were unable to reach class on time due to appointments or meetings with school personnel or the parent has corresponded appropriately with the school. A written note prepared by the office will be sent with the student returning to class.

### **Sign In Process**

Any student, regardless of age, who resides in the same house as his/her parent or guardian will receive an excused tardy if correspondence from the parent or guardian is received by 8:15am. Acceptable forms of correspondence include: calling, emailing or physically signing the student in.

### **Transportation Tardy**

Recognizing the unknown and uncontrollable variables can occur, students with legitimate reasons for being tardy to school may receive an excused transportation tardy, which may include:

- Late bus for normal route, accident on bus route, or mechanical failure (verified with Valley Metro or other service)
- Motor vehicle mechanical failure or accident
- Severe, unforeseen, and unavoidable traffic or accidents (such as flooding and other natural disasters)

**There is a maximum limit of not more than three excused tardies per trimester.**

### **Unexcused Tardy**

**An unexcused tardy is any tardy that does not fall under the above definition of excused tardy.**

### **Closed Campus**

ECA is a closed campus. Once the student arrives on school grounds, regardless of the time, the student is not allowed to leave until dismissed by faculty, staff, and/ or administrator. Students who violate the closed campus policy may be subject to search, detention, suspension, and/or a Discipline Hearing as deemed appropriate by ECA administrators.

### **Parking Lot Visitation**

Students may not return to their cars or the parking lot during lunch or any other part of the day for any reason, without express permission of the Executive Director or designee. Students are expected to bring all items needed for the day into the building upon arrival.

### **Leaving School Prior to the End of the School Day**

No student is permitted to leave school at any time without prior administrative approval. Parents/Guardians/ Students 18 or older must submit a written request or call the administrator or counselor if a student needs to be released prior to the end of the school day.

Parents/Guardians will need to show identification at the school office to sign students out of the school.

### **Skipping School**

Skipping school occurs in two separate instances:

- a) when a student who is present at school is later absent from class and/or leaves the campus without permission from the administrator; or
- b) when a student who was sent/dropped off by a parent/guardian to school does not arrive to class.

Students who are skipping school will be assigned detention, while additional consequences may include, but are not limited to, suspension and/or Discipline Hearing as deemed appropriate by the administrator.

### **Hall Passes, Bathroom Passes, Nurse Passes**

A pass is required any time a student is not in class. No student should be out of a classroom without an appropriate pass.

Warnings will be given to students without passes. If a student develops a habit of being out of the classroom without a pass, then the student will be given detention, or other actions as deemed appropriate by the Executive Director will be considered.

### **Morning Arrival**

Students should not be on campus prior to 7:30 a.m. Students arriving between 7:30 and 8:00 a.m. are expected to remain in the common area near the Learning Resource Center (LRC), reporting to homeroom at 8:00 a.m.

### **Afternoon Departure**

Students must depart or be picked up within 30 minutes of dismissal time unless they are staying for an after school activity or are working in the Learning Resource Lab. All students are expected to depart no later than 4:00 p.m. each school day.

## **Parent/Teacher Conferences**

Formal parent/teacher conferences will be held each trimester during the school year to facilitate open communication between parents and teachers. These conferences are intended to keep parents up to date on student progress.

## **Report Cards & Progress Reports**

Student report cards will be mailed directly to parents at the end of each trimester. Mid-trimester progress reports will be made available during and after Parent/Teacher Conferences.

## **Recognition of Student Achievement**

ECA believes in celebrating student achievement. The school will recognize high academic achievement (Average GPA of 3.0 and above) and attendance each trimester and a student's overall academic success at graduation. Students receive recognition for being present and on time for 90% or more of all individual class periods, including homeroom.

### **Student Honor Roll Criteria**

<b>Trimester GPA</b>	<b>Recognition Level</b>
3.0 – 3.49	Merit Honor Roll

3.5 – 3.99	Distinguished Honor Roll
4.0	Exemplary Honor Roll

## Graduation Requirements

Students must meet the State’s graduation requirements in order to be eligible for a high school diploma. At the current time, students must 22 total credits (4 English, 4 Math, 3 Science, 3 Social Studies, 8 Elective/Career and Technical Education (CTE) to earn a high school diploma and award of an Associate of Science degree. An Associate’s degree will be awarded to each student who satisfactorily completes all required courses in the program plan with at least a 2.0 grade point average per course. Please see the Career and Guidance Counselor for more information regarding high school graduation and Associate’s degree requirements.

### **Transferability of Credit**

College level credits earned at ECA are unlikely to transfer to other post-secondary institutions.

## Safety

Student safety is a top priority at ECA. -The ECA Emergency Plan is maintained and updated each year.

### **Fire and Emergency Drills**

A.R.S. 15-341 requires each school to have an emergency response plan based on the minimum requirements established by the Arizona Department of Education and the Arizona Division of Emergency Management. Emergency response drills, including lockdown, shelter-in-place and evacuation, must occur twice annually.

For all drills, there will be a specific sound associated with the type of emergency.

### **Crisis Management**

The ECA Crisis Management team will be activated when there is a natural disaster, a serious accident, an act of violence, or the death of someone connected to the school.

## School Health & Medical Services

The school nurse is responsible for developing and implementing Early Career Academy's health education program, monitoring and implementing a system for the provision of health services and emergency nursing care of students, maintaining a school health record for each student, monitoring immunization requirements mandated by the State Department of Health, providing daily medical assistance as needed, and making referrals where appropriate. The nurse also provides nursing care for students with chronic medical conditions by creating and maintaining individual care plans. The school nurse will educate school staff regarding specific daily and emergency medical requirements for students. Parents/guardians are responsible for keeping their student (s) information current. School health record and should be reviewed on a yearly basis or as changes to a student's health occurs. Please contact the school nurse if your student will require a care plan.

### Illness

Students who are ill with any of the conditions listed below should not return to school until the doctor gives permission to do so:

- Conjunctivitis (Pinkeye) - inflammation of the eye lining. A student with either viral or bacterial conjunctivitis will be sent home. The student may return to school after antibiotic treatment has begun and the eyes are clear.
- Head Lice - A student must be treated with pediculicide shampoo and he or she can return to school once all nits (lice eggs) have been removed from the hair. The student's return will require clearance from the school nurse.
- Fever - temperature of 100°F or above. Student may return to school if there has been no fever in the preceding 24 hours.
- Mononucleosis - can be determined by diagnostic lab tests. Student may return after acute symptoms have disappeared. Please inform the school of any physical restrictions on activities.
- Strep Throat - can only be diagnosed with a throat culture. Student may return to school 24 hours after antibiotic treatment has begun and if there has been no fever for the preceding 24 hours.
- Any other disease that has been deemed contagious by a physician.

Please keep your contagious student at home until symptoms have subsided and student has recovered.

### Visit to Nurse

Students who are ill may visit the nurse with a pass provided by the teacher. A daily log is kept of students' reasons for visiting the clinic and the treatment provided. The guidelines set forth by the Arizona Department of Health Services for School Personnel is followed by the school in determining exclusions, restrictions, and control measures for students and their illnesses. When revisions to these guidelines occur during the school year, parents and guardians will be notified immediately.

To safeguard our students, all medication, both prescription and non-prescription, must be transported to school or school functions by a parent/guardian, or an adult appointed by the parent/guardian, in

writing. Students may be given medication on campus according to the specifications outlined and signed on the medical information form completed as part of their enrollment. In addition, all medications must be in the originally labeled container (including inhalers) ,be labeled with the student’s name, medication name, and directions for dispensing the drug, and must be written by a physician, dentist or nurse practitioner licensed to practice in the United States. Only students who have valid medical authorization and parent/guardian permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Any unused medication which is unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. It is the responsibility of the parent/guardian to pick up the medication when the medication is no longer required (if used on a short term basis) or prior to or on the last day of the school year.

### **Student Possession and Self-Administration of Medicine in School**

If the requirements of Arizona laws and ACA are met, a student with diabetes or asthma or students who has been diagnosed with anaphylaxis by an authorized health care provider may possess and self-administer medication for the medical condition. More information and the required authorization forms are available in the school nurse’s clinic. Authorization forms must be submitted annual.

### **Transport of Medications from School by Students**

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent/guardian; or
2. an individual who is:
  - a) at least eighteen (18) years of age; and
  - b) designated in writing by the student’s parent/guardian to receive the medication.

Early Career Academy may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student’s parent/guardian provides written permission for the student to receive the medication.

**Note:** For all medication to be given during school hours, please complete the form that follows.

**EARLY CAREER ACADEMY SCHOOL MEDICATION ADMINISTRATION AUTHORIZATION FORM**

**This authorization is valid only for school year 2016-2017.**

**Prescriber's Authorization**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Condition for which medication is being administered: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Time/frequency of administration: \_\_\_\_\_ If PRN, frequency: \_\_\_\_\_

If PRN, for what symptoms: \_\_\_\_\_

Other medications: \_\_\_\_\_

Relevant side effects:  None expected  Specify: \_\_\_\_\_

Medication shall be administered from: \_\_\_\_\_ to \_\_\_\_\_

Prescriber's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Original signature or signature stamp ONLY)

**PARENT/GUARDIAN AUTHORIZATION**

I/We request designated school personnel to administer the medication as prescribed by the above prescriber. I/We certify that I/we give legal authority to Early Career Academy to consent to medical treatment for the student named above, including the administration of medication at school. I/We understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded. I/We hereby waive any claims against Early Career Academy, its employees, agents, representatives, directors, and affiliates related to the administration of this medicine and for consent of medical treatment, except for claims based on acts.

- Prescription medication shall have the pharmacy label indicating the Physician's name, student's name and strength of the medication.
- Medication shall be given to the student listed on the label only and will be given in accordance to the label instructions.
- Medication must be in its original container.
- Dosage for non-prescription medicine shall not exceed the label instructions for the particular age of the student.
- No student will be allowed to take medicine without supervision.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

I/We authorize the school nurse to communicate with the student's teacher, physician or other health care provider, and necessary school staff about my child's health condition and the action of the medicine as allowed by HIPAA. I/We certify that I/we are the parent(s), legal guardian(s), or other person(s) in legal control of the above identified student and that I/we have read and understand the information within this authorization.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**EARLY CAREER ACADEMY SELF CARRY/SELF ADMINISTRATION OF MEDICATION  
AUTHORIZATION/APPROVAL**

**This authorization is valid only for school year 2016-2017.**

Self-carry/self-administration of medication (including **emergency medication**) may be authorized by the prescriber, by the parent or guardian, and must be approved by the school nurse according to the School Nurse Program medication policy.

**Prescriber's Authorization**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Condition for which medication is needed: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Time/frequency of administration: \_\_\_\_\_ If PRN, frequency: \_\_\_\_\_

If PRN, for what symptoms: \_\_\_\_\_

Other medications: \_\_\_\_\_

Relevant side effects:  None expected  Specify: \_\_\_\_\_

Medication shall be administered from: \_\_\_\_\_ to \_\_\_\_\_

I affirm the following:

- The student identified above has an acute or chronic disease or medical condition for which I have prescribed medication;
- The student identified above has been instructed in how to self-administer the medication and demonstrates the proper technique;
- The nature of the disease or medical condition requires emergency administration of the medication;
- The student identified above may carry and self-administer the above named medication during school hours and at school activities;
- The student identified above shows capability to possess and self-administer the above medication.

Prescriber's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Original signature or signature stamp ONLY)

**PARENT/GUARDIAN AUTHORIZATION**

I/We certify that I/we are the parent(s), legal guardian(s), or other person(s) in legal control of the above identified student and that I/We affirm the following:

- The student identified above may carry and self-administer the above named medication during school hours and at school activities;
- I/We will supply additional emergency medication to be kept in the school clinic in case the child fails to have the self-carry medication.
- I/We hereby waive any claims against Early Career Academy and its employees, agents, representatives, directors, and affiliates related to any injury arising from the self-administration of medication by the student identified above outside the supervision of the School RN.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

School RN approval for self-carry/self-administration of medication: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Authorization reviewed by the school RN (Signature): \_\_\_\_\_ (Date) \_\_\_\_\_

## Student Code of Conduct

Each student must conduct himself or herself in accordance with the school's rules, regulations, policies and procedures as stated in this handbook.

This Student Code of Conduct is applicable to all ECA students: (1) on school property at any time, (2) during and immediately before and after any school activity at any location, and (3) traveling to and from the school or to and from a school activity or any other location where the school is exercising jurisdiction over student conduct. Any student who engages in any of the following types of misconduct will be subject to discipline by the school, which may include, without limitation, detention, suspension, expulsion .

- a. Excessive tardiness or absences....
- b. Threat to an Educational Institution....
- c. Physical or verbal abuse, bullying (and cyberbullying), intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Bullying is defined in state law as overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. The prohibition on bullying also applies whenever a student is using data or computer software that is accessed through a computer, computer system, or computer network. This rule may be applied regardless of the physical location in which the bullying behavior occurred whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of Early Career Academy; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
- d. False report of bullying.
- e. Aggressive behavior and fighting.
- f. Threatening another person with bodily injury.
- g. Deliberate or careless endangerment; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in any emergency; possession or use on school premises or at organized school activities of any firearm (except for law enforcement officers who are required to carry a firearm at all times and who have notified the Executive Director of, and documented that requirement), taser, knife, any kind of gun, other weapon or look-alike, explosive or fireworks.
- h. Failure to report knowledge of a deadly or dangerous weapon or threats of violence.
- i. Obstruction or disruption of any regular school activities, including, without limitation, teaching, research, administration, student services, discipline, organized events and operation and maintenance of facilities; interference with the free speech and movement of academic community members; refusal to identify oneself when requested or to obey any other lawful instruction from a school official or teacher to discontinue or modify any action which is judged disruptive.
- j. Dishonesty, including, without limitation, provision of false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation or fraud.

- k. Obscene, indecent or inconsiderate behavior; insubordinate behavior towards any teacher or school official; exposure of others to offensive conditions; sexting (sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device); disregard for the privacy of self or others.
- l. Theft, abuse or unauthorized use of school property, the personal property of others or public property, including, without limitation, unauthorized entrance into school facilities or information technology systems, possession of stolen property and littering.
- m. Use, distribution or possession of stimulants, intoxicants, drugs, or any type of drug-related paraphernalia except as authorized by prescription and in compliance with the "Student Possession and Self-Administration of Medication" policy found in this handbook.
- n. Use, distribution or possession of alcoholic beverages on school premises or at organized school activities or events.
- o. Use, distribution or possession of tobacco or any tobacco-related product, including an electronic cigarette, on school premises or at organized school activities or events.
- p. Gambling on school premises or at organized school events.
- q. Failure to comply with the lawful directions of any school official, staff member or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the school in the absence of a particular official. (Emergency orders may supersede some written regulations. Any student who receives orders which he or she considers unreasonable although not illegal must obey the orders.)
- r. Violation of any federal, state or local law.
- s. Violation of Early Career Academy's Computer and Electronic Information Policy.
- t. Intentional or careless destruction, damage or defacement of any school property. The school may, in addition to imposing discipline, hold any student who is responsible for any such destruction, damage or defacement liable for the repair or replacement of the property.
- u. Failure to behave in a manner that reflects favorably upon the student's association with the school.
- v. Falsification of any information on his or her Registration Documents or any other documentation that the student provides to the school, including, without limitation, his or her educational status.
- w. Failure to strictly adhere to any term, provision, requirement, policy or procedure stated in this handbook, the student's Registration Documents or handbook.
- x. Failure to exhibit good citizenship and respect for the community and other persons.
- y. Hazing, defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the school, for the purpose of initiation or admission into an affiliation with any organization recognized by the school. Hazing includes, without limitation, the following as determined by the school: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics; exposure to the elements; forces consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.
- z. Incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in such acts; or by failure to separate oneself clearly from a group in which others are so engaged.

## **Bullying/Cyber-bullying**

The Early Career Academy also takes bullying seriously. Any form of bullying, including cyber-bullying, will not be tolerated and is subject to disciplinary action. Bullying is a repeated behavior that can be face-to-face or through an electronic media. Bullying can be physical (hitting, kicking); verbal (taunting, teasing, racial slurs, verbal sexual harassment); or nonverbal (threatening or obscene gestures). Cyberbullying is the use of technology to bully, threaten, intimidate, harass, ridicule, or intimidate students or staff.

If the individual committing the bullying behavior and the intended target are both ECA students or the bullying behavior negatively impacts ECA or its students, ECA may take appropriate disciplinary action in response to the misconduct whether or not the behavior occurs on or off campus. It is the responsibility of any individual having knowledge of a bullying incident to immediately report that incident to the school administration.

## **Weapons**

The possession or use of firearms, knives, tasers, guns of any kind (including gas or air-powered guns), other weapons, explosives or fireworks of any kind are prohibited on school property and during any school activity, except for law enforcement officers who are required to carry a firearm at all times. This policy also encompasses the possession of look-alike items.

Any law enforcement officer who is required to carry a firearm on school premises or during any school activity must notify the school in writing of that requirement and provide a copy of the applicable directive that requires the officer to carry a firearm while on school premises and during school activities.

The school reserves the right to inspect any and all items brought onto the school premises, including any building or parking lot. Except for law-enforcement officers as specified above, possession or use of a firearm, knife, taser, gun of any kind, other weapon or look-alike, explosive or firework on school premises or during any school activity will result in the student's immediate expulsion from the school and law enforcement will be contacted.

## **Electronic Devices (including cellular phones and tablets)**

During the school day cellular telephones should be set so they do not interrupt or disrupt regular classroom activities. Electronic devices can only be used in the classroom by permission of the teacher. Students whose telephone, or other electronic device causes a disruption in the classroom will have the device confiscated until the end of the class period. Repeated violations will lead to disciplinary action. Early Career Academy will not be responsible for lost, stolen and/or damaged phones or electronic devices at school.

## **Personal Property**

The school expressly disclaims all liability and responsibility of every kind and nature whatsoever for any loss, theft, damage, destruction, or other casualty to any personal property of any kind owned by any student, visitor, or other. Students are advised and warned they must personally take full and complete

responsibility for safekeeping of all their property on school premises including parking area and during any school activities.

The Executive Director maintains a lost and found.

### **Soliciting**

In the interest of all students, teachers, and staff, no outside solicitation whatsoever is permitted on the campus, in the classroom or laboratory, regardless of the reason, without the express written consent of the Executive Director.

### **Parking Policy**

Parking spaces for the disabled are marked and any vehicles parked in these spaces without the appropriate disabled designation will be towed at the owner's expense. Visitor parking is permitted in the parking spaces designated for visitors. Students must not park in the visitors parking area. Unauthorized parking may result in the vehicle being towed at the owner's expense and suspension of the individual's on-campus driving/parking privileges.

## **Dress Code**

While on school property, students must accept individual responsibility for appropriate dress. Certain items of dress are not acceptable due to safety reasons, such as shower clogs, and other similar type shoes. Some programs within the school may require more stringent dress codes for safety and professional reasons.

Students are expected to wear clothing that adequately covers the person and to wear shoes on the school premises. Clothing that is revealing or exposes the torso is not permitted. Clothing must not contain printed material that may be considered vulgar or offensive language. More formal attire, as announced, may be required for special events or occasions. Students will maintain their own personal hygiene so as not to be offensive to fellow students and staff.

Each teacher may set stricter dress and cleanliness requirements related to specific safety and hygiene factors for the particular class and laboratory setting. Such requirements will be either posted in each classroom and laboratory, or included in the course syllabus given to each student at the beginning of each course.

Students violating the dress code will be asked to leave school until they are properly dressed and will be counted absents for the time they are not in class.

## **Discipline Policy**

In the event of suspected violations of the Student Code of Conduct, disciplinary actions may result. In dealing with disciplinary issues, the Executive Director, or designee, has the discretion to control and conduct any and all investigations of incidents involving disciplinary issues. Disciplinary actions may

include, but are not limited to: behavioral advising, removal from class, detention, suspension, expulsion, and/or a Discipline Hearing as deemed appropriate by school administrator.

A Discipline Hearing is a proceeding held before the governing board.

In all cases, documentation will be included in the student’s file and parents may be notified.

### **Discipline Matrix of Consequences**

Below is a list of various misconduct categories and typical discipline action. The discipline action may be less or more severe than what is listed, depending on the circumstances and discipline history of the student. The list is given for examples and not intended to be a complete list of all misconduct. The Executive Director has complete discretion related to all discipline at the school.

<b>Misconduct Category</b>	<b>Recommended Range of Discipline</b>
Academic Misconduct/Dishonesty	Individual conference – short term suspension
Falsifying Information	Individual conference – short term suspension
Cheating/Plagiarism	Individual conference – long term suspension
Verbal Provocation	Individual conference – long term suspension
Minor Physical Aggressiveness	Individual conference – long term suspension
Major Physical Aggressiveness	Short term suspension – Police Referral/expulsion
Disorderly Conduct	Conference – Police referral/expulsion
Disrupting the Educational Environment	Conference – long term suspension
Use or Possession of Alcohol or Drugs	Long term suspension/Police Referral – expulsion
Arson	Long term suspension/Police Referral – expulsion
Excessive Tardiness – 6 or more class periods	Detention – removal from extra-curricular activities
Excessive unexcused absences – 10 or more from one class	Detention – withdrawal
Bullying	Conference – expulsion
Harassment	Conference – expulsion
Disrespect	Conference – expulsion
Dress Code Violation	Conference – detention
Inappropriate Language	Conference – short term suspension
School Threat	Police referral/Expulsion
Indecent Exposure/Pornography	Short term suspension – police referral/expulsion
Electronic Device/Cell Phone Violation	Conference – short term suspension
Theft	Short term suspension – police referral/expulsion
Vandalism	Short term suspension – police referral/expulsion
Possession of Weapons/Dangerous Items	Long term suspension – police referral/expulsion

### **Behavior Advising Conference**

Behavior advising for discipline/behavioral issues is different from academic advising. A behavior advising session will occur if a student violates the Code of Conduct and the teacher/staff member believes that behavior advising is warranted. The behavior advising session will be documented in the student record. Behavior advising does not preclude additional disciplinary action.

## **Removal from Class**

Teachers are authorized to immediately remove a student from the classroom if the student's behavior violates the Student Code of Conduct, or is unruly or disruptive to the point it interferes with the educational process of the class. Removal from class does not prohibit the school administration from pursuing or implementing additional disciplinary actions.

## **Suspension**

According to A.R.S. 15-840, "Suspension" means the temporary withdrawal of the privilege of attending a school for a specified period of time. Short-term suspension is removal from school for not more than ten (10) consecutive school days. Long-term suspension is when a student's suspension is assigned for more than 10 consecutive school days pending DisciplineHearing; this decision is reserved for most serious breaches in the Student Code of Conduct. These students have the right to make up any missed classroom assignments and will be given the opportunity to make up missed work. While suspended, a student may not be on school property, attend school events or participate in any extracurricular or after-school activities.

## **Expulsion**

According to A.R.S. 15-840, "Expulsion" means the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school. Students who engage in serious misbehavior place themselves at the greatest risk of being expelled from school. Students whose misbehavior is both persistent and chronic also place themselves at greater risk for expulsion.

A Discipline Hearing will be conducted by the Board designating one or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the board for action.

## **Due Process**

### **Application of the Disciplinary Policy to Students with Disabilities**

According to A.R.S. 15-844 student discipline shall be applied in a manner consistent with the rights secured under federal (IDEA 2004) and state law to students who are determined to be eligible for special education programs and services. A copy of the *Procedural Safeguards for Individuals with Disabilities* can be obtained from the Executive Director.

## Resolution of Disputes

Statement of Intent: To afford full consideration to student complaints concerning any aspect of the programs, facilities or other services offered by or associated with Early Career Academy. This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems. Students are encouraged to communicate their concerns fully and frankly to members of the school faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation and to protect persons who report information from retaliation.

### **Procedure**

All student complaints will be handled in the following manner:

#### Step One – (Informal) Contact the Teacher

Students are encouraged to communicate their complaints fully and frankly to their teacher.

#### Step Two – (Informal) Appeal to the Career and Guidance Counselor

If a complaint is not resolved to the student's satisfaction, the student will, as soon as possible after the student's discussion with the teacher, submit the complaint to the Career and Guidance Counselor.

#### Step Three – (Formal) Contact the Executive Director

If the complaint has not been resolved by the Career and Guidance Counselor, the complaint should be submitted, in writing, by submitting a Parent/Student Complaint Report (Appendix A), to the Executive Director. The Executive Director will meet with the student to discuss and respond to the complaint. The Executive Director's response may be oral or written and will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished. Within three (3) school days of any such discussion, the Executive Director will prepare a written summary of the discussion, including any agreed upon or proposed solution to the student's complaint. The Executive Director will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

# Student Educational Records and Confidentiality

## Family Educational Rights and Privacy Act Notification

The Family Educational Rights and Privacy Act (“FERPA”) affords students certain rights with respect to their education records. These rights include:

**1. The right to inspect and review the student’s education record within 45 days after the school receives a written request for access.**

A student, or parent of a student under 18, should submit to the Executive Director a written request that identifies the record(s) the student wishes to inspect. The Executive Director will make arrangements for access and notify the student of the time and place where the records may be reviewed.

**2. The right to request the amendment of the student’s education records that the student, or parent of students under 18, believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.**

A student, or parent of a student under 18, may request the school to amend an education record that the student, or parent of a student under 18, believes is inaccurate or misleading. The student or parent must write to the Executive Director, clearly identify the part of the education record the student or parent wants changed, and specify why the education record is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. If the school decides not to amend the education record as requested by the student or parent of a student under 18, the school will notify the student and/ or parent of the decision and advise the student of his or her right to a hearing regarding the student’s request for amendment. Additional information regarding the hearing procedures will be provided to the student and/or parent when the student is notified by the school of his or her right to a hearing.

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

One exception permits the school to disclose personally identifiable information contained in the student’s education records without the student’s consent to school officials with legitimate educational interests. A School official is: a) a person employed by the school in an administrative supervisory, academic or research, or support staff position; b) a person or company with whom the school has contracted who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records; c) a person serving on an advisory board; or d) a student assisting a school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. Upon request, the school discloses education records without student consent to officials of other schools at which the student seeks or intends to enroll or where the student is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address for the Office that administers FERPA is:**

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

**The Protection of Pupil Rights Amendment**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

ECA will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ECA will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. ECA will also directly notify, such as through U.S. Mail or email,

parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. ECA will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

## Special Education and Section 504

In order to provide continuity of educational services, students with an Individualized Education Plan (IEP) or 504 Plan of the Rehabilitation Act of 1973 will be assessed promptly within the requirements of applicable law. The Early Career Academy is dedicated to educating all students and makes every effort to ensure students' rights are observed in accordance with applicable laws and regulations.

For all new students to ECA, a teacher completes a screening document within 45 days of enrollment to note student abilities in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills.

ECA provides free and appropriate public education to all students who qualify for an individualized Education Program. Specific details for Special Education and Section 504 can be found in the ECA Special Education and Section 504 Policies and Procedures document.

Appendix 1

## PARENT/STUDENT COMPLAINT REPORT

Today's Date \_\_\_\_\_

Name or Names of Individual Reporting Complaint:

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Name(s) of Student(s) Involved, if different from above:

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Name(s) of Parent(s)/Guardian(s) of Reporting Individual, if Student(s):

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Parent/Guardian Contact Information:

Work Phone

Home Phone

Cell Phone

Email Address: \_\_\_\_\_

Provide a summary of your complaint, including dates, names of others involved or who have information regarding your concerns. Attach supporting documents, if available.

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**This area to be completed by Executive Director**

Date received: \_\_\_\_\_

Date of meeting with Student(s)/Parent(s): \_\_\_\_\_

Date of Resolution: \_\_\_\_\_ (Executive Director's written report attached)

If not resolved with Executive Director, date referred to Board of Directors (BOD) \_\_\_\_\_

Date of meeting with BOD: \_\_\_\_\_ Date of BOD resolution: \_\_\_\_\_ (BOD written report attached)