**PLC Arts Academy at Scottsdale, Inc.**

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**Parent–Student Handbook**

**2017 – 2018**

**QUICK REFERENCE INFORMATION**

**SCHOOL ADDRESS AND PHONES**

PLC Arts Academy at Scottsdale, Inc.

6140 E. Thunderbird Rd.

Scottsdale, AZ 85254

Office……….(480) 951-3190

Fax………….(480) 998-4029

Email……….AASC@plccharterschools.org

Principal/Director Carolyn Repetto

**WEBSITE ADDRESS**

www.artsacademyatscottsdale.com

**E-MAIL ADDRESS**

AASC@plccharterschools.org

**SCHOOL HOURS**

Office 7:30 a.m. - 3:30 p.m.

Kindergarten 8:00 a.m. - 2:20 p.m.

Grade 1 8:00 a.m. - 2:20 p.m.

Grade 2 8:00 a.m. - 2:30 p.m.

Grade 3 8:00 a.m. - 2:40 p.m.

Grade 4 8:00 a.m. - 2:50 p.m.

Grade 5 8:00 a.m. - 3:00 p.m.

Grade 6 8:00 a.m. - 3:00 p.m.

Aftercare is available until 6:00 p.m.

**EARLY RELEASE HOURS**

KG – 12:20 p.m.

1st – 12:20 p.m.

2nd – 12:30 p.m.

3rd – 12:40 p.m.

4th – 12:50 p.m.

5th – 1:00 p.m.

6th – 1:00 p.m.

**NON-DISCRIMINATORY**

PLC Arts Academy at Scottsdale, Inc. does not discriminate due to race, religion, sex, or disabilities.

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

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

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

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

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

**ABSENCE REPORTING**

If a child is absent, please notify the school office before 8:15 a.m.

**MAKE-UP WORK**

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

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

**CHRONIC ILLNESS**

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

**COMMUNICABLE DISEASES**

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

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

**HEALTH CENTER**

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

1. A temperature of 100 or above
2. A possible communicable disease
3. Vomiting or diarrhea
4. An injury requiring further medical attention

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

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

**MORNING ARRIVAL**

* For safety reasons, students are not to arrive on campus before 7:30 a.m. as there is no supervision before then.
* The gates will open for students at 7:30 a.m.
* Students eating breakfast shall go to the Bobcat Bistro in the cafeteria. Breakfast is served 7:40 a.m. – 7:55 a.m.

**LATE ARRIVAL – EARLY PICKUP**

A child is considered tardy if he/she arrives after 8:00 a.m. 15 or more late arrivals within a school year are considered excessive and a conference will be required with the parents and the school staff. The problem will be handled in accordance with the state truancy laws.

Attendance is taken at the beginning of class. If you arrive after the scheduled start time, you must check in with the office and receive a Late Pass before you can enter your classroom. This will ensure that your child is not marked Absent. Also, if you need to pick up your child before the scheduled release time, please sign out in the office and receive an Early Pass to give to the teacher.

**COMMUNICATIONS**

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

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

**CONFERENCES**

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

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

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

**DRESS CODE**

In order to eliminate potential distractions or competition, uniforms are required at

PLC Arts Academy at Scottsdale, Inc. Students are expected to arrive and remain in uniform while on campus and at specified school events.

**Tops**: The PLC AASC embroidered shirts shall be worn Monday thru Friday.

The AASC PTA Spirit Shirt may be worn on **Fridays only** in lieu of the standard AASC uniform shirt. The uniform bottoms are still required with Spirit Shirts.

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

**Bottoms**: Solid color beige/khaki or navy blue. Denim and sport bottoms are not allowed.

Boys: well-fitted shorts or pants. Girls: shorts, pants, capris or skirts.

Please do not purchase jumpers; or bottoms with embroidery, bling, side stripes, fatigue patterns or graphics. Visible brand name labels are acceptable. The bottoms must be plain and without adornment in one of the approved colors and without holes. Girls’ shorts and skirts must not be above fingertip level.

**Legs**: Solid, white or navy blue socks. Solid, opaque leggings and tights may be worn under skirts and should be either white or navy. No patterns.

**Footwear**: Fully enclosed athletic shoes are to be worn daily. They can be any color or pattern and are to remain fastened/laced at all times for safety.

**Hats:** Hats are not to be worn when inside the building. They are for outside only.

Acceptable uniform colors – tops and bottoms

 Acceptable colors - socks, tights and leggings

**SURROGATE PARENT**

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

 \* Proof of Guardianship (guardianship papers, documentation of guardianship).

 \* Power of Attorney Papers

 \* Custodial Papers

**CUSTODY**

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

**EMERGENCY CONTACT INFORMATION**

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

**FIELD TRIPS**

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

* Drivers are required to abide by the Arizona DMV Child Car Seat Law: When riding in a vehicle, all children who are at least 5 years old, under 8 years old, and 4 ft. 9 in. or less must be properly secured in a child restraint device meeting federal standards.
* Drivers are required to submit the following information:

 Verification stating that the bodily injury liability limits on their auto insurance is a minimum of $100,000 ea. person/$300,000 ea. accident

* Remember time schedules; be on time for performances so that your group does not keep others waiting.
* Turn cell phones and beepers off during presentations and/or performances. Do not use your cell phone while operating a vehicle.
* Children may not ride in the front seat. One seat belt per child.
* Never stop at stores, home, restaurants or parks.
* Only G movies may be shown on VCR’s/ DVD’s in cars.
* PLC Arts Academy at Scottsdale, Inc. has a No Smoking Policy at all PLC Arts Academy at Scottsdale, Inc. functions, on or off campus.

**PARKING**

Students shall be dropped off and picked up at the back gate at the north end of the campus. Pick-up is promptly at dismissal time.

KG and 1st = 2:20

2nd = 2:30

3rd = 2:40

4th = 2:50

5th and 6th = 3:00

Parking is only in paved designated parking spaces. There is **NO Parking** in the drive-through at ANY TIME. When walking through the parking lot please watch for moving cars, particularly when crossing the drive-thru lane.

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

**HANDICAPPED PARKING**

The Parking space marked with this symbol  is only for use by a vehicle displaying a valid disability plate or placard, and only when transporting the person who was issued the plate or placard.

**LOST & FOUND**

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

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

**BREAKFAST AND LUNCH PROGRAMS**

A pre-ordered breakfast program is available Monday - Friday for $2.50 each day. A pre-ordered hot lunch program is available Monday - Friday for $3.50 each day. Specialty meals include Taco Tuesdays, Pizza Fridays, and Pancakes with the Principal. Children who do not sign up for the hot lunch should bring their own lunch w/spoons and forks, if needed. These lunches are not refrigerated. It is also not possible for staff or teachers to microwave lunch items. Students are not permitted to have either soda or gum on campus.

**MEDICATION**

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

**PETS**

We love your pets, especially your dogs. However, NO DOGS ARE PERMITTED ON CAMPUS. Please do not wait near the gate with your leashed pet but remain a distance away so as to not obstruct the child’s path to the car. And sometimes children are frightened or allergic and some dogs do not like other dogs. Service dogs are allowed.

**ELECTRONICS / CELL PHONES / TOYS**

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

**AASC BOBCATS CAMPUS DISCIPLINE PLAN** (includes Clubs and Clubhouse)

**Guiding Principals**

* Every person deserves to be respected.
* Every person deserves to be safe, to feel safe, and to be free from danger.
* Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
* Learning is enhanced by the establishment of academic and behavioral expectations.
* Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

**School, Clubs, and Club House Rules**

* I will follow directions the first time given.
* I will keep my hands, feet, and objects to myself.
* I will put people up, not down.
* I will always be in the proper place.
* I will walk in the building.
* I will use all materials and equipment properly.

**Character Counts!**

The Six Pillars of Character are the core ethical values of CHARACTER COUNTS! and AASC! The six pillars are: Trustworthiness; Respect; Responsibility; Fairness; Caring; and Citizenship.

**AASC Bobcat Pledge PAWS Problem Solving Tool**

**B**ringing **P**ause and think!

**O**ur **A**lways take 3 deep breaths

**B**est **W**alk away

**C**onstantly **S**ee an adult

**A**chieving

**T**ogether

**COMPUTER USE**

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

**TEACHER RESUMES**

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

**STANDARDIZED SCHOOL REPORT CARD**

This state issued document is available in the school office.